

**Pinnacle Library Cooperative Governing Board Minutes**

**Regular Meeting January 18th 2018 11:00am.**

Fountaindale Public Library District

300 W. Briarcliff

Bolingbrook, IL. 60440

1. **Call to Order and Roll Call of Members Present:** The meeting was called to order at 11:01am; 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:** No Changes to the Agenda
3. **Minutes of 12/21/2018:** Paul Mills motioned to approve; seconded by Sandi Pointon. 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/Jennie Mills moved to approve bills paid. All voted "yes" via roll call vote; motion carried.
  - b. Lisa Pappas/Jennie Mills 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 \$9,000 from the Money Market account to Business Checking to cover bill payments. Jennie Mills/Scott Pointon moved; All voted "yes" via a roll call vote. Motion carried.
7. **Old Business:**
  - a. **Unique Chat Payment:** After reviewing the different ways (UIC distribution vs. the PLC Cost Distribution) that this invoice could be divided, the Governing Board opted to keep matters simplified and to use the typical formula (PLC cost distribution formula) so that there wasn't a multiplicity of ways to handle all the different variety of invoices in the future. Paul Mills motioned/Sandi Pointon seconded to use the

PLC cost distribution model for payment. A roll call vote was conducted with all voting "yes".

- b. **Resource Sharing:** Matt will provide us with data on which libraries prefer their patrons/pickup locations and will check to see how hold priorities are ordered (Does Library X pull from Library Y before it pulls from Library Z.). The Governing Board is interested in making sure that the hold process is as efficient in filling holds as it can be.

#### 8. New Business:

- a. **Audit for FY 2018:** The Governing Board reviewed the audit prepared by Brian Zabel and Associates. There were no faults found or material deficiencies. Scott Point/Jennie Mills motioned to approve the audit. Roll call vote taken with all voting "yes."
- b. **PinDigital Pre-Orders:** PinDigital has requested that they be allowed to pre-order titles that will not be released, and therefore billed, until after July 1, so that ordering continues smoothly. The pre-order amount will be capped at no more than \$15,000. Lisa Pappas/Scott Pointon motioned with a roll call vote taken. Sandi Pointon abstained, the other 5 members voted "Yes." Motion carried.

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

- a. **ILS Manager Report:** Report was submitted and reviewed. Matt has created a new series of reports to help streamline the filing of the IPLAR. As Joliet is the library that has the earliest fiscal year close date (December 31<sup>st</sup>), they will be the library to try the reports first.
- 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 12:04 pm.