

Pinnacle Library Cooperative Governing Board Minutes

Regular Meeting –September 13, 2024

Lemont Public Library

50 E Wend St.

Lemont, IL

1. **Call to Order and Roll Call of Members Present:** Chairperson Scott Pointon (White Oak Library District) called the meeting to order at 1:40 pm. Roll call was conducted. Regular members present: Jennie Mills (Shorewood-Troy Public Library District), 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
2. **Changes/Additions to the Agenda:** There were no additions or corrections to the agenda
3. **Minutes:** Megan Millen moved to approve the minutes as amended to reflect that the Chair of the Governing Board is from the White Oak Library District (not STPL, although he would also make a fine Director of STPL as well) of the August 23, 2024 Board Meeting, and Lisa Pappas seconded. The motion was unanimously approved.
4. **Public Comment:** There was no public comment.
5. **Treasurer's Report:** Lisa Pappas presented the treasurer's report. Funds have been transferred to IPRIME accounts to earn interest.
6. **Approval and payment of bills and Fund Transfer:** Paul Mills moved to approve the payment of the bills; Mary Golden seconded the motion. All voted yes via roll call vote; the motion carried. Megan Millen moved to approve a fund transfer from BMO Money Market for \$70,000; Lisa Pappas seconded. All voted yes via a roll call vote; the motion carried.
7. **Old Business:**
 - A. **No old business**
8. **New Business:**
 - A. **New Member Library Director Orientation Document:** The Governing Board discussed the document and commended Matt for thoroughly putting it together. It should serve new directors well as they start working in Pinnacle. Megan suggested adding a glossary of frequently used terms in Pinnacle that might not be used in

other LLSAPs. Matt will add a glossary and return the document to the Governing Board.

B. FY2026 Budget Preview and Priorities: Matt prepared a document looking forward to the circulation/usage trends this year and the budget priorities for next year. Database usage is fluctuating wildly; Matt will have PinData look at the numbers to see why that might be, as that could affect the formula. We may want to budget for the Vega promotion, as it looks like it may be ready to roll out in FY26.

9. Review of Committee and ILS Manager's Reports

A. Pinnacle ILS Manager Report:

- PinOps has been busy working on a bulk T-shirt order of Pinnacle branded items; Brittany has created a series of 4 Pinnacle orientation emails to new staff, and PinOps continues to work on the PinStacks Collection Procedures.
- Brittany is working on revamping PinKids to create a more topic-focused conversation approachable for more youth services staff in libraries (rather than just management staff). Twenty-one staff attended the first of this type of meeting on August 22, and the event received good feedback from attendees.

B. PIRC Report:

- PIRC continues to work on standardizing renewals across libraries.
- The NCOA address check is complete. About 10% of cardholders (18,000 patrons) were determined to have moved from their addresses in the database. The data was also returned with latitude, longitude, and census tract, which will assist in running reports.

C. PinDigital Report: The report was reviewed.

10. **Adjourn:** Lisa Pappas moved to adjourn, and Jennie Mills seconded the motion. All voted yes, and the motion carried. The meeting adjourned at 2:17 p.m.