

**Pinnacle Library Cooperative Governing Board Minutes**

**Regular Meeting, May 21, 2021 (1:30pm)**

**Shorewood-Troy Public Library, 650 Deerwood Dr., Shorewood, IL 60404**

**1. Call to Order and Roll Call of Members Present:** The meeting was called to order at 1:39pm by Chair Scott Pointon; Regular members present: Lisa Pappas (Plainfield Public Library District), Scott Pointon (White Oak Library District), Jennie Mills (Shorewood-Troy Public Library District), Paul Mills (Fountaindale Public Library District), Megan Millen (Joliet Public Library)

Absent: Heather Shlah (Lemont Public Library District)

Staff present: ILS Manager Matt Hammermeister

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

**3. Minutes of April 16, 2021 Regular Meeting:** Lisa Pappas motioned to approve; seconded by Paul Mills. All present 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, and was filed for audit.

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

- a. Paul Mills/Megan Millen moved to approve bills paid and payable. All present voted 'yes' via roll call vote; motion carried.
- b. Approve Fund Transfer – Lisa Pappas motioned/Jennie Mills seconded a \$87,000 fund transfer from the Money Market to Business checking to cover bills. All present voted 'yes' to transfer the funds via roll call vote; motion carried.

**7. Old Business:**

- a. **Auto-Renewal Update and Feedback**—Patrons seem to like the feature, but seem to regard it as an “invisible feature.” They aren’t providing much feedback either way. The overall increase in circulation in April was 13%, and the decrease in patron-initiated and staff initiated renewals decreased by nearly 70%, so the net effect, overall appears to be a time-saving feature for patrons and staff.
- b. **Set Go-Live date for Phone Notification Outsourcing through Unique.** The Governing Board voted to set the go-live for Unique to assume the phone notifications to be at 8am, then again at 4pm (to catch hold notifications processed

through the day), starting June 1, 2021. Functionality differences from the current telephony server: Caller ID for individual libraries will show up, holds notifications will be twice a day, and there's no in-bound renewal line (which, since we now have auto-renewal, may not be such a big deal). Jennie Mills motioned/Paul Mills seconded to have June 1 be the start date. All present voted "aye" via voice vote.

#### **8. New Business:**

- a. **Recommendations to Modify Hold Notification Schedule.** Matt Hammermeister presented information that holds notifications should be switched to a two-hour time schedule (if done by email/text; not phone notification): 9am, 11am, 1pm, 3pm, and 5pm. PIRC recommends the switch. Paul Mills motioned/Megan Millen seconded. All those in favor voted "aye" by voice vote.
- b. **PinTech Request for Registration for the WILIUG Spring Conference:** PinTech would like to send 9 staff members to WILIUG at a cost of \$90. Lisa Pappas motioned/Paul Mills seconded to approve the expenditure. Roll call was conducted with everyone voting "yes".

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

- a. **Pinnacle ILS Manager:** The position of Membership Services Librarian has been posted; Leah's last day is June 9<sup>th</sup>. Vega is still on track, but we are waiting for the consortium module to be ready for testing.
- b. **PinOPAC:** Raw data from the survey was presented; the committee will be meeting to analyze the data in June. A full report to the board will be done in July.
- c. **PinDigital:** The report was reviewed.

**Adjourn:** Lisa Pappas moved to adjourn; Paul Mills seconded the motion. All voted yes; motion carried. The meeting adjourned at 2:25 pm.