



**PrairieCat Finance Committee
Minutes
Thursday, February 17, 2022
2:00 p. m. – 3:00 p.m.**

The committee 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

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.

Attendees register using the Zoom link:

<https://railslibraries.zoom.us/join/6urTgpH9acUUvA01wRN3oQUi3Q0PuC>

1. Call to Order, introductions
Present via Zoom: Angela Campbell (RP), Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Michael Skwara (HC), Lauren Offerman (TC), Victoria Blackmer (Chair-CV), Elizabeth Smith (PrairieCat), Penny Bryant (PT), Nick Weber (WO)

Absent: Jay Kalman (UE), Laura Watson (HC), Maria Meachum (WL), Bryon Lear (MX),

Blackmer (Chair-CV) called the meeting to order at 2:22 pm
2. Introduction of Guests and Public Comment
There were no guests or public comments.
3. Approve minutes of December 16, 2021 meeting
Motion #1: Skwara (WO) moved and Offerman (TC) seconded to approve the December 16, 2021 meeting minutes as presented.

There was no discussion on the motion. Motion carries by vocal affirmation.

4. Review and discussion, New Innovative Contract

Coulter (PrairieCat) reviewed the new Innovative Contract with the Committee. There are three principal issues to review. First, is The Evergreen Clause which says PrairieCat would have to notify the vendor, in writing, that you did not want to renew the contract at least 90 days prior to the expiration of the current term. If PrairieCat did not comply with the notice requirement, the contract would then automatically renew. Innovative will have the right to increase rates hereunder by 2% over the previous year. Coulter stated that Sharon Swanson, PrairieCat's accountant, and Administrative Council are both ok with leaving the clause in the contract. Campbell (RP) is ok with leaving in the clause. Skwara (HC), Bryant (PT), Offerman (TC) and Blackmer (CV) all voiced their agreement.

Coulter continued with the second issue to review, responsibility for authorized use of software and data. The contract says PrairieCat is responsible for how our members use Innovative's proprietary information. The lawyer does not like this because, obviously, PrairieCat cannot control the members. However, PrairieCat's membership IGA and Bylaws that the members sign off on should cover PrairieCat in the event that something happens. The Committee agrees to leave this as, well.

Coulter described the final piece of the contract to review. The terms of the contract state that there is no refund for breaking the contract and PrairieCat would still be responsible for paying out the entire contract. Administrative Council recognized these terms as a common occurrence in contracts and is ok signing with these terms. The Committee agrees with Administrative Council to leave the terms as they are.

5. Review and discussion, FY23 draft budget

Coulter (PrairieCat) shared the draft budget for FY23, stating she had incorporated the changes previously discussed. One other change came after talking with our accountant. Sharon Swanson believes we will do better on the Interest Revenue portion due to increasing interest rates. Coulter added in a \$1,000. However, Coulter then also increased in state travel, estimating we will be traveling more with the decline of COVID. So the Interest Revenue and the In State Travel are a wash and the bottom line remains the same. Coulter did put in \$65,000 for the IT migration that came from Capital Reserves. This is a very rough number and is probably a pretty high estimate. The final aggregate increase is 3.66% for the membership. Coulter asked if this budget reflects what the Committee wanted to see. The Committee agrees the budget looks good.

6. Adjournment

The meeting adjourned at 2:26.

Next meeting: March 17, 2022, 10:00 – 12:00am, location TBD or online via Zoom.