

Pinnacle Library Cooperative Governing Board Minutes

Regular Meeting, June 24, 2021 (11:00 AM)

White Oak Library District – Crest Hill Branch

20670 Kubinski Dr.

Crest Hill, IL 60403

- 1. Call to Order and Roll Call of Members Present:** The meeting was called to order at 11:00 am; 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 PinOPAC report at Item 9D
- 3. Minutes of May 21st, 2021 Regular Meeting:** Paul Mills commended Matt Hammermeister on his Line Item Report at the close of FY21. The Treasurer's Report was filed for audit.
- 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:**
 - a. Paul Mills/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/Megan Millen seconded a \$12,000 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. **COVID-19 Library Update** – The Directors all indicated that their individual meeting rooms were open and available to be used by Pinnacle Committees. All of the committees have indicated that they would like to start meeting in person, with the exception of PIRC. The Governing Board is fine with Committees resuming in-person meetings.

New Business:

- a. **Election of New officers:** The following slate was presented: Megan Millen, Chair; Paul Mills, Vice-Chair; Lisa Pappas, Secretary; Heather Shlah, Treasurer. Jennie Mills motioned to elect the slate as presented/Megan Millen seconded. All voted "aye".
- b. **Member Services Librarian Update:** No applications for the position have been received. The Governing Board agreed to increase the hours budgeted from 15 hours to 19 hours for the position and to repost.
- c. **Disposal/Sale of Pinnacle Equipment:** The telephony server was installed in 2012 and there is an old laptop from 2017 to be disposed of. Paul suggested that both devices be wiped and thrown in an auction that his library is doing, with an auction company that has a built-in audience.
- d. **Board Travel Policy:** Jennie Mills/Lisa Pappas motioned to approve the policy as presented. All present voted "aye".
- e. **Board Anti-Harassment and Anti-Discrimination Policy:** Lisa Pappas/Heather Shlah motioned to approve the policy as presented. All present voted "aye".
- f. **Reschedule August Meeting Date:** The Board rescheduled the August meeting to August 13th at 1:30pm to be hosted by the Joliet Public Library.

9. Review of Committee and ILS Manager Reports:

- a. **Pinnacle ILS Manager Report:** Matt discussed the next Polaris update, as well as updating the board on the next Chairs of the Pinnacle committees. Matt will serve as Past-Chair for WILIUG this year, after chairing a successful conference on June 4th.
- b. **PinTech:** The PinTech Report was reviewed. The RAILS EDI committee is not focusing on cataloging/subject headings, so this project is something that will be continued to discuss by PinTech. The Committee is also looking at enhancing Overdrive records.
- c. **PinDigital Committee Report:** The report was reviewed.
- d. **PinOPAC:** The committee has reviewed their survey results; they are going to be changing the images for the Types of Materials Icon for Blu Ray/DVD, Book with CD, and the Overdrive icon. They will also be changing the "pending" status to "checking shelves" to make the terminology clearer for patrons.

Adjourn: Jennie Mills moved to adjourn; Scott Pointon seconded the motion. All voted yes; motion carried. The meeting adjourned at 11:46 am. The next meeting will be held at Fountaindale Public Library at 1:30pm.