

Pinnacle Library Cooperative Governing Board Minutes
Regular Meeting, March 17, 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 12:40 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).

Lemont Representative absent.

Staff present: ILS Manager Matt Hammermeister.
2. **Changes/Additions to the Agenda:** Move New Item D (COVID-19 Impact on Libraries) be New Item A. All other items are to shift down.
3. **Minutes of February 14, 2020** 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. The Instant Digital Card for Overdrive had been on the table for discontinuing, but the Board opted to keep it in place while the quarantine is in progress. Shorewood-Troy Library will reimburse Pinnacle the costs of IUG that it had already billed for, as IUG has been cancelled.
6. **Approval and payment of bills:**
 - a. Megan Millen/Scott Pointon moved to approve bills paid (in the amount of \$1417.07) and payable (in the amount of \$7,426.62). All voted “yes” via roll call vote; motion carried.
 - b. Approve Fund Transfer – Jennie Mills motioned/Lisa Pappas seconded a \$9,000 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. **COVID-19 Impact on Libraries.** As of Wednesday, March 18th, all Pinnacle Libraries will be closed for business. Matt has paused reporting to Collection Agencies for the time-being. He will pause all notices for overdues, 2-day notices, etc. He is raising the threshold of fines to \$50 for all libraries as the blocking amount for usage of digital items. He's also extended patron card expiration dates out so that blocking on digital items will not happen due to expired cards. Matt will be working from home and will be responsive to email. More changes may need to be made dependent on the evolving situation.
 - b. **Draft FY2021 Budget:** The proposed draft budget of \$730,402 was discussed and substantially agreed with by the board, including full funding of PinDigital's request. Matt's evaluation will be completed in April, with a salary to be determined. The draft budget will be voted on at the April meeting.
 - c. **Fiscal Accountability Policy:** The policy was discussed and no changes were recommended. The policy will be sent to an attorney for review prior to approval.
 - d. **Approve Pinnacle By-laws:** The Pinnacle By-laws are amended to make clear that a member who chooses to leave the cooperative is not entitled to any of the Pinnacle's financial assets, including but not limited to a portion of the reserve fund. A terminating member is also responsible for all payments owed to Pinnacle during the final year or membership. Jennie Mills motioned/Scott Pointon seconded. A roll call vote was taken with all voting "Yes."
 - e. **Schedule ILS Manager's annual evaluation.** Matt will get his self-evaluation to Jennie Mills (as the Director of Matt's employer of record) by March 23rd. Mills will do the evaluation the week of the 23rd, providing a draft document for the Governing Board members to review, prior to the meeting in April. At the April meeting, the evaluation will be finalized with a salary determined, so that the budget may be approved.

9. **Review of Committee and ILS Manager Reports**
 - a. **ILS Manager Report:** Matt discussed his report. IUG has been cancelled, so Shorewood-Troy will be reimbursing the previously billed amounts. Innovative has assigned us a new Account Manager; our Site Manager and Support Engineers remain the same.
 - b. **PIRC report:** The report was reviewed and discussed. The National Change of Address report which would clean-up our database of patrons that have moved and not notified of a change in address is being put on hold for the time being.
 - c. **PinData Report:** The report was reviewed and discussed. New ReferenceUSA pricing has been obtained, for the 4 libraries which will be participating in it this year: Fountaindale, Lemont, Plainfield and Shorewood
 - d. **PinOPAC:** The Hold language in the PAC has been revised to make it more user-friendly - "Active" to "Requested"; "Inactive" to "Paused," and "Suspend/Resume" are now "Pause/Resume".

Adjourn: Jennie Mills moved to adjourn; Scott Pointon seconded the motion. All voted yes; motion carried. The meeting adjourned at 1:43 pm. The next meeting will be at the Plainfield Public Library (or hosted virtually, with notice) on April 22nd at 1:30pm.