

EXECUTIVE COMMITTEE MINUTES
CCS Office
3355-J N Arlington Heights Rd Arlington Heights, IL 60004
April 8, 2020

REMOTE PARTICIPATION

The Executive Committee met remotely, without a physical quorum present, authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

1. CALL TO ORDER

The meeting was called to order by President Hall at 10:02 a.m.

2. ROLL CALL

J. Conway	Highland Park	S. Murray (arrived 10:09)	Algonquin
K. Hall	Northbrook	H. Smith	Park Ridge
M. Jacobsen	Zion-Benton	A. Todd	Prospect Heights
A. Kim	Glencoe		

Also present: R. Malinowski, CCS; B. Stoneburner, CCS

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

R. Malinowski reported that no public comment was received via email.

5. CONSENT AGENDA

Jacobsen MOVED; Kim SECONDED to

APPROVE THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA

- a. Approval of March 2020 monthly financial statements
- b. Approval of March 2020 Bills for Payment
- c. Approval of updated ACH Vendor List

Ayes: Conway, Hall, Jacobsen, Kim, Smith, Todd

Nays: None

Absent: S. Murray

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

- a. COVID-19 Needs and Planning –

- i. Payment of routine bills – R. Malinowski reported that as it is currently feasible to hold monthly Executive Committee meetings remotely, there is no need at this time to change the process to pay routine bills. The Executive Committee agreed.

S. Murray arrived 10:09 a.m.

- ii. Governing Board schedule for remainder of FY 2019-2020 – The Governing Board should meet at least once more this fiscal year. The next regularly scheduled meeting is scheduled for May 27. An earlier meeting would give Governing Board an opportunity to discuss the recommended budget closer to the typical time of approval (March), as well as review the new slate of officers and provide Governing Board with a COVID-19 update. After a lengthy discussion the Executive Committee agreed to schedule a special meeting of the Governing Board via remote participation for April 22.

Todd MOVED; Smith SECONDED to

**SCHEDULE A SPECIAL GOVERNING BOARD MEETING ON APRIL 22, 2020
VIA REMOTE PARTICIPATION.**

Ayes: Conway, Hall, Jacobsen, Kim, Murray, Smith, Todd

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

- iii. CCS authority to extend due dates, card expirations, and hold by dates - CCS staff have extended due dates one month beyond the end date of the stay at home order and extended hold by dates to May 11. R. Malinowski asked the Executive Committee if they had any concerns with CCS continuing to extend dates without library staff opening tickets. The Executive Committee agreed with this approach. CCS had asked for libraries to opt out of library card expiration date extensions, but no libraries replied.
- iv. ILS Considerations for reopening – There are currently 500,000 items due on June 1. Auto renew will temporarily be disabled based on the due date extension. R. Malinowski reported that libraries should plan for an increase in returned items and an increase in the pick list volume upon reopening. CCS recommends staff focus on holds during a staggered reopening and has documentation available to assist. President Hall requested R. Malinowski prepare a report for Governing Board listing the number of items checked out by library. President Hall recommended that libraries should also consider in their planning if the stay at home order is extended beyond April 30.

President Hall asked if there were any ramifications from an ILS perspective if libraries remain closed longer than May 1. R. Malinowski will speak with CCS staff and check with Innovative. R. Malinowski asked the Executive Committee to send any preliminary reopening plan documents they create for their library and she will review with CCS staff and use as examples for the Governing Board meeting.

- v. CCS staffing – CCS staff are currently working from home and able to do most of their work remotely. Ticket volume has decreased so staff has been able to refocus efforts on other projects.

R. Malinowski does not recommend any changes to the current schedule for CCS staff evaluations and increases.

CCS staff accrue vacation on a rolling basis and currently may accrue up to a cap, at which point will not accrue additional vacation until time is taken. R. Malinowski recommended that staff be allowed to accrue up to one week (37.5 hours) beyond this cap. Hours could accrue throughout the stay at home order and must be used by the end of FY 20-21. The Executive Committee agreed with this recommendation.

- vi. Other considerations
 - i. Executive Director review – R. Malinowski asked the Executive Committee if they would prefer to have the Executive Director review remain on the regular schedule. The Executive Committee agreed. The Review Committee consists of S. Murray, K. Hall and J. Conway. R. Malinowski will complete the self-portion of the review and send to the Review Committee, who will share with the rest of the Executive Committee for feedback. S. Murray requested R. Malinowski send a clean copy of the review tool without her input so the committee could review in advance.
 - ii. CCS virtual member meeting/update – R. Malinowski recommended a general CCS member virtual update be scheduled for all library staff. The Executive Committee agreed. R. Malinowski will work with CCS to schedule this virtual update for April.
- b. FY 2019-2020 Member Rates – R. Malinowski reported that the Budget and Finance Committee recommended an increase in the FY 19-20 rebate from \$125,000 to \$250,000 and budget a disbursement of \$293,000 for FY 20-21. R. Malinowski will issue the updated budget files to Governing Board to review and vote on the FY 20-21 budget and revised disbursement amounts at the April 22 special meeting.

7. ADJOURNMENT

The meeting was adjourned by President Hall at 10:47 a.m.

Respectfully submitted,
Jane Conway, Secretary