



PrairieCat Administrative Council

Minutes

June 3, 2022

The Council met on Friday, June 3, 2022, 10 am – 12 pm

The council met in person at the Byron Public Library, 100 S Washington Street, Byron, IL

The Council also met virtually via Zoom.

Register for the Zoom meeting at:

<https://railslibraries.zoom.us/meeting/register/tJ0rdOqoqzMiE90c4Vqq8kpOLxKFerwrYBsH>

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 Byron Public Library: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Emily Faulkner (DK), Laura Long (EM), Emily Porter (BY), Penny Bryant (PT), Beth Ryan (JO), Kimberly Brozovich (RP), Charm Ruhnke (PU), Laura Watson (HC), Kelly McCully (BD)

Present via Zoom: Michelle Krooswyk (NL), Elizabeth Smith (PrairieCat), Patricia Smith (Chair-RO), Ashley Huffines (FP),

Absent: Victoria Blackmer (CV),

Smith (Chair-RO) called the meeting to order at 10:00am.

II. Introduction of Visitors and Public Comments

There were no public comments. Kelly McCully from Bourbonnais Public Library and Kim Brozovich from Rock Island Public Library introduced themselves.

III. Review Agenda for Additions/Changes

There were no revisions

IV. Consent Agenda

- a. Approve minutes for May 6, 2022, PrairieCat Administrative Council meeting
- b. Approve financial report for April 2022
- c. Approve check register
- d. Statistical reports

MOTION #1

Ruhnke (PU) 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: 9

Nays: 0

Abstentions: 0

Discussion:

V. Membership Update

- a. Update, Mt. Carroll, and North Chicago projects
Coulter (PrairieCat) stated we are continuing to move forward with both Mt. Carroll and North Chicago. PrairieCat just received our project manager for North Chicago. We will be working with Emanuel from Innovative, who we have worked with before.

Coulter also gave an update on Lostant's progress, saying they are doing well adding materials. According to PrairieCat's rules, when a library has added a quarter of their materials, they are required to start placing holds. However, because Lostant only has one employee to work on this, we are afraid they will fall behind on adding materials if we require them to place holds at this time. Coulter asked the Council if it would be ok to delay Lostant's requirement of placing holds. The Council agrees Lostant will not have to place holds until Fiscal Year 2023.

VI. Administrative Issues

- a. Welcome new members and recognize departing members
Coulter (PrairieCat) welcomed the new Administrative Council members, Kelly McCully (BD) from Bourbonnais Public Library and Kim Brozovich (RP) from Rock Island Public Library. Emily Faulkner (DK) and Laura Watson (HC) were congratulated on starting their second term on the Administrative Council. Coulter thanked Emily Porter (BY) and Patricia Smith (RO) for their service on the Administrative Council
- b. ACTION: Elect officers and appoint check signers
Emily Faulkner (DK) has agreed to serve as Chair. The Council nominated Ashley Huffines (FP) as Vice-Chair; Laura Long (EM) as Secretary; and Victoria Blackmer (CV) as Treasurer. The Council appointed Beth Ryan (JO) as chair of the Resource Sharing Committee.

MOTION #2

Ruhnke (PU) moved and Porter (BY) seconded to approve the Administrative Council Officers, Faulkner (DK) as Chair; Huffines (FP) as Vice-Chair; Long (EM) as Secretary; and Blackmer (CV) as Treasurer; Ryan (JO) Resource Sharing Chair. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

Discussion:

- c. ACTION: Approve Meeting dates

MOTION #3

Ryan (JO) moved and Bryant (PT) seconded to approve the FY23 meeting dates as presented. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

Discussion:

- d. Review closed session recordings for possible release or deletion (after 18 months)
Coulter (PrairieCat) stated PrairieCat's only closed session recording is from June 2020. This closed session is the director's yearly performance review. The Council agrees to delete the June 2020 closed session.

- e. ACTION: Approve change to General Policy Manual regarding system membership requirement for ILL barcode program
Coulter (PrairieCat) mentioned that after a recent review brought on by an inquiry from a non-RAILS library, it was noticed that our ILL Barcode policy in the General Policy Manual does not specify that a library must be a member of the appropriate library system to participate. It is suggested to bring the General Policy Manual in line with the circulation manual (as well as the original intent of the policy) by specifying RAILS/system membership requirement for participation.

Long (EM) asked if we should specifically name RAILS or simply say statewide system. Porter (BY) suggested leaving it specifically RAILS, saying if a library from another state system wants to buy a barcode, the Council can reassess at that time. The Council agrees to keep the wording specific to RAILS.

MOTION #4

Porter (DK) moved and Watson (HC) seconded to approve change to General Policy Manual regarding system membership requirement for ILL barcode program. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

Discussion:

- f. Discussion: reinstating compliance rules for FY23
Smith (PrairieCat) stated that twice a year, usually in August and February, we review member compliance. We look at lending materials, OCLC membership, and item entry. PrairieCat also requires the Delegates to attend at least two of the four Delegate Assembly's and at least one of those attendances has to be in-person, if a library does not meet this requirement, they can be fined \$150. Because of the Pandemic, PrairieCat has been reviewing the compliance reports, but has not been enforcing the compliance rules. Should these rules be enforced again in Fiscal Year 23?

Faulkner (DK) stated that as long as Zoom attendance counts for quorum, PrairieCat should not enforce the in-person attendance. However, if Illinois goes back to requiring an in-person quorum, PrairieCat should then enforce in person attendance for the Delegates Assembly meetings. The Council agrees to only require in-person attendance when in-person quorum is required. PrairieCat will also begin enforcing compliance rules for Fiscal Year 2023.

- g. IGA for upgrade from BO to FP, Hinckley Public Library
Coulter (PrairieCat) said, due to an increased budget, Hinckley Public Library must upgrade from Basic Online to a Fully Participating membership. The Council agrees to recommend upgrading Hinckley Public Library to Fully Participating to the Delegates Assembly.

- VII. Vote to Adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

MOTION #5

Ruhnke (PU) moved and Faulkner (DK) seconded to adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

Discussion:

The Council entered the closed session at 10:42 am and ended it at 11:06 am.

- VIII. Ad Hoc Committee Updates

a. Resource Sharing Committee – Report from 5/18/2022

Ruhnke (PU) stated the Resource Sharing Committee met via Zoom on May 18, 2022. At this meeting they reviewed the RFIs from the IT companies. The RFIs were narrowed down from three to two. In order to better assess the needs of the membership, PrairieCat will be sending survey only to those who expressed interest an IT cooperative proposal from PrairieCat Plus.

b. Finance Committee – No report

- IX. Review of Meeting – what worked and what didn't
The meeting went well.

- X. Public Comments
There were no public comments

- XI. Adjournment
The meeting adjourned at 11:11 am.

- XII. Next Meeting – Friday, July 1, 2022, at the Freeport Public Library, Freeport, IL and online via Zoom

220 W. 23rd Avenue
Coal Valley, IL 61240
(877) 542-7257
<http://support.prairiecat.info>