

PINNACLE LIBRARY COOPERATIVE
MINUTES OF GOVERNING BOARD MEETING
JANUARY 27, 2012

CALL TO ORDER

The governing board meeting of January 27, 2012 was called to order at 1:25pm in the Plainfield Public Library's Small Meeting Room at 15025 S. Illinois Street.

ROLL CALL

Present: Paul Mills (Fountaindale); Dianne Harmon (Joliet); Sandi Pointon (Lemont); Julie Milavec (Plainfield); Jennie Mills (Shorewood-Troy) and Scott Pointon (White Oak)

REVIEW OF AGENDA

Milavec suggested the Bylaws be the first action item. Diane Harmon would like the logo added for discussion. The board gave unanimous consent to both changes.

ACTION ITEMS

Approval of Bylaws

Jennie Mills moved and Paul Mills seconded that,

THE BYLAWS BE AMENDED TO REFLECT EDITS OF TYPOS AND TERM OF OFFICE FOR INITIAL ELECTION OF OFFICERS LASTING UNTIL 6/30/13 AND ADDING REIMBURSEMENT TO PINNACLE FOR COST OF ENFORCEMENT OF POLICIES. Motion passed unanimously.

Election of Executive Committee

Scott Pointon moved and Julie Milavec seconded that,

THE PINNACLE LIBRARY COOPERATIVE ELECT PAUL MILLS AS CHAIR, SANDI POINTON AS VICE-CHAIR, DIANNE HARMON AS TREASURER AND JENNIE MILLS AS SECRETARY. The motion was adopted unanimously by a roll call vote.

Polaris – Memorandum of Understanding (MOU) and Contract

Paul spoke to Vince at Polaris and they are working on a solution for eCommerce in a hosted environment. We want it in writing that they will have PCI compliance in eCommerce for a hosted environment for us at no extra charge. We are waiting for confirmation. Rishi Kumar from SIRSI needs to confirm extraction dates and a timeline. We requested February 13th through February 20th. Rivershare's extractions are one week before, so we're looking for confirmation of June 9th for a final extraction. At this point, we won't need an MOU if we get confirmation from Polaris we can sign a contract immediately. iPad app for staff client is in beta at Dallas Public Library. There would be a cost but we are very interested. Consensus is to purchase those final bits with Polaris. We will then set a meeting to sign a contract and we will reinstate training to the former level.

Sandi Pointon moved and Dianne Harmon seconded that,

THE PINNACLE LIBRARY COOPERATIVE SIGN THE MOTION OF UNDERSTANDING WITH POLARIS INCLUDING CONFIRMATION OF TRAINING AT THE HIGHER LEVEL AND eCOMMERCE AT NO ADDITIONAL CHARGE. The motion was adopted unanimously by a roll call vote.

Schedule of Regular Meetings

Lemont's attorney believes Pinnacle is not required to comply with Open Meetings Act because it is not comprised of elected officials. A call to Joliet Corporation Counsel's office confirmed that Pinnacle is not subject to Open Meetings Act because we are incorporated as a not-for-profit and are not under direct government control.

The committee scheduled meetings to be held on the fourth Thursday of the month at 1pm, commencing in February at a rotating location. Meetings will be held at the designated location or a restaurant nearby as follows:

February 23, 2012 - Shorewood Troy
March 22, 2012 – White Oak in Romeoville
April 26, 2012 – Lemont
May 24, 2012 – Joliet Black Road
June 28, 2012 – Fountaindale
July 26, 2012 – Plainfield

August 23, 2012 – Shorewood-Troy
September 27, 2012 – White Oak in Romeoville
October 25, 2012 - Lemont
November 29, 2012 (5th Thursday) – Joliet Black Road
December 27, 2012 – Fountaindale

Review of Budget

Paul Mills thanked Julie Milavec for doing all budget drafts. Sandi Pointon will look into Errors and Omissions insurance for Pinnacle. The committee will look closely at the final numbers. Joliet will need a fee for a fiscal agency/administrative office. All acknowledged that the first year will be a learning year on the budget. Special assessments may be needed. The committee is intending quarterly payments beginning in July with startup cost payments needed sooner for SIRSI costs. Operating expenses need to include addition money for contracted support services. Staff will still need to funnel info to Polaris. We will need to address circ policies right away to make sure we have reciprocal borrowing rules, etc. Keep in mind, each library will have to print their own overdue. Group purchase of databases as a future direction was discussed. A contingency line was added to the budget. Payment of startup fees was discussed. All agreed that Joliet will bill us according to the budgeted amounts.

Julie Milavec moved and Scott Pointon seconded that,

THE PINNACLE LIBRARY COOPERATIVE ADOPT THE BUDGET FOR FY 13 AS PRESENTED.
Motion passed unanimously by roll call vote.

PrairieCat Extraction – SIRSIDynix and PrairieCat

We spoke with Anne Loresh, our Polaris migration coordinator, regarding our timeline. Tentatively a conference call was scheduled for February 7th at 10am. PrairieCat and SIRSI extraction needs to move forward with tentative dates of February 13 through February 20th with final extraction around June 9th. Thursday, June 14th is our “go live” date. Communication with SIRSI was discussed for initial extraction dates around 2/13-2/20. Polaris can handle receiving the data at anytime. Anne said we need to find out if they will FTP the data directly to Polaris or be sent to Pinnacle and transferred to Polaris. Consistency in how SIRSI pulls the data is the key for a smooth transition. June 4-8 is the target for final data extraction. (June 7). Anne asked us to think about how and where to schedule the training. Patron Services training will require 2 days for Circ, ½ day PAC and 1.5 days for cataloging. More people can attend PAC training. Twenty days of on-site training can be adjusted within that total amount. Scheduling is based on our needs and their availability. We need to set up a training committee to decide on these details. Technical Services work flow analysis will help us decide on EDI and efficiencies in using Polaris will be the initial focus. This would occur first, then Catalog/Acquisition training. Patron Services training can be done before cataloging and acquisitions. The downtime to expect would be June 7th through 13th with timing dependent on data load. Check In, Check Out and registration will be available during down time. Polaris Offline is a good product.. Muriel Lynn Bartholome will join our February 7th conference call.

For communication among Pinnacle, we have email lists, general and “committee” for each section – Technical Services, Circulation and OPAC. Paul Mills will send url for signing up staff for these lists. Fountaindale will host website and email - pinnaclelibraries.org. Revisiting phone lines in the budget will be about \$2,160/yr. This may come from contingencies. The checking account will have all officers will be signatories with 2 signatures required. eCommerce continues to worry us. We must confirm that the money is divided automatically, not dropped into a single pot of money for us to divvy up.

Scott Pointon moved and Jennie Mills seconded that,

THE PINNACLE LIBRARY COOPERATIVE AUTHORIZES PAUL MILLS TO MOVE FORWARD WITH THE EXTRACTION AS DISCUSSED. Motion passed unanimously on a roll call vote.

The OPAC Committee will be chaired by Lisa Pappas of Plainfield. Circulation Committee will be chaired by Pam Dube (Joliet). The committee chairs can decide how many should be on the committee (minimum 1 from each library). The Training Committee will help to create training documentation and help coordinate training.

LOGO

A logo was discussed. Dianne Harmon brought drafts from her daughter Kristen Harmon who is doing the graphic design for us. It was unanimously agreed on option B in blue with a “tower” look. Kristen will work with that to give options with different colors and fonts.

ADJOURNMENT

The governing board agreed to adjourn the January 27, 2012 meeting at 4:45pm.

Respectfully submitted,

Jennie Mills
Secretary