PrairieCat Administrative Council
Minutes
January 7, 2022

The Council met on Friday, January 7, 10 am – 12 pm

The council met virtually due to the coronavirus pandemic in accordance with rules and procedures contained in section 7(e) of the OMA as (1) there is a state-issued disaster declaration related to public health concerns in place over all or part of the jurisdiction of the public body; (2) the head of the public body determines that an in-person meeting is not practical or prudent because of the disaster

Register for the Zoom meeting at:

https://railslibraries.zoom.us/meeting/register/tJ0rdOqoqzMiE9Oc4Vqq8kpOLxKFerwrYBsH

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.

I.   Call to order, Welcome and Introductions

Present via Zoom: Michelle Krooswyk (NL), Victoria Blackmer (CV), Patricia Smith (Chair-RO), Charm Ruhnke (PU), Ashley Huffines (FP), Chelsey DeSplinter (PrairieCat), Laura Watson (HC), Carolyn Coulter (PrairieCat), Beth Ryan (JO), Laura Long (EM), Emily Faulkner (DK), Emily Porter (BY)

Absent: Elizabeth Smith (PrairieCat), Penny Bryant (PT)

Ruhnke (Vice Chair-PU) called the meeting to order at 10:00 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.

IV. Consent Agenda
   a. Approve minutes for December 3, 2021 PrairieCat Administrative Council meeting
   b. Approve financial report for November 2021
   c. Approve check register
   a. Statistical reports
       MOTION #1
       Huffines (FP) moved and Faulkner (DK) seconded <u>to approve the consent agenda as presented</u>. There was no discussion on the motion.

       Motion carried by roll call.
       Ayes: 10
       Nayes: 0
       Abstentions: 0
       Discussion:

V. Membership Update
    Coulter (PrairieCat) received the Innovative numbers for North Chicago and was able to put together a new proposal for them including the numbers for PrairieCat's draft Fiscal Year 23 budget. The proposal has been sent to the Director at North Chicago. Their fiscal year runs April to May so they will be taking this to their board with the hopes they can get in under the April 15th grant deadline.

    Coulter stated that John Slanicky sent a few emails yesterday about delivery code changes. RAILS changed the routes for the Coal Valley area several months ago and PrairieCat was just informed of the changes. These new codes have been updated in L2 and Sierra so the issue should be resolved.

    Coulter said the Scope Expansion will be taking place on January 18th. We will start with the training server on the 10th, and this should give us an idea of how long the expansion will take. Right now they are estimating 5-7 days because after they expand the scopes, they have to rescope the entire database.

    Coulter also informed the Council that PrairieCat's new Systems Coordinator, Matt Maturo started on January 3, 2022. He has been going through the HR process and training this week. An email will be sent out to the membership to inform everyone of Matt's hire.

VI. Administrative Issues
    a. Review of Strategic Plan action items
        Coulter (PrairieCat) presented the Strategic Plan Activity Plan. We are a little behind on some of the activity plans due to staff leaves, but we still have time to finish these activities since they are set to be completed in Fiscal Year 22/23. A lot of the activities have to do with the transition away from RAILS. One of the activities directly relates to our conversations with RSA. Coulter shared the initial rough draft, one-page RSA merger discussion points/thoughts/questions. The five main topics of concern are: Administration, Prerequisites, Timeline, Cost and Technical Considerations. Coulter asked the Council to get back to her with thoughts and questions regarding this rough draft. She also said it was brought up that maybe the PrairieCat Board and the RSA Board should have a meeting. Porter (BY) thought it would be too soon for a meeting with the boards, it could come off as PrairieCat is trying to take over. Coulter agreed. Ruhnke (PU) would like to hear the RSA Board's opinion on the one-page merger document. Coulter reinstated PrairieCat's big action items: furthering our independence starting with IT and facilities, redesigning the support site and adding forums.

    b. Status report, Resource Sharing progress on "PrairieCat Plus"
        Ruhnke (PU) reviewed the progress on PrairieCat Plus. The Resource Sharing Committee is using Basecamp to share ideas. Ruhnke stated that the Resource Sharing committee wants to stress that recommendations to the Administrative Council will be only include one product/service under each of the topics. The next meeting, January 13, will begin the work to prioritize those products and services. The goal is to have the recommendations for the Council at the March 2022 meeting.

    c. Discussion, draft Innovative contract
        Coulter (PrairieCat) updated the Council on the Innovative contract. Our legal came back with two areas of concern. One point that the lawyers do not like is a clause that states it is PrairieCat's responsibility to make sure its membership does not misuse or illegally steal Innovative's intellectual content. Innovative will

not remove this clause, but Coulter believes PrairieCat is covered under the membership IGA's. These IGA's, that are signed by every member, state that the member will use PrairieCat's software legally and they understand PrairieCat vendors have proprietary rights to their software.

Coulter explained the second area of concern for the lawyers. The contract has an auto renewal after the five-year term. The lawyers wanted change it to a year-to-year renewal. Innovative is suggesting not to make the change because if we don't auto renew and do not sign a contract in time, they would be able charge PrairieCat whatever they want year to year. Coulter is taking this back to the lawyers to come up with a compromise.

Coulter also brought up a few costing concerns in the contract. Hosting costs are still in the contract, but there needs to be a clause stating PrairieCat will not be charged for hosting once we go live with Vega. Encore is still listed as part of our bundled package. Innovative has stated there is already a credit for Encore in the contract so Coulter has requested the specifics on this credit.

    d. Review of Delegates Assembly agenda
Coulter (PrairieCat) showed the draft agenda for Delegates Assembly. Because of COVID, Coulter asked if this meeting should be strictly online. Ruhnke (PU) said there are also many libraries throughout the state who are moving to curbside because of staffing issues. She would prefer to see the meeting moved to Zoom only. Blackmer (CV) and Ryan (JO) both agree to move the meeting to Zoom. The Council agrees to move the Delegates Assembly to Zoom only.

Coulter asked for any additions to the agenda. Ruhnke suggested adding that there have been discussions with RSA. Coulter said we could mention it along with Find More Illinois, though she's hesitant to bring up either topic. Coulter suggested bringing in RAILS to discuss Find More Illinois. The Council agreed this would be a good idea. Blackmer offered to do an introduction to Small and Rural Libraries Forum through the Illinois Library Association. Coulter will make these changes to the Delegates Assembly Agenda.

VII.   Ad Hoc Committee Updates
    a. Resource Sharing Committee – No report
    b. Finance Committee – Report from 12/16/2021
Coulter (PrairieCat) reported that the Finance Committee looked over the most recent draft of the budget. The overall percentile increase was high. The Committee agreed to move the IT independence costs to Capital Reserves to lower the percentile increase.

The other topic was the possibility of moving to Find More Illinois from OCLC because it is a budgetary concern. Coulter received some negativity about this possibility, which was expected. The Committee expressed concerns about outsourcing delivery to MOBIUS. Coulter verified RAILS does not have plans to outsource delivery. Ruhnke (PU) stated the savings from OCLC could allow for a new cataloger to do original cataloging which, then, we wouldn't need OCLC. Ryan (JO) agrees that financially it makes sense but admits that she has not been impressed with Find More Illinois, so she understands the reluctance. Coulter agreed that we need to go into this discussion gently and we also must make sure that Find More Illinois will work for the membership. Ruhnke thinks having RAILS discuss it at Delegates Assembly would be a good thing for the membership. It's PrairieCat's responsibility to explore these options for the 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 10:55 am.

XI.   Next Meeting – Friday, February 4, 2022, at DeKalb Public Library and/or online via
         Zoom