



**PrairieCat Administrative Council
Minutes
May 6, 2022**

The Council met on Friday, May 6, 2022, 10 am – 12 pm

The council will meet in person at the East Moline Public Library, 745
16th Ave, East Moline, IL

The Council also met 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 also 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 East Moline Public Library: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Emily Faulkner (DK), Laura Long (EM), Elizabeth Smith (PrairieCat), Emily Porter (BY), Ashley Huffines (FP), Megan Gove (TF), Patricia Smith (Chair-RO)

Present via Zoom: Michelle Krooswyk (NL), Victoria Blackmer (CV), Penny Bryant (PT), Laura Watson (HC), Beth Ryan (JO),

Absent: Charm Ruhnke (PU)

Long (Secretary - EM) called the meeting to order at 10:07am.

II. Introduction of Visitors and Public Comments

Megan Gove from Talcott Free Library District introduced herself.

III. Review Agenda for Additions/Changes

Coulter (PrairieCat) added a brief discussion about ILL barcode policy under administrative issues.

IV. Consent Agenda

- a. Approve minutes for April 1, 2022, PrairieCat Administrative Council meeting
- b. Approve financial report for March 2022
- c. Approve check register
- d. Statistical reports

MOTION #1

Faulkner (DK) moved and Porter (BY) 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

a. Update, Mt. Carroll, and North Chicago projects

Coulter (PrairieCat) state the IGAs were just approved for North Chicago and Mt. Carroll. John Slanicky has been working with Mt. Carroll. They have several items that do not have barcodes that will work with the system, so we are working on a way to re-barcode part of their collection.

Coulter said we have turned in and received the counter signed agreements from Innovative for North Chicago. It looks like they will be receiving their grant money to help join PrairieCat. We have received North Chicago and Mt. Carroll's counter signed IGAs.

VI. Administrative Issues

- a. ACTION: Approve offer of \$11,000 from RAILS for Bolingbrook Ford Taurus
Coulter (PrairieCat) stated RAILS has given an official offer of \$11,000 for the Ford Taurus. This number is slightly below the Kelly Blue Book price, but still a fair offer.

MOTION #2

Porter (BY) moved and Huffines (FP) seconded to approve the offer of \$11,000 from RAILS for the Bolingbrook Ford Taurus. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 9

Nays: 0

Abstentions: 0

Discussion:

- b. ACTION: Approve public library representation (tier levels) for FY23
Coulter (PrairieCat) stated the only change in tiers was a flipflop between Harvard Diggins Library and Flagg Rochelle Public Library District. Harvard Diggins went from a Tier 2 library to a Tier 3 library and Flagg Rochelle went from a Tier 3 to a Tier 2. Faulkner (DK) asked if the tier level just determine who can serve on PrairieCat elected governing bodies and committees? Coulter answered yes, and it also determines on a library can vote.

MOTION #3

Huffines (FP) moved and Porter (BY) seconded to approve the public library representation (tier levels) for FY23. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 9

Nays: 0

Abstentions: 0

Discussion:

- c. Review IMRF audit

Coulter (PrairieCat) stated that PrairieCat was audited by IMRF. The audit found that PrairieCat did not have IMRF Resolution 6.72 on file. If we do not sign this resolution, contributions to IMRF will be based on a gross salary less pre-taxed medical, dental and vision benefits, resulting in a lower contribution by the employee and the employer. PrairieCat would also have to go back change all contributions made that have included these pre-tax premiums. Coulter

recommends signing IMRF resolution 6.72 for the benefit of the PrairieCat staff.

- d. ACTION: Approve IMRF resolution 6.72

MOTION #4

Porter (BY) moved and Faulkner (DK) seconded to approve IMRF resolution 6.72. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 9

Nays: 0

Abstentions: 0

Discussion:

- e. Review Strategic Plan FY23 action plan

Coulter (PrairieCat) mentioned the need to periodically review the strategic plan and evaluate our progress with the action plan. We fell behind slightly due to COVID, but we have been caught up. Faulkner (DK) asked if there was anything in action plan that we shouldn't do? Coulter replied no, but some items are tabled until FY23-24. Ryan (JO) asked if has there been a consideration for a directors list for just PC libraries? Coulter answered PrairieCat would like to see this included in the forums on the new support site instead of an email list.

- f. Review final election slate

Coulter (PrairieCat) presented the election slate for FY23. Long (EM) double checked that there is only one contested seat. Coulter confirmed.

- g. Discussion of ILL Policy

Coulter (PrairieCat) received an email from a patron of a paper library district, Farm Ridge in Farm Ridge Township in Grand Ridge, IL. This patron wants to use PrairieCat's ILL barcodes, asking if her library can buy the barcodes and then place holds in PrairieCat. Farm Ridge is not a member of RAILS. Coulter started looking at the PrairieCat General Policy Manual and found that it does not state the requirement of being a RAILS member to buy barcodes. This is an oversight in the General Policy Manual. The PrairieCat Circulation Manual does specify the RAILS member requirement. The addition of the RAILS membership requirement to buy barcodes needs to be added to the PrairieCat General Policy Manual. It will be on the agenda to add the requirement of being a member of a state library system to buy barcodes at the June Administrative Council meeting.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – Report from 4/27/2022

Coulter (PrairieCat) gave the Resource Sharing report. The Committee discussed the RFI put out for IT services. IT support and consultancy was the number one service requested from the survey for PrairieCat Plus. We have received three responses to the RFI. RSM, Progent, and State Line responded. We will be reviewing these soon.

Coulter said the other topic discussed was this year's Resource Sharing Summit. It was agreed upon that the topic will be around patron engagement and patron changes since the pandemic. The Committee will work to create a more specific/narrowed down topic.

- 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 meeting adjourned at 10:44 am.

XI. Next Meeting – Friday, June 3, 2022, at Byron Public Library District, Byron, IL and online via Zoom

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