

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

### **Regular Meeting, June 19, 2020 (9:30am)**

The meeting was held virtually, via Zoom, to prevent the spread of COVID-19.

- 1. Call to Order and Roll Call of Members Present:** The meeting was called to order at 9:31 am; 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), Heather Shlah (Lemont Public Library).

Staff present: ILS Manager Matt Hammermeister.

Lisa Pappas, Chair, read aloud the COVID-19 distancing statement for Open Meetings Act, during the State of Illinois' Declared State of Emergency.

- 2. Changes/Additions to the Agenda:** No changes or additions
- 3. Minutes of May 14 , 2020 Regular Meeting:** Paul Mills motioned to approve; seconded by Scott Pointon. All voted "Yes" via Roll Call.
- 4. Minutes of April 30, 2020 Special Meeting:** 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 option from OverDrive will be turned off July 31<sup>st</sup>.
- 6. Approval and payment of bills:**
  - Jennie Mills/Paul Mills moved to approve bills paid and payable. All voted "yes" via roll call vote; motion carried.
  - Approve Fund Transfer – Paul Mills motioned/Scott Pointon seconded a \$14,000 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:**
  - COVID-19 Library Update.**
    - Pinnacle is starting to recover from the impacts of COVID-19 on our operations. As of June 1<sup>st</sup>, Pinnacle had a collective 12,600 items pending on the picklists. As of today (June 19<sup>th</sup>), there were only 1,400 items on the

picklist. Modified delivery, during the period of RAILS being down, is effective.

- On June 29<sup>th</sup>, which is when RAILS should resume normal delivery functions, Matt will undo certain changes in the software: 1) he'll change the trapping location back to its normal setting – items will return to their home library, if necessary, to fill holds again, 2) he'll also reset some changes to the holds' searching pattern when the ILS is requesting to fill items to the default search.
- All Pinnacle committees have been holding their meetings virtually and have been continuing their work. The Governing Board plans to meet in person for their next meeting on July 17<sup>th</sup>, at 12:30, at FPLD.

**b. PinDrop** The modified delivery that we have been doing is effective in moving items around our system. In the short-term, the Governing Board will take a look at the delivery plan and prepare an RFP for contractual short-term delivery service should we need to resume our own delivery again for any reason. However, as RAILS plans to resume delivery as of June 29<sup>th</sup>, we will let them resume handling delivery as of that date.

#### **New Business:**

- a. Accept EBSCO Database Renewal (Year 2 of 3):** Jennie Mills motioned/Lisa Pappas seconded to accept the proposal. All voted “yes” via a roll-call vote.

#### **9. Review of Committee and ILS Manager Reports:**

**a. Pinnacle ILS Manager Report:**

1) Over the period that COVID-19 closed the libraries, Matt continued work with the National Change of Address registry to locate users in the database that may have moved, and need their records purged. Matt will be meeting with PIRC on June 24<sup>th</sup> to discuss how to handle changes. 13% of the patron records are affected which is in line with the 10% that NCOA was predicting; 2) Matt reported that the telephony server is having intermittent problems. As there is money left over this fiscal year, Matt will look to purchase a new server and other associated hardware from Innovative in this FY. Joliet Public Library indicated that there might be a period before their staff can begin working on the newly-purchased server; the Governing Board agreed that this was fine but that the server expenditure should be recorded in this FY.

- b. PinDigital Report:** The PinDigital report was reviewed. All of the Pinnacle libraries are participating in the Advantage program which will hopefully reduce hold wait-time.

**Adjourn:** Jennie Mills moved to adjourn; Scott Pointon seconded the motion. All voted yes; motion carried. The meeting adjourned at 10:13 am. The next meeting will be held at Fountaindale Public Library on July 17<sup>th</sup> at 12:30pm.