



**PrairieCat Administrative Council
Minutes
April 1, 2022**

The Council met on Friday, April 1, 2022, 10 am – 12 pm
The council met in person at the Robert W. Rowe Public Library, 120 E
Si Johnson Ave, Sheridan, IL 60551. The Council will also meet virtually
via Zoom.

Register for the Zoom meeting at:

<https://railslibraries.zoom.us/meeting/register/tJ0rdOqqzMie9Oc4Vqq8kpOLxKFerwrYBsH>

PUBLIC COMMENT: Members of the public will be able to chat or speak during the virtual Zoom meeting during the public comment and in person. 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 at Highland Community College: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Beth Ryan (JO), Emily Faulkner (DK), Laura Long (EM), Elizabeth Smith (PrairieCat),

Present via Zoom: Charm Ruhnke (PU), Emily Porter (BY), Ashley Huffines (FP), Michelle Krooswyk (NL), Victoria Blackmer (CV)

Absent: Penny Bryant (PT), Laura Watson (HC), Patricia Smith (Chair-RO)

Ruhnke (Vice Chair-PU) called the meeting to order at 10:02 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 March 4, 2022, PrairieCat Administrative Council meeting
- b. Approve financial report for February 2022
- c. Approve check register
- a. Statistical reports

MOTION #1

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

***Motion carried by roll call.**

Ayes: 7

Nays: 0

Abstentions: 0

Discussion:

V. Membership Update

- a. Approve for Delegates Assembly, North Chicago IGA for membership

Coulter (PrairieCat) stated that North Chicago Public Library will be our furthest Eastern member, the closest, current member to North Chicago will be Johnsburg Public Library. Lou Carlile, the Director of North Chicago, felt like PrairieCat was the best ILS for their library. They will be a Tier 3 library and will be fully participating.

Coulter said she reached out to the Winnebago board member as requested from March's meeting and is waiting to hear back.

The Council agrees to send the IGA for North Chicago to the Delegates Assembly for approval.

b. Update, FOIA requests

Coulter (PrairieCat) mentioned the two FOIA requests. The first request was for the checks written to Seneca Public Library; the second request was for the check detail for those checks. The requested information has been sent and we have not heard back.

VI. Administrative Issues

- a. ACTION: Remove Jim Kregor (authorized trader) and Lauren Offerman (Principal authority) from IL Funds and add Sharon Swanson as Principal authority and Elena Medoza as an authorized trader. Carolyn Coulter to remain as an authorized trader.

Ruhnke (PU) explained that the authorized traders and principal authorities are those approved to move funds and make changes to PrairieCat's Illinois Funds account. Coulter (PrairieCat) said we moved most of our money out of Illinois Funds two years ago when the interest rates began dropping. We moved our money to a CD with a .5 percent interest rate versus and Illinois Funds interest rate of .01 percent. Because the interest rates are expected to rise significantly, we may want to look at moving our money back to Illinois Funds once the CD matures in August.

MOTION #2

Faulkner (DK) moved and Blackmer (CV) seconded to approve the removal of Jim Kregor and Lauren Offerman from IL Funds and add Sharon Swanson as principal authority and Elena Medoza as an authorized trader. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 8

Nays: 0

Abstentions: 0

Discussion:

- b. ACTION: To declare the Ford Taurus as surplus.

Coulter (PrairieCat) reiterated going forward with the sale of the Bolingbrook Ford Taurus. There are a few steps to take in order to sell the car. The first step is taking a vote to declare the car as surplus. Coulter talked to RAILS and they are interested in buying the Taurus for \$11,000. This is right in the middle of what Kelly Blue Book says it is worth. Once we have an offer and purchase in writing, Coulter will bring that to the Council for final sale approval.

MOTION #3

Blackmer (CV) moved and Huffines (FP) seconded to approve declaring the Bolingbrook Ford Taurus as surplus. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 8

Nays: 0

Abstentions: 0

Discussion:

- c. Review and recommend new Innovative Interfaces contract to Delegates Assembly

Coulter (PrairieCat) said the changes previously discussed have been included in the Innovative Interfaces contract. We did make one other minor change to the Training Server Refresh. The refresh is no longer on a set schedule, instead it is upon request.

The Council agrees to send the contract to Delegates Assembly.

- d. Review and recommend FY23 budget to Delegates Assembly

Coulter (PrairieCat) restated that this budget includes a 2% staff salary increase (COLA), 1% merit increase, 3% increases to Union List member costs, 3% increases to per library charges and capital reserves for fully participating and basic online members, and a 5% increase in hosting charges for fully participating and basic online members. This budget reflects the RAILS grant for FY23 in the amount of \$564,277. This budget also reflects costs associated with the new five-year Innovative contract. As stated earlier, the new contract terms will reduce our annual inflationary percentile of increase in FY23 and beyond, as well as minimize costs associated with FY23 ILS costs due to co-termining some services. Savings from co-termining is reflected in the ILS costs in this budget. The contract includes costs for Encore hosting of our production server, however this charge is not included in the budget, since we have included Vega Discovery costs in this budget. After Vega Discovery is accepted and brought live as our principal discovery solution, those hosting costs will be dropped, so the amount will be covered. We have incorporated slight increases over the previous draft to in-state and out-of-state travel, as we believe this may come back with the dissipation of COVID in the coming year. Per advice from our accountant, we have included a slight increase to interest revenue.

Faulkner (DK) stated she would argue the staff pay increase percentages should be increased. Ruhnke (PU) responded we should leave the 2% COLA and 1% merit increase for this budget but we might need to consider a larger percentage increase for next fiscal year. Krooswyk (NL) believes leaving it at 3% is cautious and conservative when it comes to sustainability.

The Council agrees to recommend the Draft FY23 budget for approval at Delegates Assembly.

- e. ACTION: Review and approve website redesign scope of work and timeline

Coulter (PrairieCat) pointed out that the \$40,000 for the website redesign is in the FY23 budget. \$20,000 is for upgrading the software. We will need to upgrade the software to the newest version of Drupal and then the redesign work can begin. Cherry Hill, our host site, will be doing the work for us. This project is currently in progress, but we will not be billed until the new budget is in place.

MOTION #4

Porter (BY) moved and Blackmer (CV) seconded to approve the PrairieCat website redesign scope of work and timeline. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 8

Nays: 0

Abstentions: 0

Discussion:

- f. Review Delegates Assembly agenda for 4/27/2022
Coulter (PrairieCat) asked for ideas/recommendations for a presentation at the upcoming Delegates Assembly. Smith (PrairieCat) suggested presenting member library building projects. Porter (BY) suggested reaching out to the membership and asking volunteers to briefly present on their building projects. PrairieCat will reach out to the membership for presentation volunteers. There were no other revisions to the Delegates Assembly agenda.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – No report
Ruhnke (PU) stated that Coulter sent out an RFI to elicit potential IT companies that would be interested in working with the PrairieCat Plus group. Coulter (PrairieCat) confirmed she has received three responses saying they will be putting together their RFI for consideration.
- b. Finance Committee – report from 3/17/2022
Coulter (PrairieCat) stated the Committee went through the FY23 draft budget one last time.

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 11:03am

XI. Next Meeting – Friday, May 6, 2022, at East Moline Public Library, East Moline, IL and online via Zoom