

## Minutes of the November 29<sup>th</sup> Governing Board Meeting

President Paul Mills called the meeting to order at 1:32 pm. All present. Guest: Kevin Medows, the Assistant Director of Joliet Public Library.

**Changes/Additions to the Agenda:** Add an item C. to Old Business – ePay. Add item D. to Old Business –Share Illinois. Add item to New Business – E. Add Setting Calendar dates for next years' Governing Board meetings.

**Approval of October 28 minutes:** Julie moved, Jennie seconded; all approved.

**Treasurer's Report:** No bills from last month. EDI has yet to be apportioned to individual libraries; going forward it will just be rolled into the annual bill. Treasurer's report filed for audit.

**Approval and Payment of bills.** There is a bill owed to renew our nonprofit status. Scott moved to pay the bills; Julie seconded. Roll call vote, all approving.

**Committee Chairs:** No recommendations this month. The 3 Chairs of the major committees (Pirc, Technical Services, and OPAC) will be attending the January meeting.

### Old Business:

**A.** Approve Job Description of System Administrator. After discussion, Sandi moved to approve the amended job description; Scott seconded. All approved.

**B.** How to fund system administrator. Shorewood Library will serve as the employer of record for the System Administrator. Shorewood will bill to be reimbursed, on a proportional basis, from the other libraries (Shorewood's board approved this on December 10<sup>th</sup>). Julie moved; Dianne seconded. All approved.

Discussion ensued about the hiring process. The application process will close January 18<sup>th</sup>, with the start date being proposed of April 1<sup>st</sup>. Funds already in in the Pinnacle account will cover the TS costs until the new FY of Pinnacle.

**C.** EPay – communication issues are rife. Potentially December for completion by both the State and Polaris.

**D.** ShareIllinois – libraries receiving cards are going to be members of the XYZ library. Circulation departments of the 6 libraries are divvying up data entry. New items will go to preferred borrowers (i. e., not patrons of the XYZ library).

### New Business:

**A.** Audit – Dianne discussed the quote that she got from her own auditor seemed very high. She will ask for a price quote from Brian Zabel & Associates.

**B.** Community Profiles – Paul had a good discussion with Steven Neilson. Steven did not know why we had been promised more than what Polaris could provide. He offered to work with us to cut us a deal in another area to try to make up for it. It was decided that we would ask for some training for free for the new System Administrator.

**C.** Renewal of nonprofit status – approved earlier in the meeting.

**D.** Review of data to be used in determining budget - A report will be run from Polaris of July-November data. This should be enough data that costs can be determined proportionally as before.

**E.** Dates for next year's meetings: Typically meetings will be held on the 4<sup>th</sup> Friday of the month (although that may change due to circumstances), in reverse alphabetical order. For example: White Oak will have the meeting in January, Shorewood-Troy will host in February.

Meeting adjourned at 4:35 pm.