

PLC Governing Board Minutes, February 21, 2014

1. **Call to Order.** The meeting was called to order at 1:02pm.

Roll call conducted: all members of the PLC Board were present. Staff present: Jolanta Radzik.

2. **Changes/Additions to the Agenda:** No changes needed as the agenda was found to be accurate and a veritable bare tree awaiting the delicious fruits of the Governing Board's mental labors.

3. **Approval of the Minutes:** Jennie moved to approve the minutes from 1/17/14; Paul seconded the motion. All voted yes; motion carried.

4. **Treasurer's Report:** The treasurer's report was presented by Kevin. The Board agreed to file the treasurer's report for audit.

5. **Approval and payment of bills:** Julie moved to approve the payment of bills, with the caveat that we hold back the payment to Backstage Library Works until the authority control cleanup work was completed. Jennie seconded the motion. All voted yes via roll call vote; motion carried.

6. Committee Reports and Recommendations:

PinCirc -- No report.

PinOPAC – There were over 3,000 responses to the Pinnacle catalog survey. The committee will now take survey results and develop marketing materials to address the identified patron issues/needs.

PinTech – Reported via Jolanta that they have been doing authority control training.

PinData – No report.

PinDigital – Written report reviewed and accepted.

PinOut – No report.

7. **The PLC System Administrator report** was reviewed and accepted. Jolanta noted that she has created a system administrator task list (daily/weekly/monthly) that will be stored on the Pinnacle intranet. She has also created a list of descriptions for standard Polaris reports.

8. Old Business:

- The Board conducted the catalog survey prize drawing, with the chosen winner of the free Kindle being Mary Coley of Fountaindale Public Library District.
- Jolanta reported that the authority control project completion and reload of data was delayed, and rescheduled for 2/23/14.
- The Board discussed the need for all standing committees to begin working on their succession plans to determine future year(s) committee vice chairs and chairs.

9. New Business –

- The Directors and Officers insurance renewal was discussed, and it was noted that there was no price change from the previous year's quote. Jennie moved that the price be accepted and this policy renewed. Paul seconded the motion. All voted yes via roll call vote; motion carried.

- The Board discussed maintenance of certain components of the Pinnacle website. It was determined that Jolanta will take over the responsibility of updating information on the various Pinnacle committee intranet pages.
- The Board discussed the Polaris LEAP product. The pricing for this product included an upfront costs of \$23,000 and an annual maintenance fee of \$4,125. It was also noted that for this product to function properly, the Microsoft Servers being used by Polaris to host Pinnacle need to be upgraded to Server 2012. It was speculated that Polaris may do this for us early as they were planning to do this upgrade anyway.
- The Board members planning to attend PLA agreed to attend a demo of the Polaris LEAP product at the conference.
- Kevin reported that Pinnacle auditor Joe Martin worked with the IRS to fix the “tax filing” issues we were experiencing. Joe is to draft a letter to the IRS to finalize the matter.

10. **Adjournment** – Sweet relief was brought upon the meeting when Scott made a motion to adjourn and Sandi seconded the motion. All voted yes; motion carried.