

Pinnacle Library Cooperative Governing Board Minutes

Regular Meeting December 21st, 2018 10:30 am.

White Oak Library District – Lockport Branch

121 East 8th St.

Lockport, IL

1. **Call to Order and Roll Call of Members Present:** The meeting was called to order at 10:35 am; 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:** To “New Business,” add two items: D. PinKids and E. Talk with Oswego Public Library
3. **Minutes of 11/16/18:** Sandi Pointon motioned to approve; seconded by Paul Mills. All voted “yes” to accept.
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:**
 - a. Lisa Pappas/Scott Pointon moved to approve bills paid. All voted “yes” via roll call vote; motion carried.
 - b. Sandi Pointon/Lisa Pappas moved to approve bills payable. All voted “yes” via roll call vote; motion carried.
 - c. Approve Fund Transfer to Business Checking: The Treasurer requested that the board authorize a fund transfer in the amount of \$30,000 from the Money Market account to Business Checking to cover bill payments. Jennie Mills/Lisa Pappas moved; All voted “yes” via a roll call vote. Motion carried.
7. **Old Business:**
 - a. **Unique Chat Feedback:** Matt explained that members of PinOPAC, PinDigital and PIRC will monitor the chat embedded on the catalog and PinDigital to do an accuracy check of questions answered. Individual libraries will monitor their own chats handled on their website. Matt has noticed that Illinois library terminology of

- “reciprocal borrowers,” and “unserved” and in “Pinnacle-System borrowers” were confusing to the Unique staff members. He has clarified for them. Directors noted other concerns, so we are catching bugs during the rollout phase. Matt will provide login for the joint account for chat, so that we can monitor ourselves as well.
- b. Exploring 501(c)(3) status:** After discussion, this was tabled indefinitely.

8. New Business:

- a. Sales Tax Exemption:** Matt will provide the sales tax exemption number provided by the Illinois State Library to Innovative for their records.
- b. IUG Annual Conference Registration:** Matt has been authorized to attend IUG, with Pinnacle paying for registration, travel expenses, and per diems. Paul Mills/Megan Millen moved. All voted “yes” via roll call vote. Motion carried.
- c. Opac Recommendation: Enable Similar Titles:** The OPAC committee would like to implement the “similar titles feature” in the upgrade to the PAC in version 6.1. This would enable the catalog to recommend similar titles, if the title the patron searches for is checked out. Jennie Mills/Paul Mills moved to authorize this. All voted “yes.”
- d. PinKids:** Lemont’s Children’s Manager would like to start a committee for Children’s department staff, both for networking and to talk about Pinnacle issues that may affect Children’s staff and their particular patrons. We will provide names to Sandi for the invitations to the new committee to go out.
- e. Update with Oswego.** Lisa Pappas met with Sarah Skilton of Oswego to do very preliminary conversations about joining Pinnacle at some point down the road. Sarah asked some questions, and Lisa and Sarah will meet again to talk.

9. Review of Committee and ILS Manager Reports

- a. ILS Manager Report:** Report was submitted and reviewed. Polaris upgrades 6.1 and 6.2 will probably be conducted in January.
- b. PinDigital Report:** Report submitted and reviewed.

Adjourn: Jennie Mills moved to adjourn; Lisa Pappas seconded the motion. All voted yes; motion carried. The meeting adjourned at 11:45 a.m.