

IT Technical Group Minutes

March 16, 2021

Zoom

Call to Order

Richard Wozniczka called the meeting to order at 9:32AM

Roll Call

Attended the zoom meeting.

Algonquin Area Public Library District	Erin Maiero
Cary Area Public Library District	Linda Conn
Crystal Lake Public Library	
Des Plaines Public Library	John Lavalie
Ela Area Public Library District	
Evanston Public Library	
Fox River Valley Public Library District	Erin Pasetes, John Sabala
Fremont Public Library District	
Glencoe Public Library	Justin Franklin
Glenview Public Library	
Grayslake Area Public Library	
Highland Park Public Library	Ken Berns
Huntley Area Public Library	
Indian Trails Public Library District	Mike Hausler
Lake Forest Library	
Lake Villa Public Library District	Glenn Galang
Lincolnwood Public Library District	Katie Cordis
McHenry Public Library District	Denise Grandon, Kevin Krewer
Morton Grove Public Library District	
Niles-Maine District Library	Richard Wozniczka
Northbrook Public Library	
Palatine Public Library	
Park Ridge Public Library	Michael Pocrnich
Prospect Heights Public Library District	
Round Lake Area Public Library District	
Wilmette Public Library District	Frederick Wallace, Debra Thompson
Winnetka-Northfield Public Library	Mark Swenson
Zion-Benton Public Library District	
CCS	Marcin Urbanski

Acceptance of previous minutes

The minutes were accepted by all present.

Reports of CCS Staff

Marcin Urbanski reported on the following items:

- CCS will continue to work from home. Possibly return to office in June or July.
- An upgrade to Polaris 6.7 to be done in the 2nd week of April. No major impact to operations. The Offline client will need to be downloaded manually.
- The List Serve has been upgraded.
- The Web Reports have been moved to the VMware platform.

Old Business

General IT Information – Marcin will be working on putting the IT 3rd Party Info Sheet on Sharepoint. This sheet will be used to document Hardware and Software services that all libraries tend to use. The goal is to help reduce the amount of time spent on rehashing what everyone is using as well as providing key gotchas or successful solutions.

Continuing Education -We would like to do some virtual training. Some suggestions were PCI compliance, E-rate, and Network Security (Firewalls). Please send any suggestions to the group.

New Business

Reopening – Several libraries gave their status:

- Niles – Periodic closing throughout the day for cleaning. Staff is divided into teams to minimize contact. Hoping to have all staff back in May (about 50% back soon). Renting storage for quarantine. 24 hour hold on manually returned items.
- Fox River Valley – No onsite programming, some patron computers open, free printing (up to 20 pages), AMH used by staff only after quarantine. All staff is back from furlough, but some are working from home (10-15 in the building at one time). Added air-purifiers.
- Highland Park – Limited patron hours from 11am-7pm. All staff is back at the library (none working from home). Using a people counter to monitor occupancy.
- Park Ridge – Open 2-8pm for patrons. Using SenSource for people counting. Getting a sprinkler system installed.
- McHenry – On April 22nd open to full staff. Staff is divided into two shifts. Patrons can use the computers for 30 minutes. Using SenSource to allow 30 patrons at a time.
- Des Plaines – Using SenSource for people counting.

Increase Upload Bandwidth (Networking)

- Niles – with open space video conferencing, they are seeing a need for increased upload bandwidth. No non library owned devices are allowed on the staff network. Separate SSID for staff/patron networks.
- Fox River Valley – increase bandwidth on staff network. Not seeing demand from patrons. Increased WiFi access to outdoor areas.
- Park Ridge – No bandwidth issues.
- McHenry – received a \$10,000 grant to redo their WiFi in the next few months.

Meeting Rooms- Many libraries have patrons wanting meeting rooms back. There are concerns with keeping them clean as well as the space is currently being used for quarantine.

Remote Work – Libraries are bringing staff back to work in the library. Office 365 has provided several libraries the ability to have staff work from home. Some have used VPN as well.

OCLC's Ezproxy – Some libraries are using OCLC-hosted and others are self-hosting this service.

Self-checks – Some libraries have moved or are planning to move to Windows 10 (Algonquin & Park Ridge). Other libraries have no plans to upgrade (Niles, Fox River Valley)

[Next Meeting Time](#)

The next CCS meeting will be on June 15th, 2021 via zoom.

[Adjournment](#)

Motion to adjourn was made (Denise) and seconded. Motion passed unanimously.

Submitted by Erin Clancy Pasetes