

Pinnacle Library Cooperative Governing Board Minutes
Regular Meeting – November 17, 2017 at 10:30 AM

Lemont Public Library
50 E. Wend St.
Lemont, IL 60439

1. **Call to Order and Roll Call of Members Present:** The meeting was called to order at 10:31 am; Regular members present: Paul Mills (Fountaindale Public Library District), Lisa Pappas (Plainfield Public Library District), Sandi Pointon (Lemont Public Library District), Scott Pointon (White Oak Library District), Helene Marzec (Joliet Public Library) and Jennie Mills (Shorewood Public Library District). Regular members absent: Megan Millen (Joliet Public Library). Staff present: ILS Manager Matt Hammermeister. Guests: Mitch Czalpa of CenTec, Kathy Baker of Lemont Library, Lisa Majewski of White Oak Library, Nancy Castellanos of Fountaindale Library, Amanda Marolf and Shalyn Rodriguez of Shorewood Library.
2. **Changes/Additions to the Agenda:** None.
3. **My Library Rewards** Mitch Czalpa of CenTec presented the My Library Rewards program and software package. Quotes for individual Pinnacle libraries will be provided.
4. **Minutes of 10/27/17:** Scott Pointon moved to approve; seconded by Paul Mills.
5. **Public Comment:** There was no public comment.
6. **Treasurer's Report:** The treasurer's report was presented by Paul Mills. The Board agreed to file the treasurer's report for audit. ILS Manager Matt Hammermeister will receive Quickbooks training from the auditors on November 29.
7. **Approval and payment of bills:** Scott Pointon moved to approve the payment of bills; Jennie Mills seconded the motion. All voted yes via roll call vote; motion carried.
8. **Old Business:**
 - A. **Pinnacle Circulation Policy:** PIRC Chair Lisa Majewski stated that PIRC would be meeting later this month to update and refine the current policy. Governing Board is asking that PIRC consider standardization among libraries on how refunds are handled. The final Circulation Policy will be presented at the December 2017 Governing Board meeting.
9. **New Business:**
 - A. **HTTPS Encryption in PAC:** Sandi Pointon moved and Paul Mills seconded having ILS Manager Matt Hammermeister move forward with HTTPS encryption for the PAC.
 - B. **PinOPAC Recommendation:** Lisa Pappas moved and Scott Pointon seconded to approve the wording of the "confirming your library PIN" email that the OPAC committee recommended.
 - C. **2018 Meeting Schedule:** The following dates have been set for Governing Board meetings, allowing for possible changes.
 - Friday, January 19 @ Fountaindale
 - Friday, February 16 @ Lemont
 - Friday, March 16 @ Joliet
 - Friday, April 20 @ Plainfield
 - Thursday, May 24 @ Shorewood
 - Friday, June 29 @ White Oak
 - Friday, July 20 @ Fountaindale
 - Friday, August 17 @ Lemont
 - Friday, September 21 @ Joliet

Friday, October 19 @ Plainfield
Friday, November 16 @ Shorewood
Friday, December 21 @ White Oak

10. **Review of Committee Reports**

- A. ILS Manager Report:** Report was submitted and reviewed. Matt is planning for the Pinnacle Chairs to meet in January.
- B. PIRC Report:** The report was submitted and reviewed.
- C. PinTech Report:** The report was submitted and reviewed.
- D. PinDigital Report:** Report was submitted and reviewed. It was noted that e-Audiobook checkouts have been rising.

11. **Adjourn:** Scott Pointon moved to adjourn; Lisa Pappas seconded the motion. All voted yes; motion carried. The meeting adjourned at 12:14 p.m.