

Pinnacle Library Cooperative Governing Board Minutes

October 16, 2015 at the Plainfield Public Library District

15025 South Illinois Street, Plainfield, IL 60544

1. **Call to Order and Roll Call of Members Present:** The meeting was called to order at 2:07 pm. Roll call was conducted. Regular members present: Kevin Medows, Julie Milavec, Paul Mills, Jennie Mills, Sandi Pointon, and Scott Pointon. Regular members absent: None. Staff present: Jolanta Radzik and Kathy Schmidt. Guests Present: None.
2. **Changes/Additions to the Agenda:** There were no changes or additions to the agenda.
3. **Approval of the Minutes:** Jennie Mills moved for approval of the minutes from 9/18/15; Scott Pointon seconded the motion. All voted yes; motion carried.
4. **Public Comment:** There was no public comment.
5. **Treasurer's Report:** The treasurer's report was presented by Jennie Mills. Jennie Mills also noted that the audit is scheduled for November 4th. The Board agreed to file the treasurer's report for audit.
6. **Approval and payment of bills:** Jennie Mills moved to approve the payment of bills; Scott Pointon seconded the motion. All voted yes via roll call vote; motion carried.
7. **Old Business:** There was no old business.
8. **New Business:**
 - A. **Pinnacle PIRC Circulation Committee Recommendation:** The recommendation to allow the Equipment material type be checked out at a self-check was reviewed. Jennie Mills moved to approve the recommendation; Sandi Pointon seconded the motion. All voted yes; motion carried.
 - B. **Pinnacle OPAC Committee Recommendation:** The recommendation for new OPAC icons was reviewed. Jennie Mills moved to approve the recommendation; Kevin Medows seconded the motion. All voted yes; motion carried.
 - C. **Simultaneous Checkout Limit:** Jennie Mills discussed her concerns about patrons with significant quantities of items checked out and the potential loss if something were to happen. It was agreed that the Pinnacle PIRC committee should review this issue. Factors such as risk tolerance for financial loss based on average item cost times number of simultaneous checkouts must be considered in the

recommendation. The recommendation must be prepared for the November Governing Board meeting.

- D. **Pinnacle email accounts:** Paul Mills discussed his recommendation that the Pinnacle Library Cooperative begin utilizing a custom Google Apps domain for email and other communication needs. Sandi Pointon moved to approve the recommendation; Jennie Mills seconded the motion. All voted yes; motion carried.
- E. **ILS Manager resume review:** The resumes that have been received thus far were discussed.

9. **Review of Committee and System Administrator Reports:**

- A. **Pinnacle System Administrator Report:** Jolanta Radzik discussed her report. Preparations for the transition to Kathy Schmidt's role as interim system administrator and Jennie Mills' role in fulfilling financial duties have been completed.
- B. **Pinnacle PinDigital Committee Report:** The report from the Pinnacle PinDigital Committee was reviewed.
- C. **Pinnacle Pintech Committee Report:** The report from the Pinnacle Pintech Committee was reviewed.

10. **ILS Manager Interview:** The candidate was interviewed.

11. **Adjourn:** Scott Pointon moved to adjourn; Sandi Pointon seconded the motion. All voted yes; motion carried. The meeting adjourned at 4:55 pm.