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 30th at 1:30pm at Shorewood.

h. Approve Revised 2020 Governing Board Meeting Schedule. The March date was changed to March 30th 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.