

EXECUTIVE COMMITTEE MINUTES
CCS Office
3355-J N Arlington Heights Rd Arlington Heights, IL 60004
February 12, 2020

1. CALL TO ORDER

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

2. ROLL CALL

| | | | |
|-------------|---------------|-----------|------------------|
| J. Conway | Highland Park | S. Murray | 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

None.

5. CONSENT AGENDA

Kim MOVED; Todd SECONDED to

APPROVE THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA

- a. Approval of January 8, 2020 meeting minutes
- b. Approval of January 2020 monthly financial statements
- c. Approval of Bills for Payment

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

- a. New and Prospective Members – R. Malinowski met with Ryan Livergood, Director of Warren-Newport Public Library, in January and provided him with the new member application to test. R. Malinowski will request feedback on the application once completed. R. Livergood anticipates the library will make a decision regarding their ILS strategy by the end of April.

- b. LIRA Eligibility –R. Malinowski and B. Stoneburner met with LIRA to discuss

eligibility and conducted a policy review with Heil & Heil. Included in the packet is a coverage and cost comparison between LIRA and Heil & Heil. There was a discussion about the concern that LIRA includes coverage that CCS does not need, due to renting not leasing office space, but that overall there is stronger coverage and better customer service with LIRA at a comparable cost. R. Malinowski recommended removing the Technology errors and omissions policy regardless of the decision.

Todd MOVED; Smith SECONDED to

APPROVE CCS SWITCH TO LIRA FOR INSURANCE.

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

- c. Auditor Search – CCS issued an audit services RFP in January and received responses from Eder, Casella, & Co., McClure Inserra (incumbent) and Selden Fox. R. Malinowski asked the Executive Committee if they felt there was a need to make a change at this time, or perhaps wait for the next review. After a discussion there was agreement CCS did due diligence with the RFP and is currently receiving good service with McClure Inserra. In addition, as CCS has been through recent changes, including a change in payroll vendor, the committee agreed it would make sense to remain with McClure Inserra at this time. The Budget and Finance Committee has received the proposals and will discuss at the February 14 committee meeting.
- d. Board Assessment – R. Malinowski included a link in the packet to the drafted board assessment for the Executive Committee to review and provide feedback. The Executive Committee provided the following feedback:
 - Add an opt out option
 - Include an introduction to the assessment explaining the purpose.
 - Split up the sections onto different pages
 - Add an estimated amount of time to complete the assessment
 - Include a question asking how board members get their information related to CCS.

The Executive Committee will continue to review and email any additional feedback to R. Malinowski by the end of the week, then she will send the drafted assessment to the Long Range Planning Committee.

Polaris News – At the January Governing Board meeting there was a discussion about fine free and the ability for Innovative to waive fines for those libraries who are going fine free. R. Malinowski received a proposal from Innovative with options to waive fines for libraries. The Executive Committee recommended this proposal be included on the agenda for the March Governing Board meeting. R. Malinowski will draft a write up for Governing Board and will work with Innovative pending Governing Board approval.

7. COMMITTEES AND GROUPS

- a. Advisory and Technical Groups – Meeting summaries were included in the packet. R. Malinowski commented that at the January meeting SCRAP discussed the illegal aliens subject heading. CCS has been discussing with members of PAS, UX and catalogers about whether to institute a local practice to be more welcoming and to encourage discoverability. ALA will be issuing a recommendation at the Midwinter conference and CCS will review and discuss those recommendations once they are available.

S. Murray noted that the February 18 meeting of the Long Range Planning Committee was omitted from the list of upcoming meetings on page 15 of the packet.

R. Malinowski reported that the Database Management Committee will be surveying members on how libraries handle new materials. The survey will be included in an upcoming CCS newsletter. President Hall encouraged the Executive Committee to complete the survey.

- b. RAILS News and Groups – the RAILS Consortia Committee met on January 13. There were no additional questions from the Executive Committee.

- c. Governance Committees

- i. Nominating Committee – A. Todd reported that the Nominating Committee will begin recruiting for the upcoming open positions on Executive Committee:

- President-Elect
- Treasurer
- Member at Large

A. Todd requested the Executive Committee contact him with any potential members for these open positions. The Nominating Committee for this fiscal year consists of A. Todd, A. Kim and M. Jacobsen.

B. Stoneburner will send an updated list of those who have served on Executive Committee for the past seven years to A. Todd.

8. REPORTS

- a. President – No report.
- b. Secretary – No report.
- c. Treasurer – No report.
- d. Executive Director – R. Malinowski notified the Executive Committee that she is planning to send R. Fischer to ALA but that with this additional cost, the Professional Development account will come in slightly over budget for this fiscal year. The Executive Committee agreed it was important for R. Fischer to attend ALA.

9. ADJOURNMENT

The meeting was adjourned by President Hall at 11:04 a.m.