

Pinnacle Library Cooperative Governing Board Minutes

Regular Meeting – November 22, 2024

Shorewood-Troy Public Library

650 Deerwood Dr.

Shorewood, IL

1. **Call to Order and Roll Call of Members Present:** Chairperson Scott Pointon (White Oak Library District) called the meeting to order at 1:35 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 changes to the agenda
3. **Minutes:** Paul Mills moved to approve the October 18, 2024 Board Meeting minutes, and Mary Golden 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. A portion of the RAILS grant was received, along with payments for Pinnacle t-shirts and sweatshirts from JPL, LMPL, and WO.
6. **Approval and payment of bills and Fund Transfer:** Lisa Pappas moved to approve the payment of the bills; Jennie Mills seconded the motion. It is a 3-paycheck period for Pinnacle staff. A roll-call vote was conducted to pay the bills; all voted 'yes.' A funds transfer of \$72,000 was requested; Paul Mills motioned to transfer the funds, and Lisa seconded. A roll-call vote was conducted; all voted 'yes.'
7. **Old Business:**
 - A. **No Old Business**
8. **New Business:**
 - a. **Potential New Member Cost-Estimate Tool-** Matt created a workbook that allows Pinnacle to estimate the added cost of adding a new member to Pinnacle (ongoing Polaris fees; EBSCO database fees; estimated OverDrive usage; +\~20% increases). This tool will be able to be used if a library

- requests costs associated with joining Pinnacle. Matt also estimated what a potential buy-in to the Reserve fund might be. The Governing Board commended Matt for his work on this project; this effort was one of the outstanding projects identified as a goal from the Strategic Plan.
- b. **Circulation Settings Standardization** – Matt provided an overview of the work that PIRC has done thus far on updating the standardization across the libraries, including 1) not having an age requirement to have a library card, 2) clarifying the rules regarding family blocks for library cards, 3) setting a 4-year address check requirement and expiration date for library cards due to the NCOA cleanup, 4) consistent loan periods regardless of CKO location, and 5) 2nd level fine threshold. The Governing Board reiterated their commitment to this project and was glad that the Pin-Ops committee was taking on this project, particularly at the 2nd level fine threshold, since PIRC struggled to achieve consensus on that point.
 - c. **2025 Governing Board Meeting Dates.** Megan moved/Jennie seconded to approve the meeting dates as presented. Shorewood will host both April 18th and May 16th as Plainfield is still under construction. Tentatively, Plainfield will host in November. All voted 'aye' to accept the meeting dates.

9. Review of Committee and ILS Manager's Reports

A. Pinnacle Director's Report: Matt discussed:

- Polaris will be overhauling its self-check, "ExpressCheck." Polaris will configure one license for free so libraries can test the software. Several of us want to test.
- The draft audit is ready to review in December; the Governing Board is glad that the lengthy audit process is over.
- Pin-Ops will discuss a Pinnacle-wide project for the fall, like 'Pinnacle and Pours,' or the 'Library Road Trip.' Matt will place on the agenda.

B. PIRC Committee: Matt cleaned up some of the addresses that NCOA found errors in; staff fixed others easily.

C. PinDigital Committee: The report was reviewed.

10. **Adjourn:** Megan Millen moved to adjourn, and Lisa Pappas seconded the motion. All voted yes, and the motion carried. The meeting adjourned at 2:34 p.m.