

**Pinnacle Library Cooperative Governing Board Minutes**  
**Regular Meeting, February 19, 2021 (10:30 am)**

To prevent the spread of COVID-19, this meeting was conducted via Zoom. Members of the public were provided with a code to connect.

**1. Call to Order and Roll Call of Members Present:** The meeting was called to order at 10:30am by Chair Scott Pointon; 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 District)

Staff present: ILS Manager Matt Hammermeister, Leah Dudak.

**2. Changes/Additions to the Agenda:** Add New Business, 8I: New membership

**3. Minutes of January 27, 2021 Regular Meeting:** Paul Mills motioned to approve; seconded by Megan Millen. All voted 'yes' via roll call vote.

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

**5. Treasurer's Report:** The treasurer's report was presented by Treasurer Paul Mills, and was filed for audit.

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

- a. Jennie Mills/Lisa Pappas moved to approve bills paid and payable. All voted 'yes' via roll call vote; motion carried. Matt noted that there were reimbursement checks on the bills to be paid to the three libraries (Lemont, Plainfield, and Shorewood-Troy) which had pre-paid RB Digital, which were now joining the OverDrive Magazines consortium, for the portion of content with RBDigital that would not be utilized.
- b. Approve Fund Transfer – Lisa Pappas motioned/Paul Mills seconded a \$47,000 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.

**8 Old Business:**

- a. **Telephony Server Option**—Matt presented three options: 1) purchase new server and install at one of our libraries, 2) Innovative Phone alerts, 3) contract with Unique to do the outgoing calls at a cost of \$799/month for 11,000 notices. Anything over 11, 000 notices would be 7.5 cents per call, with a one-time \$600 setup fee. Due to JPL's construction starting shortly, it is no longer feasible to house the Telephony Server at the Ottawa Street location; the existing server would not handle a move

well. There would be time and cost for any library to install a POTS line. Innovative does not yet have their notification system setup for Polaris, and there is no timeline. Unique appears to be the best option at this time. Paul Mills motioned/Lisa Pappas seconded to decommission the existing service and to secure a contract with Unique. All voted 'yes' via roll call vote.

- b. **Item Auto-Renewal in Polaris** – Jennie Mills motioned/Megan Millen seconded to begin doing auto-renewals, effective April 1<sup>st</sup>. Items will automatically renew if 1) they have not exhausted the renewal periods allowed and 2) there are no existing holds on the item. PIRC will discuss at their meeting next week to determine how to make the rollout effective.

## 9 New Business:

- a. **Approve Revised FY 2021 Budget.** Due to the Governing Board approving a new consortial subscription to OverDrive magazines, and funding the first year cost out of the Reserve Fund (at a cost of \$32,000) and having to make reimbursement payments based on the payments they had already made to RBDigital, Matt moved \$40,000 out of Reserves to “520 Ebooks.” Paul Mills/Lisa Pappas moved to make this change to the budget; all voted “yes” via roll-call vote.
- b. **Schedule ILS Manager’s Annual Evaluation:** In order to account for ILS Manager’s salary (and staff salary) in the FY22 budget, their evaluations have been scheduled for March. The self-evaluations are due on March 2<sup>nd</sup> to supervisors, with Jennie (as STPL is the employer of record) turning around Board evaluation to all board members by March 12<sup>th</sup> for comments and feedback. The board will conduct an executive session at the regular meeting on March 19<sup>th</sup> to set compensation.
- c. **FY22 Budget Priorities Discussion:** Matt prepared a document to discuss the priorities for FY22: OverDrive Magazines (renewal in February 2022), PinData will need to determine negotiation strategies for databases for FY2023, the Online Book Club will not be renewed, continue to phase out the “Pinnacle Road Trip,” through COVID. The Board also discussed developing a “Development Fund” in addition the Reserve Fund so that we’re not pulling out of the Reserve Fund for new projects. Pinnacle will look at creating that fund once libraries go through the process of moving to the \$15.00 minimum wage increases.
- d. **Approve RAILS LLSAP Support Grant Semiannual Report:** Matt provided a copy of the semi-annual report. The Board reviewed it.
- e. **Approve PinTech Request for IUG 2021 Registration:** Jennie Mills/Megan Millen motioned to approve 10 people to attend the virtual conference at \$50 per person (\$500 total cost). Roll call vote taken, with all voting “yes.”
- f. **PinDigital Request to Preorder Titles for FY22.** PinDigital requested \$15,000 to pre-order titles. Paul Mills motioned to approve; Heather Shlah seconded. All voted “yes” via roll call vote.

- g. Patron Privacy Policy Review and Discussion.** The board reviewed the proposed policy and discussed Item V in the policy. The cooperative does record some information regarding patrons under the age of 13 for the purposes of item circulation. A suggested edit is: The Pinnacle Library Cooperative only requests, collects, or maintains any personally identifiable contact information from patrons under the age of 13, with parental/guardian consent. This policy will be tabled for approval pending attorney review.
- h. RAILS LLSAP Data Analysis Document.** This document does not make a true apple to apples comparison, as Pinnacle rolls in many other charges with our annual bill, including OverDrive, Ebsco databases, etc. We will reiterate to RAILS that we hope they will make a notation that every LLSAP charges differently.
- i. New Membership.** Scott and Matt will work on a draft document for costs that a new member would have to assume, if they opted to join Pinnacle's consortium.

**10 Review of Committee and ILS Manager Reports:**

- a. Pinnacle ILS Manager:** The report was reviewed.
- b. PinOPAC:** The OPAC Survey will commence on March 1<sup>st</sup>.
- c. PinDigital:** The OverDrive magazines have been added, and the first month numbers are positive.

**Adjourn:** Megan Millen moved to adjourn; Paul Mills seconded the motion. All voted yes; motion carried. The meeting adjourned at 11:46 am.