



**PrairieCat Administrative Council
Minutes
July 2, 2021**

The Council met on Friday, July 2nd, 2021, 10 am –1 pm
In person at the Cherry Valley Public Library District,
755 East State Street, Cherry Valley, IL

The meeting was also available online via Zoom:

<https://railslibraries.zoom.us/meeting/register/tJEqdOmorDsrH9W5U0kc9OrLOz djCayFMNGL>

Meeting ID: 957 3002 0151

Passcode: 062111

- I. Call to order, Welcome and Introductions
Present in Cherry Valley: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Victoria Blackmer (CV), Emily Faulkner (DK), Beth Ryan (JO), Patricia Smith (Chair-RO), Laura Watson (HC), Emily Porter (BY), Penny Bryant (PT), Ashley Huffines (FP)

Present via Zoom: Charm Ruhnke (PU)

Absent: Laura Long (EM), Chelsey DeSplinter (PrairieCat)

Smith (Chair-RO) called the meeting to order at 10:02 am.

- II. Introduction of Visitors and Public Comments
The council welcomed former council member Michele Arms (CH) to the meeting, and the council introduced themselves.
- III. Review Agenda for Additions/Changes
There were no revisions or changes.
- IV. Consent Agenda
- Approve minutes for June 4th, 2021 PrairieCat Administrative Council meeting
 - Approve financial report for May 2021
 - Approve check register for 5/28/21 to 6/27/21
 - Statistical reports

MOTION #1

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

Motion carried by roll call.

Ayes: 8
Nays: 0
Abstentions: 0

Discussion:

V. Membership Update

Coulter (PrairieCat) shared that Marengo-Union Library District went live for circulation on June 30. Slanicky (PrairieCat) did a great job managing the project. Byron schools is working on adding items this summer.

Coulter (PrairieCat) shared that North Chicago Public Library has been sent a quote, and the board is discussing joining.

VI. Administrative Issues

- a. Welcome new Administrative Council members, committee designations
Coulter (PrairieCat) welcomed new council members, Victoria Blackmer (CV), Ashley Huffines (FP), and Beth Ryan (JO).

Hilaree Lombardo (Oregon) resigned her new position as an At Large representative with a term expiring June 30, 2023. We will run a special election to fill the seat. Michelle Krooswyk from New Lenox is willing to run again. Coulter will put a call out for nominations then the election will be open for a week. There is an open seat on the Circulation Committee as well.

Due to the Open Meetings Act, the Finance Committee should be meeting in person. This has caused some conflicts for the newly elected Treasurer Laura Watson (HC) who would like to resign her position. Faulkner (DK) nominated Blackmer (CV) for the Treasurer position.

The current committee members on Resource Sharing and Finance agreed to continue serving on their respective committees.

MOTION #2

Faulkner (DK) moved and Watson (HC) seconded to approve Victoria Blackmer (CV) as the Treasurer and chair of the Finance Committee as presented. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 9
Nays: 0
Abstentions: 0

Discussion:

- b. ACTION: Election of OMA and FOIA officers

MOTION #3

Smith (RO) moved and Porter (BY) seconded to approve the election of the OMA and FOIA officers (Carolyn Coulter and Patti Smith) as presented. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 9

Nayes: 0

Abstentions: 0

Discussion:

- c. ACTION: Approve Pay Scale for FY22
Coulter (PrairieCat) received a recommendation from HR Source on the pay scale adjustment. Adjusting the pay scale based on market trends helps to keep it fair and competitive.

MOTION #4

Porter (BY) moved and Faulkner (DK) seconded to approve the Pay Scale for FY22 as presented. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 9

Nayes: 0

Abstentions: 0

Discussion:

- d. Review of Administrative Council Manual and signature cards for officer Smith (PrairieCat) shared the Administrative Council Manual is posted on the support site under About > Council and Delegates. All of the documents are posted separately on that page. The budget documents can be found under About > Budget/Finance. Please review the posted documents.

All meeting agendas, minutes, and packets are posted under Meeting Documents and emailed to the mailing list. All meetings are listed in L2. Locations will be updated as they are scheduled. Please register in advance in L2 so we have an accurate count for quorum and catering. Please list any dietary restrictions in the notes field when registering.

The OMA training site is still down, so the council members that need to complete OMA training will have to wait until the site is active. There is no penalty for completing the training behind schedule.

- e. Review of Strategic Plan Activity plan for FY22
Coulter (PrairieCat) shared the activity plan for the FY22-24 strategic plan. Under the governance strategic direction, there is a task to form an ad hoc committee about exploring a partnership with the consortium RSA. Coulter said perhaps we could explore some grant options for this project of exploring a partnership with RSA. RSA is currently under RAILS but need to move toward independence. Coulter said the initial step of this project may be a joint board meeting then forming a task force to explore options.

Huffines (FP) asked about RSA fee structure. Much of the RSA membership is made up of small publics and schools. RSA has been working on a fee structure, but Coulter has not seen the final version.

Coulter (PrairieCat) updated some of the tasks on the activity have already been completed like reconfiguring the PUG Day team to an Engagement Committee. The IP security project is also almost to completion.

- f. Discussion, review of FY23 RAILS grant
Coulter (PrairieCat) shared the RAILS grant is in the packet for review; by the fall we should have the final grant award from RAILS so we can work on the draft budget. RAILS is returning to charging PrairieCat for our in-kind services such as accounting, buildings, IT etc. Faulkner (DK) recommended the IT company that DeKalb PL uses when the time comes. Coulter said we only host one server under RAILS right now that could be moved to the cloud. RAILS is moving to Office365 so PrairieCat will have our own emails but still paid for by RAILS.
- g. Discussion, Timeline policy for new or upgrading members
Coulter (PrairieCat) said this is something she wanted to bring up for future members. Perhaps we want a policy that has more firm guidelines on timeline for new and upgrading members. Porter (BY) said perhaps it should be in the General Policy Manual. Huffines (FP) recommended adding some language to make adjustments to the timeline due to exceptions. The RAILS grant has a deadline of two years, but not all members use a RAILS grant. Coulter said that two years seems to be a good baseline. Porter recommended having it as a part of the welcome packet that outlines the project goals and timeline.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – no report
- b. Finance Committee – Report from June 17th, 2021
Coulter (PrairieCat) reported that the Finance Committee discussed the pay scale. The committee also reviewed the agreement with Innovative for the Vega Patron Engagement partnership. If PrairieCat decides to purchase the software then that is detailed in the agreement.

The Committee also discussed how another level of membership with added features such as patron engagement tools may work. The committee agreed discussing this idea more at the Resource Sharing Summit would be beneficial.

The Committee also recommended investigating some of the grant funds that are available right now. Coulter said one of the IMLS grants may be applicable for some upcoming projects.

- VIII. Review of Meeting – what worked and what didn't
- IX. Public Comments
There were no public comments.
- X. Adjournment
The council adjourned at 11 am.
- XI. Next Meeting – Friday, August 6, 2021, Byron Public Library District, 100 South Washington Street, Byron, IL 61010-1460