

Pinnacle Library Cooperative Governing Board Minutes

Regular Meeting –December 15, 2023
White Oak Library District - Crest Hill Branch
20670 City Center Blvd
Crest Hill, IL 60403

1. **Call to Order and Roll Call of Members Present:** The meeting was called to order by Chairperson Jennie Mills (Shorewood-Troy Public Library District) at 1:52pm. Roll call was conducted. Regular members present: Megan Millen (Joliet Public Library), Paul Mills (Fountaindale Public Library District), Lisa Pappas (Plainfield Public Library District), Scott Pointon (White Oak Library District) and Mary Golden (Lemont Public Library District). Regular members absent: none. Staff present: Matt Hammermeister and Brittany Smith
2. **Changes/Additions to the Agenda:** The acceptance of the FY 22-23 audit was added under New Business
3. **Minutes:** Paul Mills moved to approve the minutes of the October 20, 2023 Board Meeting and Lisa Pappas seconded. The motion was unanimously approved.
4. **Public Comment:** There was no public comment.
5. **Treasurer's Report:** The treasurer's report was presented by Lisa Pappas. She announced that the audit is now complete and presented copies to all Board Members.
6. **Approval and payment of bills and Fund Transfer :** Paul Mills moved to approve the payment of bills; Lisa Pappas seconded the motion. All voted yes via roll call vote; motion carried. Scott Pointon moved to approve a November fund transfer in the amount of \$71,000. Lisa Pappas seconded. All voted yes via a roll call vote; motion carried. Lisa Pappas moved to approve a December fund transfer in the amount of \$21,000. Mary Golden seconded. All voted yes via a roll call vote; motion carried.
7. **Old Business:**
None
8. **New Business:**
 - A. **Approve 2024 Board Meeting Dates:** The Board discussed the dates for the upcoming year and made a couple of changes. Paul Mills moved to approve and Scott Pointon seconded. A voice vote was affirmative. Motion carried.

- B. **Polaris 7.5 Upgrade:** This latest upgrade is slated for January 7, beginning after Fountaindale closes at 6:30pm and being back up and running by 9:00am on January 8. It's a standard upgrade. We are moving closer to being a completely in the cloud environment. There will be videos and workshops on LEAP coming up. This upgrade will finally add functionality for specific pick up locations from each branch in a drop down menu. There are also some new features we are NOT planning to use such as age related check out restrictions and a strict weeding template.
- C. **IUG Annual Conference Registration:** It was motioned by Paul Mills and seconded by Scott Pointon to allow Matt to attend this annual conference and to pay for his expenses. All members voted yes and motion carried.
- D. **Audit Acceptance:** The Board reviewed the audit documents. Paul Mills made a motion to accept. Lisa Pappas seconded. All voted yes in a roll call vote. Motion carried. Matt will post this on the website.

9. **Review of Committee and ILS Manager's Reports**

A. Pinnacle ILS Manager Report:

- Matt reported on the RAILS LLSAP grant awards and what measures are used to assess an amount
- Matt discussed a tool that is available to other consortia – a reciprocal borrower look up tool
- Matt discussed the use of Google Analytics. This will be something Pin OPAC can work on this upcoming year

B. PIRC Report:

- PIRC was the group that brought the idea of a reciprocal borrower look up tool forward. They thought it would make things easier for staff. They discussed a variety of issues including how to best give delivery data to RAILS.

C. PinDigital Report:

- The committee did not meet this month but sent their usual statistics for review

10. **Adjourn:** Paul Mills moved to adjourn; Lisa Pappas seconded the motion. All voted yes; motion carried. The meeting adjourned at 2:48pm.