

**Pinnacle Library Cooperative Governing Board Minutes**  
**Regular Meeting – April 16, 2021, 1:30pm**

Plainfield Public Library  
15025 S. Illinois St.  
Plainfield, IL 60544

1. **Call to Order and Roll Call of Members Present:** The meeting was called to order at 1:30 pm; Regular members present: Heather Shlah(Lemont Public Library District), Lisa Pappas (Plainfield Public Library District), Scott Pointon (White Oak Library District), and Megan Millen (Joliet Public Library), Jennie Mills (Shorewood-Troy Public Library District), Paul Mills (Fountaindale Public Library District). Staff present: ILS Manager Matt Hammermeister and Leah Dudak.
2. **Changes/Additions to the Agenda:** Add Item 8C to Agenda, "RAILS Training Grant"
3. **Minutes of 3/19/21:** Paul Mills motioned to approve; seconded by Lisa Pappas. All voted "aye" to accept.
4. **Public Comment:** There was no public comment.
5. **Treasurer's Report:** The treasurer's report was presented by Paul Mills. OverDrive was delayed in invoicing for the magazines - that bill will be submitted for payment at the May meeting. The Board agreed to file the treasurer's report for audit.
6. **Approval and payment of bills:** Jennie Mills moved to approve bills paid and payable; Heather Shlah seconded. All voted yes via roll call vote; motion carried.
7. **Approve Fund Transfer:** Lisa Pappas motioned; Megan Millen seconded to approve a fund transfer of \$41,000 to pay bills. All voted 'yes', via roll call vote.
8. **Old Business:**
  - A. **Approve FY2022 Pinnacle Budget:** The Board voted to approve the FY2022 as presented. Paul Mills moved, Jennie Mills seconded. All voted 'yes', via roll call vote. Lemont is removing Unique Chat from their website, which will lower their bill slightly. Matt revised the budget prior to the vote to show the new amounts owed. Invoices will go out in July for most libraries; Fountaindale and Plainfield will receive a portion of their invoices earlier.
  - B. **Review "Prospective New Membership Documentation,":** CCS provided their documentation, for which we are very grateful. The Board agrees that there isn't any rush for Matt to finish our own documentation, but he will work on it in a general way. If it becomes necessary for us to provide to a prospective new member, we will ask that it be reviewed and tightened up with final figures at that time.
9. **New Business:**
  - A. **PinTech Request to Create New Subcommittee:** Pintech requested a new subcommittee, which would be comprised of Technical Services staff, to meet in the off months from the PinTech's Managers' Meeting, to discuss day-to-day issues for best practices. The Governing Board hesitated to create another layer of committees on a permanent basis, without a guaranteed mechanism of communication to flow between the two PinTech committees. At this stage, we believe that a task-based ad hoc task force may be more appropriate. Staff may be pulled up to work through a specific task and provide recommendations, with the task force being dissolved once the project is completed. If another project arises, another task force may be convened to work on the new project. There is no need for the same staff to be on the two separate task forces, as different staff may be better-suited to one project over another.

- B. New Director Orientation:** Although, to the best of our knowledge, there will be no turnover in the current library directors upcoming, it is still best practice for Pinnacle to be able to on-board any new Director so that they are of Pinnacle structure, the standing committees and their workflow, and how Governing Board operates. Matt created a new procedures chart for new director training. Lisa Pappas moved/Megan Millen seconded to approve the orientation procedures. All voted 'yes' by voice vote.
- C. RAILS Training Grant:** The Governing Board brainstormed ideas for submission to this grant. Directors will continue to think about the possibilities, with a final discussion to be held at the next board meeting (May 21st).

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

- A. ILS Manager Report:** Report was submitted and reviewed. Matt attended IUG last month; the primary focus was on Vega. Matt and Leah also attended the in-service day for consortia. Matt & Leah have also implemented a new calendar tool that enables staff to book one-on-one appointments with Pinnacle staff, through calendly.
- B. PinData Report:** Report was submitted and reviewed. The EBSCO subscription has been negotiated to stay flat for FY22; the Governing Board is appreciative.
- C. PinDigital Report:** Report submitted and reviewed.

**Adjourn:** Paul Mills moved to adjourn; Megan Millen seconded the motion. All voted yes; motion carried. The meeting adjourned at 2:55 pm.