

**Minutes for the Governing Board Meeting
5/18/2012, Lemont Public Library**

Meeting called to order by President Paul Mills at 1:30 pm. All present.

Changes/Additions to the agenda:

No changes or additions.

Approval of the minutes:

Scott motioned to approve, Julie seconded. All in favor.

Comments from the Public:

No public present.

Treasurer's Report:

Muriel's latest bill will be paid, but no other changes to the report. Libraries are paying in July 2012 with libraries paying the full annual cost in July.

Approval and Payment of Bills

No bills to approval

Correspondence

No Correspondence

Committee Reports

TSUG: No report

OPAC : The OPAC requires the password to be numeric only. Therefore the OPAC committee recommends that we change the wording from "password" to the wording of "PIN number". Scott motioned to approve, Dianne seconded. All voted in favor.

Public web-browser should work with the OPAC; IT committee will have to work to get the OPAC set-up. OPAC committee will have oversight of this piece, and will work with the members of the IT committee.

CUG: The CUG committee recommends making the self-registration option more visible to patrons in the OPAC. The governing board is pushing this change off until after go-live. The staff side of express registration, however, needs to be covered in training, and the CUG chair will be responsible for insuring additional training on this matter.

Reference staff will be given the power password to the OPAC.

CUG also recommends uniform library card applications across libraries. This matter will also be taken up after go-live.

Marketing:

No Report

Training:

No report.

IT:

Authorize Marc to act as the Chair (as Fernando is resigning). The bill for his extra time will be split between Joliet, Plainfield, and Shorewood. MLB will assist Marc in setting priorities.

Old Business:

Sharellinois and Interlibrary Loan

We will apply to Sharellinois. Dianne motioned to approve application, Julie seconded. All in favor.

Communications with Polaris.

Moved to agenda item 10F

Telephony Server

Has been delivered, will be installed on the 23rd. Stress tests can be conducted at that time.

Pinnacle by-laws

Tabled until May 31st.

Authority Records

Authority records were transferred from PrairieCat, but quality control has been poor.

The OPAC committee recommends that they be loaded, even if the quality is poor. The hope is in the future that there will be a cleanup. Target set for authority clean-up will be July 2013. Julie motioned to have the records loaded: Scott seconded. All in favor.

New Business:

Hosting Ann Lorish

We will be basing Ann out of Joliet Public Library during the period of go-live. A governing board business lunch will be held with Ann during the period that she's here, potentially on the 13th of June.

Modification of the other libraries' patron records

Being able to modify records is acceptable, with exception of modifying the holds queue. It is acceptable to place holds for other libraries' patrons, change minor information (phone number and email addresses), and pay fines, etc. for other libraries' patrons.

Jennie motioned to do this, Scott seconded. All in favor.

EDI Pricing

The quotation presented will be divided between the libraries which have chosen to use EDI, and prices may vary depending on vendor used.

Julie motioned to approve, Scott seconded. All in favor.

Active Directory:

Discussion will take place in 10F.

Speed /Response Time of the Servers

The stress test will help them determine the issues. MLB is coordinating with the scheduling of the stress test.

System Administrators' recommendations

Pinnacle Help Desk is a good recommendation. Mike Pezan will assist in creating a help desk in conjunction with the System Administrators. The System administrators serve as gate-keepers to Polaris.

System Administrators need to be actively putting items on the issue tracker and following issues to ensure that a resolution is found.

Marc and Muriel Lynn will partner to create a list of what needs to be done internally. Marc and Muriel Lynn will work closely with Polaris on this issue. The governing board strongly reminds that IT staff share information and cooperate throughout this critical phase..

Data issues and permissions issues should be reported to the chair of a specific committee, unless it's an immediate issue. Chairs should serve as a clearinghouse for all information flowing between committees and Polaris. . Chairs are empowered to make immediate decisions if necessary.

If someone else has an immediate issue that needs an immediate fix (an example being the passwords right before training started) the chair needs to be cc'd on all contact made with Polaris.

Shoutbomb

Existing libraries will be converted to Polaris w/no extra cost on Shoutbomb's end. However, Polaris may not let a 3rd-party vendor, like Shoutbomb, work easily with the software. Library should also be aware that the Shoutbomb interface may also not be ready by go-live.

Pinnacle Secure Site

The Committee Chairs will work with Mike Pezan to start putting content on the webpage.

Novelist

The OPAC recommends the purchase of Novelist Select (which is on top of Novelist Plus), to ensure that the catalog works well. Libraries in favor can divvy it up, as a test. After the first year, if the other 2 libraries liked the results, they will be billed as well. Paul will get a quote from Ebsco.

Julie motioned to get the quote and have the costs to be divided between STBB, FPLD, PLBB, JPBB; Jennie seconded. All accepted.

Next meeting, May 31st at Black Road, Joliet Public Library.

Respectfully submitted,

Jennie Cisna Mills, Secretary
Pinnacle Governing Board

