

Pinnacle Library Cooperative Governing Board Minutes

Regular Meeting – October 18, 2024

Fountaindale Public Library

300 West Briarcliff Rd

Bolingbrook, IL

1. **Call to Order and Roll Call of Members Present:** Chairperson Scott Pointon (White Oak Library District) called the meeting to order at 1:33 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:** Paul Mills moved to approve the September 13, 2024 Board Meeting minutes, and Megan Millen seconded. The motion was unanimously approved, via voice vote.
4. **Public Comment:** There was no public comment.
5. **Treasurer's Report:** Lisa Pappas presented the treasurer's report. The report was filed for audit
6. **Approval and payment of bills and Fund Transfer:** Jennie Mills moved to approve the payment of the bills; Mary Golden seconded the motion. Freshworks is the ticketing system; the Verizon hotspot has to be paid in advance. Top Secret Studios (although it sounds like a vendor Pinnacle wouldn't usually pay) is the apparel vendor for the Pinnacle clothing ordered for staff. A roll-call vote was conducted to pay the bills; all voted 'yes.' A fund transfer of \$16,000 was requested; Megan motioned to transfer to the funds, and Lisa seconded. A roll-call vote was conducted; all voted 'yes.'
7. **Old Business:**
 - A. **New Member/Library Director Orientation Document.** Matt cleaned up the grammar as appropriate and added a glossary of terminology. The document will now be available to be used if needed.
8. **New Business:**

- a. **Resource Sharing Efficiency One-Year Review-** Matt provided useful data to judge how well updating Polaris' picklist settings worked to reduce the length of fill-time for patrons. Over all, total time to fill requests decreased by 6.6%, and number of items ready for pickup in less than 24 hours increased by 125%. For something that only required some analysis, and changing some parameters within Polaris, this has been a very successful project. The Governing Board commended Matt and PIRC for their work on this project.
- b. **Annual Strategic Plan Meeting –** Topics will include looking at the direction of training focus, whether it should be synchronous/asynchronous, looking at an all Pinnacle-training day, and reviewing PinStacks. Paul will confirm the meeting room at FPLD.

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

A. Pinnacle ILS Manager Report:

- LX Starter, the product from Innovative that will make notices be less text-heavy, is ready to roll-out. If libraries are interested, they should let Matt know who their point person is, and a form will need to be filled out to begin configuration.
- Matt has acquired a sales-tax exempt certificate for Pinnacle!
- Brittany delivered a presentation on training resources at ILA
- Our FY24 audit has begun
- Matt is on the IUG Program committee

B. PinDigital Report: The Committee met with the new representative from OverDrive.

10. **Adjourn:** Lisa Pappas moved to adjourn, and Megan Millen seconded the motion. All voted yes, and the motion carried. The meeting adjourned at 2:37 p.m.