

**Pinnacle Library Cooperative Governing Board Minutes**  
**Regular Meeting – April 20, 2018 at 2:00 PM**

White Oak Public Library, Romeoville Branch  
201 W. Normantown Road  
Romeoville, IL 60446

1. **Call to Order and Roll Call of Members Present:** The meeting was called to order at 1:39 pm; Regular members present: Sandi Pointon (Lemont Public Library District), Lisa Pappas (Plainfield Public Library District), Scott Pointon (White Oak Library District), and Megan Millen (Joliet Public Library), Jennie Mills (Shorewood-Troy Public Library District), Paul Mills (Fountaindale Public Library District). Staff present: ILS Manager Matt Hammermeister.
2. **Changes/Additions to the Agenda:** n/a
3. **Minutes of 03/16/18:** Scott Pointon moved to approve; seconded by Megan Millen. Jennie Mills abstained.
4. **Public Comment:** There was no public comment.
5. **Treasurer's Report:** The treasurer's report was presented by Matt Hammermeister. The Board agreed to file the treasurer's report for audit.
6. **Approval and payment of bills:** Jennie Mills moved to approve bills paid and payable; Sandi Pointon seconded the motion. All voted yes; motion carried.
7. **Old Business:**
  - A. **My Library Rewards:** A conference call was conducted with Mitch Czalpa of C4 on the status of My Library Rewards and to be able to answer procedural questions. Mitch was apprised of the need for both Joliet and Lemont to be fully operational by June 1.
8. **New Business:**
  - A. **Material Type Request:** Megan Millen moved to accept the material type of "Mobile Hotspot"; seconded by Lisa Pappas. All voted yes via voice vote; motion carried.
  - B. **PinTech Workshop Request:** Paul Mills moved, seconded by Sandi Pointon, to approve the request by PinTech to attend the LACONI Tech Services Section program on May 18. All voted yes via roll call vote; motion carried.
  - C. **ReferenceUSA renewal:** Moved by Megan Millen, seconded by Jennie Mills to accept the renewal for ReferenceUSA which is renewing without an increase. All voted yes via roll call vote; motion carried.
  - D. **Reading History Permissions:** It was agreed that as a matter of consistency each library would have the ability to view reading history of only its own patrons. Paul Mills moved and Scott Pointon seconded having the ILS Manager turn the transaction log into a rolling 3 weeks and having Matt investigate whether a report that maintains data for one year is possible. Matt will also investigate how this is handled by other Polaris consortia.
  - E. **D&O Insurance:** no action at this time; renewal is in August.
  - F. **FY2019 Budget:** preliminary budget was reviewed.
  - G. **ILS Manager Annual Review:** Matt will return his self-evaluation by May 4. Jennie Mills will compile Governing Board's feedback.
9. **Review of Committee and ILS Manager Reports**
  - A. **Pinnacle ILS Manager Report:** Report was submitted and reviewed.
  - B. **PinTech Committee Report:** Paul Mills motioned, seconded by Lisa Pappas for the soft launch of Patron Driven Acquisition to begin on May 14.
  - C. **PinDigital Committee Report:** Report was submitted and reviewed.

10. **Adjourn:** Megan Millen moved to adjourn; Lisa Pappas seconded the motion. All voted yes; motion carried. The meeting adjourned at 3:39 p.m. Next meeting is Thursday, May 24 in Shorewood.