

Pinnacle Library Cooperative Governing Board Minutes
Regular Meeting – July 20, 2018 at 1:30 pm

Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook, IL. 60440

1. **Call to Order and Roll Call of Members Present:** The meeting was called to order at 1:44 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 Self-E collection to New Business, Item E.
3. **Minutes of 06/29/2018 :** Paul Mills moved to approve; seconded by Sandi Pointon. All voted "yes" to approve.
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. Each active library will be receiving individual statistics for their own library at the beginning of each month. Paul Mills also brought up that Fountaindale is experiencing difficulties with going live – CenTec is having trouble making the software run on non-CenTec self-checks and also on Fountaindale's LEAP workstations. Both Fountaindale and CenTec are working to resolve the issue, but Mills expressed that our bill should be pro-rated based on the rolling go-live dates.
 - B. **RAILS LLSAP Grant Application:** Matt Hammermeister had sent drafts of the grant application to the Board prior to the meeting, and will send on to Anne Slaughter at RAILS. For FY20, Scott Pointon motioned and Paul Mills seconded, that we should write the grant with the aim of receiving some financial support from RAILS.
 - C. **Backup System Administrator:** Keisha Mandara, the Circulation Head of Joliet Public Library will serve as Circulation Services Backup Administrator at times when Matt Hammermeister is unavailable. Brandon Swarthout (White Oak) continues to serve as the Technical Services Backup Administrator.
8. **New Business:**
 - A. **Unique Management Demo:** Staff from Unique Management provided demonstration of their chat widget to potentially be placed on the catalog and the Pinnacle OverDrive site.
 - B. **Purchase on Demand Update:** An update on the POD project was provided. Fountaindale is primarily the only library loading records for POD titles; Shorewood will begin adding titles shortly. The requests for purchase have been manageable.
 - C. **PinTech Material Type Request:** PinTech is requesting the addition of a new material type, "Book+Audio" for the new Vox items. Jennie Mills motioned acceptance of the new material type and Paul Mills seconded. All voted yes.
 - D. **Polaris User Accounts:** Matt suggested that staff accounts need to move to individual passwords (some libraries are using generic passwords.). The Governing Board agreed. PIRC will begin working on it.

E. Self-E addition to OverDrive: The Pinnacle OverDrive Committee would like to add "self-e's" to the OverDrive collection. Self-E's are self-published items; the OverDrive site would not promote these titles on the front page, but would merely make them available. Paul Mills motioned to allow the Self-E's to be added and Lisa Pappas seconded. All voted yes.

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

A. ILS Manager Report: Report was submitted and reviewed.

B. PIRC Committee Report: The report was submitted and reviewed.

C. 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 3:59 p.m. Next meeting is Friday, August 23rd in Lemont.