

**Pinnacle Library Cooperative Governing Board Minutes**  
**Regular Meeting – May 24, 2018 at 1:30 PM**

Shorewood-Troy Public Library  
650 Deerwood Drive  
Shorewood, IL 60404

1. **Call to Order and Roll Call of Members Present:** The meeting was called to order at 1:33 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:** Add RAILS LLSAP grant application, Unique Management and EBSCO renewal to agenda.
3. **Minutes of 04/20/18:** Jennie Mills moved to approve; seconded by Megan Millen.
4. **Public Comment:** There was no public comment.
5. **Treasurer's Report:** The treasurer's report was presented by Paul Mills. The Board agreed to file the treasurer's report for audit.
6. **Approval and payment of bills:** Lisa Pappas moved to approve bills paid and payable; Scott Pointon seconded the motion. All voted yes via roll call vote; motion carried.
7. **Old Business:**
  - A. **My Library Rewards Update:** Lisa Pappas provided an update on the status from Mitch Czalpa: White Oak has 605 patrons registered and Plainfield has 743. There are 107 active reward offers with 91 businesses in the area. Lemont and Joliet will go live on June 1<sup>st</sup>.
  - B. **Patron Reading History:** Paul Mills moved, seconded by Scott Pointon that Matt will set the PurgePatronIDfromCircTransactions log to be on a rolling 1 year threshold for purging patron identification.
  - C. **ILS Manager Review:** Jennie Mills moved, seconded by Sandi Pointon to enter executive session at 2:00 pm to conduct the review of the ILS manager. Paul Mills moved, seconded by Scott Pointon to leave executive session at 2:17 pm. The Governing Board approved a 16.7% raise for the ILS manager, effective the next pay period. Matt was presented with his written review at this time.
  - D. **FY2019 Budget:** Jennie Mills motioned, seconded by Lisa Pappas, to approve the budget for FY2019. All voted yes via roll call vote; motion carried.
8. **New Business:**
  - A. **Election of New Officers:** Paul Mills moved, seconded by Megan Millen, to approve the following slate of officers: Chair—Megan Millen, Chair-Elect—Lisa Pappas, Secretary—Jennie Mills, Treasurer—Paul Mills. All voted yes by voice vote, motion carried.
  - B. **WILIUG Spring Conference—June 14:** Lisa Pappas moved, seconded by Scott Pointon, to approve the request by the ILS manager to attend, at a cost of \$20.
  - C. **Innovative Polaris Webinars:** Sandi Pointon moved, seconded by Scott Pointon, to approve the cost for the ILS Manager to attend these trainings at CCS in Arlington Heights and at WOCH.
  - D. **PinDigital 1,000,000<sup>th</sup> OverDrive Circ:** Paul Mills moved, seconded by Lisa Pappas, for approval of up to \$300 for PinDigital to purchase a prize not exceed \$50, for each of the libraries to award the 1,000,000<sup>th</sup> circulation of OverDrive materials in Pinnacle. All voted yes via roll call vote; motion carried.

- E. PinTech Policy Review:** Paul Mills moved, seconded by Jennie Mills, to approve the revised PinTech policy. All voted yes via voice vote, motion carried.
- F. Review Board Meeting Dates and Times:** The Governing Board reviewed dates and moved the August meeting from the 17<sup>th</sup> to the 23<sup>rd</sup> specifically to celebrate the birthdays of two GB directors.
- G. RAILS LLSAP Grant Application:** RAILS has opened up its LLSAP grant opportunity to all consortia for FY2020. Matt will begin filling out the letter of intent, due July 1 and the application which is due August 1.
- H. Unique Management:** Paul Mills presented information from Unique about their chat and telephone reference services. He will invite the rep to attend a future meeting.
- I. EBSCO renewal:** Sandi Pointon moved, seconded by Scott Pointon, to approve the renewal of the EBSCO contract, at a cost of \$98,202. All voted yes via roll call vote; motion carried.

9. **Review of Committee and ILS Manager Reports**

- A. ILS Manager Report:** Report was submitted and reviewed.
- B. PinChairs Committee:** Report was submitted and reviewed.
- C. PIRC Committee Report:** The report was submitted and reviewed.
- D. PinTech Committee Report:** The report was submitted and reviewed.
- E. PinDigital Report:** Report was submitted and reviewed.

10. **Adjourn:** Paul Mills moved to adjourn; Lisa Pappas seconded the motion. All voted yes; motion carried. The meeting adjourned at 3:29 p.m. Next meeting is Friday, June 29 in Plainfield.