

## ***Minutes of the Pinnacle Governing Board, May 10, 2013***

**1. Call to Order** – Meeting called to order at 9:50 am. Roll call conducted, with all being present. Staff Present: Jolanta Radzik.

**2. Changes /Additions to the Agenda:** Add item 9e to New Business: PinDigital committee

**3. Approval of the Minutes from 3/20/13:** Scott moved to approve; Julie seconded. All voted “aye” to approve.

**4. Treasurer’s Report:** Filed for Audit.

**5. Approval & Payment of Bills:** Kevin motioned to approve; Scott seconded. Roll call vote, all voting yes.

**6. No Committee Reports**

**7. System Administrator Report:** The board approved Jolanta’s recommendations on:

- Jolanta’s schedule recommendations (being hosted at each of the 6 libraries for 2 days a month)
- Making Jolanta to be sole contact with Maureen
- Jolanta will be the person to have contact with Polaris; she will develop procedures for emergencies.
- Jolanta will be the point- person to resolve help-desk tickets. Each library will have one local sys-admin to open tickets.
- Remove System Administrator status from individual library staff. Backups for Jolanta will be Kathy Schmidt (from FMPL) and Michelle Peterson (from PFPL).

**8. Old Business.**

a. ePay. The treasurer’s office requires PCI compliance paperwork to be filled out. Paul has provided examples for how it is to be completed.

**9. New Business**

a. The board authorizes the Treasurer to reimburse up to \$100 for Pinnacle use. Forms should be properly filled out and scanned or sent to the Treasurer. Julie motioned/Scott seconded . Roll call vote, with all voting yes.

b. Approval of Reference USA proposal given to us by the database committee. Sandi motioned to approve; Jennie seconded. Roll call vote, with all voting yes.

c. Approval of EbscoHost Proposal. Jennie motioned to approve; Kevin seconded for the cost proposal with Lemont Library included. Roll call vote; with all voting yes. The Database committee was commended for their strong negotiating skills.

d. Approval of Polaris after-hours upgrade proposal. Sandi motioned to approve the upgrade quote from Polaris; Julie seconded. Roll call vote conducted, with all voting yes. Jolanta will schedule the time of update and inform the libraries.

e. Pindigital committee. Concerns were brought forth regarding selection of ebooks by committee members. Discussion ensued. Jennie was appointed the board liaison to the committee.

**Meeting adjourned at 12:15.** Next meeting will be held at Lemont Public Library.