

Pinnacle Library Cooperative Governing Board Minutes

Regular Meeting, July 17, 2020 (12:30pm)

Fountaindale Public Library, Meeting Room A

300 W. Bolingbrook Rd.

Bolingbrook, IL 60440

- 1. Call to Order and Roll Call of Members Present:** The meeting was called to order at 12:33 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), Heather Shlah (Lemont Public Library).

Staff present: ILS Manager Matt Hammermeister.

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

- 3. Minutes of June 19, 2020 Regular Meeting:** Paul Mills motioned to approve; seconded by Megan Millen. All voted "Yes" via Roll Call.

- 4. Public Comment:** There was no public comment.

- 5. Treasurer's Report:** The treasurer's report was presented by Treasurer Paul Mills. July of every year is the month we see the most invoices, due to annual Innovative invoicing for Polaris and associated products. Annual payments from the Pinnacle libraries are beginning to come in. The Treasurer's Report was filed for audit.

- 6. Approval and payment of bills:**

- Jennie Mills/Lisa Pappas moved to approve bills paid and payable. All voted "yes" via roll call vote; motion carried.
- Approve Fund Transfer – Lisa Pappas motioned/Megan Millen seconded a \$328,000 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. Pinnacle Online Book Club**

- Matt presented statistics for the Online Book club. Forum visits started strong and then trailed at the end of the first book discussion. The next selection is "I'll Be Gone in the Dark" by Michele McNamara, begins June 23rd.

New Business:

- a. Telephony Server:** The current telephony server is 8 years old and is housed, currently at Joliet Ottawa. Matt Hammermeister prepared some statistics for the board showing usage for the current server. Enough patrons still receive phone notifications that the telephony server continues to serve a purpose. A new server would cost about \$3,000 with some additional costs for Innovative to do configuration. The board discussed options including looking at a possible hosted notification service at Innovative or increasing staff costs at various libraries to make phone calls. If we continue to use a server, it will be moved to White Oak Crest Hill, as that is where Matt's office is. Matt will do more investigation of options and report back to the board.
- b. Fine Code Request ILL.** PIRC Committee is requesting a new fine code titled "ILL" to be added, to allow fines to be charged for ILL materials as libraries increasingly go fine-free. Libraries still want the added flexibility to charge fines for items that are loaned from out-of-system. Lisa Pappas moved/Jennie Mills seconded. All voted "yes" via voice vote.
- c. Request for Proposal/Request for Information for Delivery Services.** Pinnacle is seeking to be prepared in the case of two potential situations: 1) If the State moves backward in stages (from Phase 4 to 2, for example) and libraries are still open doing curbside while RAILS is not able to deliver and 2) If RAILS is no longer able to provide delivery service on a permanent basis. For the first case, we will begin exploring costs for renting a van and having staff from a temporary-staffing agency do the delivery runs. For the second case, work will begin on creating an RFP for delivery service that can be ready to be sent out on somewhat short notice.
- d. Approve RAILS LLSAP Support Grant: Semi-Annual Report:** Matt Hammermeister prepared the report for filing with RAILS. Paul Mills motioned/Megan Millen seconded. All voted "yes" via voice vote to approve the report for filing.
- e. Approve FY2022 RAILS LLSAP Support Grant Application:** Matt Hammermeister prepared the application for filing with RAILS: Jennie Mills motioned/Heather Shlah seconded. All voted "yes" via voice vote.
- f. Forum for Marketing Staff:** Matt suggested the creation of a Marketing group for staff members that do marketing at the various libraries for networking and collaboration (similar to PinKids for Children's Department Staff members). Governing Board agreed that would be a good idea. Directors will provide names of their Marketing staff for creation of an email list.

9. Review of Committee and ILS Manager Reports:

- a. Pinnacle ILS Manager Report:** Matt provided his report. Fountaindale and Lemont are ending their group purchasing in CloudLibrary and are splitting their collections between themselves.

- b. PIRC:** The PIRC Committee report was reviewed. They will be putting blocking notes on accounts that the National Change of Address report found to be problem accounts.

- c. PinDigital Committee Report:** The report was reviewed. The new Advantage accounts in Overdrive are enabled and being used; we hopefully should see a reduction in hold times for patrons.

Adjourn: Jennie Mills moved to adjourn; Scott Pointon seconded the motion. All voted yes; motion carried. The meeting adjourned at 1:41 pm. The next meeting will be held at Joliet Public Library – Ottawa Street at 12:30pm.