

Pinnacle Library Cooperative Governing Board Minutes

Regular Meeting, November 15, 2019

Shorewood-Troy Public Library

650 Deerwood Dr.

Shorewood, IL 60404

1. Call to Order and Roll Call of Members Present: The meeting was called to order at 1:30 pm; Regular members present: Lisa Pappas (Plainfield Public Library District), Scott Pointon (White Oak Library District), and Catherine Adamowski (Joliet Public Library), Jennie Mills (Shorewood-Troy Public Library District), Paul Mills (Fountaindale Public Library District).

Staff present: ILS Manager Matt Hammermeister.

Absences: No one present from Lemont Public Library.

2. Changes/Additions to the Agenda: Add February 21st as Governing Board Meeting Day as “New Business, G.”

3. Minutes of November 15, 2019: Paul Mills motioned to approve; seconded by Scott 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 Matt Hammermeister. The Treasurer’s Report was filed for audit.

6. Approval and payment of bills:

a. Jennie Mills/Paul Mills moved to approve bills paid and payable. All voted “yes” via roll call vote; motion carried.

b. Approve Fund Transfer – Paul Mills motioned/Scott Pointon seconded a \$38,000 fund transfer from the Money Market to Business checking to cover bills. All voted “yes” to transfer the funds via roll call vote; motion carried.

7. Old Business:

a. **Statement of Economic Interest.** Matt has submitted the list, and we will be filing with Will County as officers of Pinnacle.

b. **Overdrive Agreement.** Paul Mills presented the negotiated Overdrive agreement to the board. He noted that the platform fee has been reduced from \$15,000 annually to \$6,000 annually. The agreement notes the

minimum content that is required to be spent each year by the consortium. Mills also noted that Overdrive requested the addition of language restricting potential new members to our Overdrive consortium to customers who were NOT current standalone customers. Scott Pointon motioned to approve the contract as presented/Jennie Mills seconded. A roll call vote was conducted, with all present voting “yes.”

8. New Business:

- a. **Investing Reserve Funds with IPRIME.** It is possible for Pinnacle to invest reserve funds with IPRIME. Megan will make the arrangements for us to meet with Courtney Soesbe at a future meeting to discuss.
- b. **Google Ad Grant:** Melissa Bradley, the Communications Manager of Fountaindale Library, will be present at a future meeting of the Governing Board to discuss the possibility of working with Koios to manage Google advertising (Nonprofits are eligible to receive \$10,000 a month in free Google advertising).
- c. **Election to fill Open Treasurer Position:** Lisa Pappas nominated Paul Mills to serve the remaining 6 months of the Pinnacle Fiscal year as Treasurer of the board/Jennie Mills seconded. All voted “yes” via voice vote. Paul will be meeting with Matt to take a look at the current financial operations.
- d. **Update on Pinnacle Debit Card.** In December, the Pinnacle Debit card was used to make unauthorized charges by someone outside of Pinnacle. Fortunately, BMO alerted us to the issue in a timely fashion. After discussion, the Board authorized Matt to look for a credit card for Pinnacle, as this would provide further protection in the case of loss or theft of the card.
- e. **Approve Purchase of SSL Certificate for pinnaclelibraries.org.** Lisa Pappas motioned, Scott Pointon seconded to purchase the certificate. Roll call vote, with all present voting “yes”.
- f. **IUG Annual Conference (April 16-18th).** Paul Mills motioned/Lisa Pappas seconded to pay for Matt Hammermeister to attend the conference. Roll call vote, with all present voting “yes”.
- g. **February 21st date for Governing Board.** Due to several major events taking place on February 21st, Lisa Pappas motioned/Jennie Mills seconding to move the February Pinnacle Meeting to 1:30 on February 14th, with location to be determined. All voted “yes,” via voice vote.

9. Review of Committee and ILS Manager Reports

- a. **ILS Manager Report:** Matt discussed his report, including that Innovative has confirmed that the upcoming Polaris update will add functionality to LEAP. Additionally, Innovative plans to “complete” LEAP, adding additional circulation functions, as well as the inclusion of the Acquisitions, Cataloging and Serials

modules. Ex Libris recently announced the acquisition of Innovative. No details have been released as yet. Matt will be making the stat-code changes on December 31st.

- b. PinDigital Report:** The PinDigital report was reviewed. The Prompt for Instant Digital Card will be removed, hopefully lowering the number of “duplicate card” requests by already existing Pinnacle patrons.

Adjourn: Jennie Mills moved to adjourn; Scott Pointon seconded the motion. All voted yes; motion carried. The meeting adjourned at 2:50pm. The next meeting will be at the Fountaindale Public Library at 9:30am.