

## **Pinnacle Library Cooperative Governing Board Minutes**

### **Regular Meeting, January 17, 2020**

Fountaindale Public Library District

300 West Briarcliff

Bolingbrook, IL 60440

**1. Call to Order and Roll Call of Members Present:** The meeting was called to order at 10:31 am; Regular members present: 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). Attending from Lemont Public Library: Vytenis Kirvelaitis (Board President of Lemont)

Staff present: ILS Manager Matt Hammermeister.

**2. Changes/Additions to the Agenda:** No changes or additions.

**3. Minutes of November December 20, 2019:** Paul Mills motioned to approve; seconded by Megan Millen. All voted “yes” to accept.

**4. Public Comment:** There was no public comment.

**5. Treasurer’s Report:** The treasurer’s report was presented by Treasurer Paul Mills. The Treasurer’s Report was filed for audit.

**6. Approval and payment of bills:**

- a. Jennie Mills/Scott Pointon moved to approve bills paid (in the amount of \$17.28) and payable (in the amount of \$35,562.60). All voted “yes” via roll call vote; motion carried.
- b. Approve Fund Transfer – Jennie Mills motioned/Megan Millen seconded a \$35,000 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. **No Old Business**

**8. New Business:**

- a. **Accept FY19 Audit.** The Board reviewed the audit report, conducted Brian Zabel & Associates. The audit was a clean audit. Paul Mills voted to accept the audit

as presented/Scott Pointon accepted. Roll call vote conducted, with all voting “Aye”.

- b. **Approve PinDigital Request to Preorder Titles for FY2021:** The PinDigital committee requested the ability to encumber funds up to \$15,000 in order to pre-order items that won't be released until next FY. Jennie Mills motioned/Paul Mills seconded to approve the request. All voted “yes” in response to a roll call vote.
- c. **Approve a PIRC request for New Patron Code, “Military”:** PIRC recommends a new “Military” code be established to allow libraries to reduce or eliminate fines or fees for active or former members of the military. Scott Pointon motioned to accept the recommendation/Megan Millen seconded. Roll call vote conducted with all voting “aye.”
- d. **Pinnacle Credit Card.** Paul Mills motioned/Jennie Mills seconded that Matt Hammermeister should work with BMO (PLC's bank) to obtain a credit card for the cooperative with a \$5000 credit limit. A credit card provides better fraud protection than a debit card. Roll call vote conducted, with all voting “aye.”
- e. **Accept LLSAP support grant: Semiannual Report.** Matt Hammermeister reviewed the report that he had written for the report required by RAILS as a condition of receiving the LLSAP support. Megan Millen motioned to approve the report/Scott Pointon seconded. All voted “yes” to approve the report via voice vote.
- f. **Designate Matt Hammermeister as the Master Administrator for QuickBooks.** Paul Mills motioned/Scott Pointon seconded to designate Matt Hammermeister as the Master Administrator. Roll call vote conducted, with all voting “Aye.”
- g. **March 2020 Governing Board meeting date.** Jennie Mills requested that the meeting date in March be moved to March 30<sup>th</sup> at 1:30pm at Shorewood.
- h. **Approve Revised 2020 Governing Board Meeting Schedule.** The March date was changed to March 30<sup>th</sup> at 1:30 at Shorewood-Troy Library. Paul Mills motioned/Scott Pointon seconded. Roll call vote conducted, all voting “aye.”

## 9. Review of Committee and ILS Manager Reports

- a. **ILS Manager Report:** Matt discussed his report, including that RAILS is changing the calculations to the RAILS support formula. The finalized formula will be presented in April. The Stat codes were changed successfully.
- b. **PinTech Report:** The PinTech report was reviewed.
- c. **PinDigital Report:** The report was reviewed.

**Adjourn:** Jennie Mills moved to adjourn; Scott Pointon seconded the motion. All voted yes; motion carried. The meeting adjourned at 11:03 am. The next meeting will be at the Joliet Public Library at 1:30pm on February 14th.