



**PrairieCat Administrative Council
Minutes
May 7, 2021**

The Council met on Friday, May 7th, 2021, 10 am – 3 pm
Via Zoom online. Please visit [L2](https://railslibraries.zoom.us/j/95877697742) to register or click on the link below:
<https://railslibraries.zoom.us/meeting/register/tJItdOuvpz8vHNFbKIMZs8QHGiHjG3zo3Nps>

The Council met virtually due to the coronavirus pandemic in accordance
with SB 2135.

PUBLIC COMMENT: Members of the public will be able to chat or speak during the virtual Zoom meeting during the public comment. Public comments may be submitted via email to Carolyn.Coulter@railslibraries.info at least two hours before the meeting.

Public can also dial in at: +1 312 626 6799 Meeting ID: 958 7769 7742

I. Call to order, Welcome and Introductions

Present via Zoom: Carolyn Coulter (PrairieCat), Emily Faulkner (DK), Laura Long (EM), Lauren Offerman (TC), Elizabeth Smith (PrairieCat), Chelsey DeSplinter (PrairieCat), Emily Porter (BY), Julie Wayland (PR), Patricia Smith (RO), Michele Arms (CH), Charm Ruhnke (PU), Penny Bryant (Chair-PT), Jeff Munson (FG), Melissa Landis (PrairieCat)

Absent: Laura Watson (HC)

Bryant (Chair-PT) called the meeting to order at 10:00 am.

II. Introduction of Visitors and Public Comments

There were no public comments.

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- a. Approve minutes for April 2nd, 2021 PrairieCat Administrative Council meeting
- b. Approve financial report for March 2021
- c. Approve check register for 3/28/21 to 4/27/21
- d. Statistical reports

MOTION #1

Munson (FG) moved and Porter (BY) seconded to approve the consent agenda as presented. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 9

Nays: 0

Abstentions: 0

Discussion:

V. Membership Update

Smith (PrairieCat) stated that are three libraries in the process of joining PrairieCat. Marengo Union is moving forward quickly with their training. The Go Live date is set for the end of June. Putnam County is adding their Primary school. They are working with PrairieCat staff on training and adding items. Lostant has stalled due to a lack of a library director. Coulter (PrairieCat) stated she has reached out to RAILS to help contact Lostant which will hopefully help them move forward with their PrairieCat membership.

VI. Administrative Issues

- a. Final election slate, Administrative Council, Circulation and Tech Services Committees
Coulter (PrairieCat) presented the election slate for FY22.
- b. ACTION: Terminate PrairieCat 401(a) plan with ICMA-RC on 7/1/2021 in lieu of IMRF membership for PrairieCat staff retirement
Coulter (PrairieCat) explained the need to terminate the 401(a) plan with ICMA-RC/Mission Square Retirement in lieu of membership in IMRF on July 1, 2021.

MOTION #2

Offerman (TC) moved and Faulkner (DK) seconded to terminate PrairieCat 401(a) plan with ICMA-RC on 7/1/2021. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 10

Nayes: 0

Abstentions: 0

Discussion:

- c. ACTION: Approve revisions to 457 plan with ICMA-RC to allow for distributions at 59.5 years of age, in-service distributions
Coulter (PrairieCat) stated that due to new laws passed regarding 457 plans and the upcoming move to IMRF, it is recommended to change the in-service distribution age to 59.5 and to allow in-service rollover distributions at any time.

MOTION #3

Offerman (TC) moved and Ruhnke (PU) seconded to approve revisions to 457 plan with ICMA-RC to allow for distribution at 59.5 years of age, in-service distributions. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 10

Nayes: 0

Abstentions: 0

Discussion:

- d. Development partnership agreement, Innovative patron engagement software
Coulter (PrairieCat) stated that Innovative would like PrairieCat to become a development partner with their Vega Discovery software. Both parties' attorneys are looking at the agreement. There would be no cost to PrairieCat. Coulter would like the Council's permission to sign the agreement once both parties' lawyers are content with the agreement.

Wayland (PR) asked if Innovative is still looking at us as a prime customer.

Coulter responded with yes.

Arms (CH) asked if PrairieCat moves forward with the partnership agreement would we get all three parts of the software or just the Discovery portion. Coulter would like all three parts of the software.

The Council agrees to move forward with the partnership agreement with Innovative.

- e. Discussion, moving first overdue notice back from 14 to 7 days
Landis (PrairieCat) stated that in August, due to COVID-19, we extended the overdue notice. This was mostly to accommodate for the quarantine period for items within RAILS. Now that the quarantine period has been lifted, we believe it is time to move the overdue notice back to 7 days. PrairieCat did conduct a survey that asked is it time to reset this notice and 51 participates responded with yes and 5 said no.

Council agrees email to be sent out today giving a heads up to the membership stating the effective date will be Monday, May 17th.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – Report from 4/28/2021
Coulter (PrairieCat) stated that one of the topics was the Resource Sharing Summit. One topic for the Summit would be to include the Innovative products as a feature to Fully Participating members.

Ruhnke (PU) stated the topics for the Resource Sharing meeting were the Resource Sharing Summit, new product suggestions for group purchase and the possible realignment of services for Fully Participating and Basic Online members. Coulter said the goal would also be to include the mobile app into these discussions with the new Vega software.

Ruhnke also mentioned it was agreed to have the Resource Sharing Summit via Zoom most likely in August/September. The two questions and topics to be discussed are group purchases and the re allocation of the tiers.

- b. Finance Committee – Report from 3/18/2021
Offerman (TC) stated the Finance Committee discussed the final draft of the budget for FY22. It went to Delegates and has been approved. The Committee was also given an update on the progress of PrairieCat's IMRF membership.

VIII. Review of Meeting – what worked and what didn't

The meeting went well.

- IX. Public Comments
There were no public comments.
- X. Adjournment
The meeting adjourned at 10:45 am.
- XI. Next Meeting – Friday, Jun 4, 2021, Online via Zoom

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