

EXECUTIVE COMMITTEE MINUTES
CCS Office
3355-J N Arlington Heights Rd Arlington Heights, IL 60004
August 12, 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. 7, extended April 30, 2020).

1. CALL TO ORDER

The meeting was called to order by President Murray at 10:00 a.m.

2. ROLL CALL

A. Auston	Wilmette	D. McNulty	Cary
K. Hall	Northbrook	S. Murray	Algonquin
M. Jacobsen	Lake Villa	H. Smith	Park Ridge
P. Leffler	Morton Grove		

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

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. EXECUTIVE COMMITTEE ORIENTATION – R. Malinowski issued an overview of committee and member responsibilities prior to the meeting and asked if there were any questions from the committee. R. Malinowski offered to meet with any committee members interested in scheduling a 1:1. President Murray welcomed P. Leffler and A. Auston as the newest members of the Executive Committee and welcomed back D. McNulty who had previously served on the Executive Committee.

6. CONSENT AGENDA

Hall MOVED; Smith SECONDED to

**ACCEPT THE CONSENT AGENDA AS AMENDED INCLUDING THE APPROVAL OF
MAY 13, 2020 MEETING MINUTES, APPROVAL OF JULY 2020 FINANCIAL
STATEMENTS AND APPROVAL OF JULY 2020 BILLS FOR PAYMENT.**

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

After a discussion there was agreement to table the approval of Election Day as a 2020-2021 paid holiday until the September Executive Committee meeting. R. Malinowski will monitor to see what libraries do and will reach back out to HR Source closer to the date for additional guidance.

Hall MOVED; Smith SECONDED to

TABLE APPROVAL OF ELECTION DAY AS A 2020-2021 PAID HOLIDAY TO SEPTEMBER EXECUTIVE COMMITTEE.

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

7. BUSINESS

a. COVID-19 Needs and Planning

- i. Magazines and Quarantine Requirements – An update from the REALM study indicates the virus may live longer on certain types of magazine pages but at this time RAILS has not changed their three-day quarantine guidance. CCS does not recommend revisiting the previous Governing Board decision at this time, but libraries may choose to quarantine magazines or all material for three or four days or exclude magazines from interlibrary loan until further results are available.
- ii. External ILL Libraries – R. Malinowski asked the Executive Committee if there were any concerns with not offering interlibrary loan service to external ILL libraries at this time due to COVID-19. There were no concerns from the committee. Once all CCS libraries have opted back into CCS Intra library loan, CCS will evaluate non-consortia member access and present a recommendation to Executive Committee.
- iii. Potential COVID-19 Mitigation Needs – CCS will work with libraries as needed to disable services due to COVID-19 mitigation needs and in the event of widespread mitigation and service changes, CCS will identify opportunities to group service reimplementation when mitigation is no longer needed. There was a lengthy discussion about libraries' current practices of quarantining materials and whether it would be helpful for CCS to issue recommended guidelines for libraries to follow. At the end of the discussion, President Murray summarized the discussion that libraries already have plans in place and should make decisions that are best for their library's situation, unless any new information comes out.

- b. New Members – Palatine and Grayslake are currently doing training and data testing. CCS will issue a reminder that CCS libraries should anticipate an extra day of downtime. The adjusted offline schedule was included in the packet. CCS staff will offer remote support to Grayslake and Palatine during go live to be centrally available to all libraries. R. Malinowski will offer the option to Palatine and Grayslake to choose between either having one CCS point person during go live or if they would prefer to reach out to CCS staff based on the issue.

R. Malinowski followed up with R. Livergood, the director at Warren-Newport, who indicated their schedule has changed and that no decision has been made at this time regarding CCS. The library still plans to submit a CCS membership application.

- c. Innovative Updates – Member Services has released the new Polaris virtual training courses created for Palatine and Grayslake to all CCS libraries and is available for use.
- d. RAILS Updates – R. Malinowski issued information on the EBSCO group purchase option to Executive Committee for review prior to the meeting. After a discussion there was agreement to wait for the strategic planning process to determine if this is something CCS should investigate for next year.

8. BI-ANNUAL REVIEW OF CLOSED SESSION MINUTES AND RECORDINGS AND EXECUTIVE DIRECTOR REVIEW

- a. R. Malinowski submitted the list of closed session minutes and recordings with recommended motions to the Executive Committee prior to the meeting. The Executive Committee agreed no discussion was necessary and remained in open session.

Auston MOVED; McNulty SECONDED to

APPROVE AND RELEASE THE MINUTES OF NOVEMBER 13, 2019 AND KEEP CLOSED THE MINUTES OF OCTOBER 18, 2017 AND NOVEMBER 8, 2017.

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith
Nays: None

MOTION CARRIED BY ROLL CALL VOTE

Leffler MOVED; Auston SECONDED to

DESTROY THE VERBATIM RECORDINGS OF CLOSED SESSION MEETINGS FROM JUNE 13, 2018 AND JANUARY 9, 2019.

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith
Nays: None

MOTION CARRIED BY ROLL CALL VOTE

- b. Executive Director Review – S. Murray, K. Hall and H. Smith will serve on the evaluation committee for this year’s review. They will determine timeline and next steps in the review process.

9. REPORTS

- a. President – S. Murray welcomed again P. Leffler and A. Auston as new members to Executive Committee and welcomed back D. McNulty.
- b. Secretary – No report.
- c. Treasurer – No report.
- d. Committees and Groups
 - i. Governance Committee rosters – The FY 20-21 Governance Committee rosters were previously emailed to all directors and included with the Executive Committee meeting materials along with the Governance Committees charges.
 - ii. Advisory Group rosters – CCS is still in the process of finalizing the Advisory Group rosters for FY 20-21.
- e. Executive Director
 - i. FY 19-20 Audit Update – CCS will send the auditor’s working drafts to the Treasurer and President in September for review and sign-off and the audit will be finalized for the October Governing Board meeting.

10. ADJOURNMENT

The meeting was adjourned by President Murray at 11:23 a.m.

Respectfully submitted,
Diane McNulty, Secretary