



## PrairieCat Administrative Council

### Minutes

September 3, 2021

The Council met on Friday, September 3rd, 2021, 10 am –1 pm  
In person at the East Moline Public Library, 740 15th Ave.  
East Moline, IL

The meeting was also available online via Zoom:

Join Zoom Meeting

<https://rainslibraries.zoom.us/j/99633058897?pwd=M2RwbjNkWkJCdIJuekU1ZW5PY00vdz09>

The public can also dial in at: +1 312 626 6799  
Meeting ID: 996 3305 8897

Please Register at:

<https://librarylearning.org/event/11617/register>

#### I. Call to order, Welcome and Introductions

Present in East Moline: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Chelsey DeSplinter (PrairieCat) Beth Ryan (JO), Patricia Smith (Chair-RO), Ashley Huffines (FP), Laura Long (EM), Victoria Blackmer (CV),

Present via Zoom: Laura Watson (HC), Emily Porter (BY), Charm Ruhnke (PU), Emily Faulkner (DK), Michelle Krooswyk (NL)

Absent: Penny Bryant (PT)

Ruhnke (Vice-Chair-PU) called the meeting to order at 9:56 am.

#### II. Introduction of Visitors and Public Comments

There were no visitors or public comments.

#### III. Review Agenda for Additions/Changes

There were no revisions or changes.

#### IV. Consent Agenda

- a. Approve minutes for August 6th, 2021 PrairieCat Administrative Council meeting
- b. Approve financial report for July 2021
- c. Approve check register for 7/28/21 to 8/27/21  
Statistical reports

#### **MOTION #1**

**Ryan (JO) moved and Huffines (FP) seconded to approve the consent agenda as presented. There was no discussion on the motion.**

**Motion carried by roll call.**

**Ayes: 8**

**Nayes: 0**  
**Abstentions: 0**  
**Discussion:**

- V. Membership Update (Elizabeth Smith, Carolyn Coulter)  
Smith (PrairieCat) shared the strategic plan survey results which helps PrairieCat evaluate our progress with the Strategic Plan. Overall, the results were positive and there were not any surprises. Some of the comments or topics pointed out by the membership were projects already on our radar. Smith also said we are aware of some issues with the website after the transition from RAILS to Cherry Hill.

Coulter (PrairieCat) recapped her trip to North Chicago. It went well. Currently, they are on a standalone TLC system. Coulter explained PrairieCat, RAILS and the benefits of joining a consortium to the North Chicago Library board. The Library does not have a time line in place to make a decision on how they will move forward. Coulter will follow up next week to reiterate the importance and benefits of taking advantage of the RAILS grants available for libraries joining a consortium.

Coulter stated she will be going to Ladd Public Library on September 13<sup>th</sup> to discuss joining PrairieCat. Ladd's quote, based on last year's budget, came in a little over \$3,000 for Basic Online. They are not currently OCLC members. With the fees we pay to OCLC and III for these smaller libraries, and what they pay us to be a PrairieCat member, these smaller sites do not produce significant revenue, or any at all. Ladd has a co-directorship, which is new for Coulter. She will attend their board meeting to find out more and hopefully do a demonstration of the catalog.

Porter (BY) asked if we can write a grant for our PrairieCat OCLC fees? Coulter answered that no way to get around the fees without changing the current requirements.

VI. Administrative Issues

- a. Action: Approve edit to General Policy Manual Fiscal Accountability Policy  
Coulter (PrairieCat) explained Sharon Swanson suggested the first change to the General Policy Manual. In order to do business with a credit union we have to add the NCUA into our Fiscal Accountability Policy to make sure the credit union is insured.

**MOTION #2**

**Porter (EM) moved and Ruhnke (BY) seconded to approve the edits to the General Policy Manual Fiscal Accountability Policy. There was no discussion on the motion.**

**Motion carried by roll call.**

**Ayes: 10**

**Nayes: 0**

**Abstentions: 0**

**Discussion:**

- b. Action: Approve edit to General Policy Manual timeline for membership/upgrades  
Coulter (PrairieCat) stated this change is an addition to section six, the steps for a Union List or Fully Participating member to join or a Union List

member to upgrade to Fully Participating. We want to specify that joining or upgrading must be done within two years or Administrative Council can remove the member.

**MOTION #3**

**Porter (EM) moved and Ruhnke (BY) seconded to approve the edits to the General Policy Manual timeline for membership/upgrades. There was no discussion on the motion.**

**Motion carried by roll call.**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

**Discussion:**

- c. Discussion, Innovative contract negotiations  
Coulter said she, Blackmer (CV), Ryan (JO) and Ruhnke (PU) have been in negotiations with Innovative Sales Representative about next year's contract. There are two major points in this new agreement. First, our current contract has a 3.5% yearly increase; next year's contract will be locked in at a 2% increase for the next five years. The second point is that we are going to co-term our contracts. This will limit the impact of some of our contracts for next fiscal year. We will make up this difference in the following fiscal year, but due to budget concerns, this is timing out nicely. This contract also says we will go live with Vega Discover in January or February of 2022. Another big savings will be with hosting once we move to Vega Discover. PrairieCat will no longer have to host Encore. Hosting and Synthetics Unbound is included in the cost of Vega Discover.
  - d. Discussion, building temp staff database for membership (Patti Smith)  
Smith (RO) said there used to be a Library Temp Agency. With such a small staff, we have a tough time whenever the one member of the staff is gone. It would be nice if there was a database we could build for temp services. Faulkner (DK) said there use to be a company who provided those services. Smith stated she does not know of anyone doing this anymore. Porter (BY) said she discussed this in a different meeting recently. It would be nice to have some kind of part time staff share amongst libraries. Coulter (PrairieCat) said anything would have to be web based and there would need to be staff to maintain it. If PrairieCat decided to do this type of service, it would create leverage for a grant. It might be more in RAILS territory since it would be a statewide database. Coulter offered to run this idea by RAILS.
- VII. Ad Hoc Committee Updates
- a. Resource Sharing Committee – no report
  - b. Finance Committee – no report
- 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 Council adjourned at 10.42.

Next Meeting – Friday, October 1, 2021, at Princeton Public Library, 698 East  
Peru St., Princeton IL 61356

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