

EXECUTIVE COMMITTEE MINUTES
CCS Office
3355-J N Arlington Heights Rd Arlington Heights, IL 60004
February 10, 2021

REMOTE PARTICIPATION

The Executive Committee met remotely, without a physical quorum present due to the COVID-19 public health emergency.

1. CALL TO ORDER

The meeting was called to order by President Murray at 10:00 A.M.

2. ROLL CALL

A. Auston	Wilmette	P. Leffler (arrived 10:04)	Morton Grove
K. Hall	Northbrook	D. McNulty	Cary
M. Jacobsen	Lake Villa	S. Murray	Algonquin

Also present: R. Malinowski, CCS; D. Wischmeyer, CCS; B. Stoneburner, CCS
Absent: H. Smith, Park Ridge

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Hall MOVED, Jacobsen SECONDED to

**ACCEPT THE CONSENT AGENDA AS PRESENTED INCLUDING THE APPROVAL
OF NOVEMBER 11, 2020 MEETING MINUTES, APPROVAL OF JANUARY 2021
FINANCIAL STATEMENTS, APPROVAL OF JANUARY 2021 BILLS
FOR PAYMENT, CCS WEBSITE REDESIGN CONTRACT AND RAILS SUPPORT
GRANT AGREEMENT FY 2022.**

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

MOTION CARRIED BY ROLL CALL VOTE

P. Leffler joined the meeting at 10:04 A.M.

6. BUSINESS

- a. Planned Absence Succession Plan – R. Malinowski sent the updated Executive Director Succession Plan to the Executive Committee for review prior to the meeting. The previous Executive Director Succession Plan did not include language for a planned absence. R. Malinowski will update the document based on feedback from Executive Committee and separate the account information from the document for Executive Committee to approve in March. President Murray asked the committee to send any additional recommended updates to R. Malinowski separately. The committee agreed it would be helpful to include an updated version of the succession plan with onboarding documents for the President annually, and to share a clean version without account information with libadmin.
- b. FFCRA Update – CCS will not formally extend Families First Coronavirus Response Act (FFCRA) benefits but will continue to handle on a case-by-case basis.
- c. COVID-19 Data – R. Barth compiled graphs with data to see what information might be helpful for library administrators. R. Malinowski included several sample graphs in the packet and asked Executive Committee for feedback on the data contained in the graphs. There was a lengthy review of the graphs and Executive Committee provided feedback on what data was most useful. CCS will continue working on making visual improvements to the graphs based on feedback received. R. Malinowski will work to refine which graphs to present and include explanations for the next Governing Board meeting. CCS will include a training component for library staff to understand the graphs.

7. REPORTS

- a. President – No report.
- b. Secretary – No report.
- c. Treasurer – M. Jacobsen reported that the Budget and Finance Committee met on January 29 and are on track with the FY 21-22 budget.
- d. Committees and Groups – R. Malinowski included in the packet a high-level overview of the Circulation Technical Group meeting held on January 8, 2021. At this meeting libraries discussed staff morale and shared workflow and staffing strategies to help ease fatigue.
- e. Executive Director – R. Malinowski continues to work with Innovative and the CCS attorney to resolve issues related to the Innovative contract and hopes to have the contract ready at the next Executive Committee meeting. R Malinowski will sign the website redesign contract and send the RAILS support grant agreement to President Murray and Secretary McNulty for signatures.

- i. Governing Board agenda building – R. Malinowski will update the data graphs based on today’s discussion for further discussion at the March Executive Committee meeting and in preparation for April Governing Board. The question was asked as to whether to include the Circulation Technical Group feedback for Governing Board. R. Malinowski will discuss with CCS staff to see if they feel the need to include on the Governing Board agenda.

10. ADJOURNMENT

The meeting was adjourned by President Murray at 11:29 A.M.

Respectfully submitted,
Diane McNulty, Secretary