

Pinnacle Library Cooperative Governing Board Minutes
General Meeting, April 22, 2020
Hosted Virtually, Via Zoom
(Governor's Stay-At-Home Order through May 30, 2020)

1. **Call to Order and Roll Call of Members Present:** The meeting was called to order at 1:36 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. **Executive Session (5 ILCS, 120/2 (c)(1) - Performance or Compensation of a Specific Employee:** Scott Pointon moved/Megan Millen seconded to move in to Executive Session at 1:37pm. All voted "yes". Open Meeting resumed at 1:44pm.
3. **Changes/Additions to the Agenda.** No changes or additions to the agenda.
4. **Approval of the Minutes from the March 17th meeting.** Paul Mills motioned/Megan Millen seconded to approve. All voted "Yes."
5. **Approval of the Minutes from the April 3rd Special meeting.** Scott Pointon moved/ Lisa Pappas seconded to approve. All voted "yes."
6. **Public Comment.** None.
7. **Treasurer's Report:** The treasurer's report was presented by Treasurer Paul Mills. The Treasurer's Report was filed for audit.
8. **Approval and payment of bills:**
 - a. Jennie Mills/Scott Pointon moved to approve bills paid (in the amount of \$18.00) and payable (in the amount of \$37,825.05). All voted "yes" via roll call vote; motion carried.
 - b. Approve Fund Transfer – Scott Pointon motioned/Jennie Mills 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.

9. **Old Business:**

- a. **COVID-19 Libraries update:** 1) The directors discussed the need for coordination in our re-openings, to avoid patron confusion. We will work to coordinate the same opening date across Pinnacle; not everything might be uniform - some libraries may allow patrons into their facilities in the first stage, some may not, but the opening date will be the same. 2) Many of the issues that will arise when we reopen will be related to the circulation of items, including fines charged, holds across Pinnacle, the safe quarantining of items, etc. As the majority of this involves circulation, it will be delegated to the PIRC committee to make decisions. Matt Hammermeister will make a list of what needs to be determined, and call a meeting of PIRC.
- b. **Online Book Club Update:** May 4th is the launch date. Matt is coordinated with Freegal to set-up a demo for staff who may be answering questions about the product. Publicity is set to go out this week.
- c. **ILS Manager Annual Evaluation:** Matt Hammermeister's annual evaluation was provided to him. The Board expressed their pleasure in working with him for the past three years, and looks forward to the future with him.
- d. **Approve FY2021 Annual Budget:** The Draft budget was submitted to the board. The following changes were made: 1) Paul Mills motioned/Scott Pointon, with a roll call vote (all voting yes) to eliminate My Library Rewards in FY21. Messaging will go out to redeem points before they expire; Plainfield may continue on their own with the program, 2) Matt will see if the Online Book Club can be invoiced, due July 1. 3) the Pinnacle Road Trip line item was eliminated. 4) Matt's salary was set to \$78,748.80 annually. With those amendments, Jennie Mills motioned to approve/Scott Pointon seconded, with a roll call vote conducted. All voted yes to approve. Bills will go out July 1. Fountaindale and Plainfield requested a portion of their bills to be invoiced early.

10. **New Business**

- a. **Approve Revised FY2020 Annual budget:** Paul Mills/Megan Millen moved and seconded to approve the amended budget. Roll call vote conducted, with all voting yes.
- b. **Approve Reference USA License Agreement:** PinData was able to negotiate a good deal on ReferenceUSA. Jennie Mills/Lisa Pappas moved and seconded to approve the contract. Roll call vote was conducted, with all voting yes.

11. **Pinnacle ILS Manager Report:** Matt reports that his training sessions are full right now. Polaris is doing fine, especially since very few people are interacting with the database right now.

Adjourn: Jennie Mills moved to adjourn; Scott Pointon seconded the motion. All voted yes; motion carried. The meeting adjourned at 3:20 pm. The next meeting will be at the Shorewood-TroyPublic Library (or hosted virtually, with notice) on May 17th at 1:30pm.