

**Pinnacle Library Cooperative Governing Board Minutes**  
**Regular Meeting, September 18, 2020 (1:30pm)**

Lemont Public Library  
50 E. Wend Street  
Lemont, IL 60439

1. **Call to Order and Roll Call of Members Present:** The meeting was called to order at 1:31 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:** Add Item B to “New Business” – Compensation for Member Services Librarian; Add Item C to “Committee Reports” – PIRC report

3. **Minutes of August 21st, 2020 Regular Meeting:** Paul Mills motioned to approve; seconded by Lisa Pappas. All voted “Yes” via voice vote.

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

5. **Treasurer’s Report:** The treasurer’s report was presented by Treasurer Paul Mills. Matt Hammermeister and Paul Mills, Treasurer, opened a \$100,000 13-month CD (.4% interest) at BMO on September 18<sup>th</sup>. Matt will be removing the former director of Lemont Public Library from the accounts and adding the current director, Heather Shlah. The Treasurer’s report was filed for audit.

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

- a. Megan Millen/Lisa Pappas moved to approve bills paid and payable. All voted “yes” via roll call vote; motion carried.
- b. Approve Fund Transfer – Jennie Mills motioned/Heather Shlah seconded an \$8,000 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. **AutoRenewal in Polaris** – PIRC reviewed this at their last meeting. The Governing Board discussed that in light of the required 7-Day quarantine by RAILS, this is not the best time to implement AutoRenewal. Once the quarantine time reduces, we will revisit AutoRenewal.

8. **New Business:**

- a. **Library Training Needs and Priorities:** Matt Hammermeister and the board discussed the following training needs that can be focused on by the Member Services Librarian: 1) Training Documentation, 2) Asynchronous modules for new staff members in libraries, 3) standardizations of “how Pinnacle does things” in the certain portions of the ILS, and 4) as the consortium does Polaris upgrades brief asynchronous modules on “new features”.
- b. **Compensation for Member Services Librarian.** Lisa Pappas moved; Paul Mills seconded that the hourly rate for the new member services librarian will be \$21 an hour; 15-hour a week schedule. Roll call vote, with all voting yes.

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

- a. **Pinnacle ILS Manager Report:** Matt provided his report. The division of the Cloud Library collection between Fountaindale and Lemont has been completed. The IL State Library is not requesting the zILLANE report this year for FY20
- b. **PinDigital Committee Report:** The report was reviewed. OverDrive transferred RBdigital Unlimited and Core Content material to OverDrive on September 15<sup>th</sup>. The Advantage Plus system is reducing hold times in OverDrive, so that initiative appears to be effective at this time.
- c. **PIRC report:** PIRC discussed the quarantine time being extended by RAILS. They also discussed AutoRenewal. The NCOA report has been run and libraries are either purging patron records or adding blocking notes based on the report.

**Adjourn:** Jennie Mills moved to adjourn; Megan Millen seconded the motion. All voted yes; motion carried. The meeting adjourned at 2:37 pm. The next meeting will be held at Shorewood-Troy Public Library.