

**Pinnacle Library Cooperative Governing Board Minutes**

**Regular Meeting, February 14, 2020**

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 2:10 pm;  
Regular members present: Lisa Pappas (Plainfield Public Library District), Scott Pointon  
(White Oak Library District), Megan Millen (Joliet Public Library), Jennie Mills  
(Shorewood-Troy Public Library District), Paul Mills (Fountaindale Public Library District).

Staff present: ILS Manager Matt Hammermeister.

Also Present: Courtney Soesbe, PMA Finance

Absences: No one present from Lemont Public Library.

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

**3. Minutes of January 17, 2020:** 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.  
Hammermeister noted that the new credit card had arrived. The Treasurer's Report was  
filed for audit.

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

- a. Megan Millen/Scott Pointon moved to approve bills paid and payable. All voted  
"yes" via roll call vote; motion carried.
- b. Approve Fund Transfer – Jennie Mills motioned/Scott Pointon seconded a \$39,000  
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. **Investing Reserve Funds with IPRIME.** Courtney Soesbe presented on the benefits of  
investing our money though PMA's IPRIME. Money is held in very safe, liquid  
investments. There may also be the potential to invest in CDs, and

“ladder” income at the points when Pinnacle needs it most. Scott Pointon/Jennie Mills motioned to begin the process of joining IPRIME. Matt Hammermeister and Paul Mills (as Treasurer) will work on the paperwork. All voted “yes,” via roll call vote.

- b. Overdrive Agreement:** Matt Hammermeister presented on the amended language that OverDrive added to our agreement (that was approved by the Board in January). OverDrive requested language for new participating members (if a new library joined Pinnacle) regarding how much the new member would have to pay in platform fees to join PinDigital. The platform fee is in-line with our negotiated platform fee reduction, so new members will not be “penalized” for joining PinDigital. The board is fine with their proposed changes and agree to accept the language suggested by OverDrive. Scott Pointon motioned/Megan Millen seconded; Roll call vote taken, with all voting, “yes.”
- c. Pinnacle Committee Expectations:** Matt Hammermeister met with the PinChairs to discuss a draft of the Committee Expectations. The document outlines the basic responsibilities of all committee members including three new procedures:
  - a. Meeting minutes will be completed within one week of the meeting, and approved by the committee electronically, so as not to slow the progress of other committees who may be waiting on work progress.
  - b. In order to respond to committee members who are not adequately performing the work of their committee, there is now a plan in place. The committee chair will first discuss the matter with the committee member. If that doesn’t produce the results required, the Committee chair can then escalate the matter to the Pinnacle ILS manager and the committee’s liaison on the Governing Board.
  - c. The liaison of the committee will always be the Chair of the Committee’s Director. As the Chairs change, the Liaison will change to remain consistent with the practice.

Paul Mills/Scott Pointon motioned to approve the committee expectations. Voice vote was conducted, with all voting “yes.”

#### **New Business:**

- a. Pinnacle Staffing:** The Board discussed the possibility of hiring a part-time position to handle some of the workload of running the ILS. Matt suggested that the person could handle some training, and some routine work-flow processes, as well as provide some back-up to Matt. The Board discussed the financials and the amount of hours that might be required for such a position. The budget liaisons (Paul Mills and Scott Pointon, joined by Matt Hammermeister) is having their preliminary meeting on March 4<sup>th</sup>. They will discuss the financial feasibility of adding a new position.

- b. Approve Cancellation of Pinnacle Debit Card:** Megan Millen/Jennie Mills motioned to cancel the debit card, as we now have a credit card. The credit card will provide Pinnacle with better protections in the case of attempted fraud. A roll-call vote was conducted with all voting “aye.”
- c. Registration for Research Institute for Public Libraries:** RAILS is fortunate enough to obtain slots for LLSAP staff for this highly coveted conference in the library world, focusing on analyzing and managing data. Matt Hammermeister requested \$1300 to attend the all-inclusive event. Megan Millen/Paul Mills motioned to approve his attendance. Roll call vote conducted with all voting “yes.”
- d. Pinnacle Interlibrary Loan Group.** Paul Mills suggested that Pinnacle have an “ILL Interest Group,” for ILL staff to come together to discuss best practices and to learn from each other. They would not typically be recommending policy changes but would be a networking group. Paul Mills/Jennie Mills motioned to form the networking group. A voice vote was conducted, with all voting “yes”.
- e. RAILS LLSAP Funding Formula Discussion.** RAILS is looking at adjusting the formula calculation for support to the various LLSAPs, including Pinnacle. No decision have been made as of yet, but the formula does not seem to be diminishing financial support for Pinnacle at this time.

## 9. Review of Committee and ILS Manager Reports<sup>[1]</sup><sub>SEP</sub>

- a. ILS Manager Report:** Matt discussed his report, including that Ex Libris hosted a product strategy webinar. Takeaways include:
  - The Inspire platform (the next-generation for customers of both Sierra and Polaris) is dead.
  - Hosted customers, which include us, will likely move away from Amazon’s hosting service to in-house hosting at Ex Libris
  - Ex Libris is communicating their roadmap more effectively than Innovative had in the past.
  - There is no end to the support of products in the foreseeable future. IUG will also continue to function.
- b. PinDigital Report:** The PinDigital report was reviewed. They plan to have a proposal for the Governing Board to consider regarding Advantage Plus in March.

**Adjourn:** Jennie Mills moved to adjourn; Scott Pointon seconded the motion. All voted yes; motion carried. The meeting adjourned at 3:31 pm. The next meeting will be at the Shorewood-Troy Public Library at 1:30pm on March 30<sup>th</sup>.