



**MINUTES
CCS GOVERNING BOARD
VIRTUAL LOCATION**

WEDNESDAY, April 14, 2021

The Governing Board 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 10:01 A.M.

2. ROLL CALL

Algonquin	S. Murray	Lake Forest	Absent
Cary	D. McNulty	Lake Villa	M. Jacobsen
Crystal Lake	K. I. Martens	Lincolnwood	J. Tucci (joined 10:05)
Des Plaines	J. Bonell	McHenry	L. Jakacki
Ela	L. Rosenthal	Morton Grove	P. Leffler
Evanston	K. Danczak Lyons	Niles-Maine	S. Lempke
Fox River Valley	R. Bennett	Northbrook	K. Hall
Fremont	S. Davis	Palatine	J. Dilger (joined 10:09)
Glencoe	A. Kim	Park Ridge	A. Berger
Glenview	L. Dorfman	Prospect Heights	A. Todd
Grayslake	S. Draegert (alternate)	Round Lake	J. DiDonato
Highland Park	H. Smith	Wilmette	A. Auston
Huntley	F. Novak	Winnetka	Absent
Indian Trails	B. Shepard	Zion	G. Miller

Also present: B. Ingram, MUK; C. Rademacher, NIK; R. Malinowski, CCS; B. Stoneburner, CCS; D. Wischmeyer, CCS

Absent: M. Dombrowski, Winnetka; C. Lemmer, Lake Forest

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

J. Tucci joined the meeting at 10:05 A.M.



5. CONSENT AGENDA

Hall MOTIONED; Shepard SECONDED to

ACCEPT THE CONSENT AGENDA AS PRESENTED INCLUDING APPROVAL OF JANUARY 13, 2021 MEETING MINUTES, MARCH 2021 FINANCIAL STATEMENTS, MARCH 2021 BILLS FOR PAYMENT AND FY 21-22 EXECUTIVE COMMITTEE AND GOVERNING BOARD MEETING SCHEDULE.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Villa, Lincolnwood, McHenry, Morton Grove, Nilis-Maine, Northbrook, Park Ridge, Prospect Heights, Round Lake, Wilmette, Zion-Benton

Nays: None

Absent: Lake Forest, Palatine, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

- a. Recommendation from Budget and Finance Committee regarding FY 21-22 Budget – R. Malinowski issued the budget and supporting documents to the Governing Board for review prior to the meeting. M. Jacobsen reported that there were not many changes to the budget for FY 21-22. The member fee structure had not changed, but CCS is still waiting on final tax data information from Lake County. The member fee calculations will be updated once this information has been received.

Due to the balance of the development fund, the FY 21-22 budget does not include a planned transfer to the Development Fund. The Budget and Finance Committee reviewed the Development Fund policy and recommended the Development Fund balance of not less than 75% and not more than 150% of the total estimated cost of all items on the list of potential uses for Development Fund. Based on this, there would be a budget surplus of \$49,000 in the Development Fund for FY 21-22 that would go as a rebate to libraries next fiscal year. The Budget and Finance Committee recommended this rebate be distributed based on a percentage, not equally, to be in line with how RAILS calculated the next fiscal year LLSAP grant to be more equitable.

J. Dilger joined the meeting at 10:09 A.M.

Jacobsen MOTIONED to

APPROVE THE FY 21-22 BUDGET AS PRESENTED BY THE BUDGET AND FINANCE COMMITTEE.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Villa, Lincolnwood, McHenry, Morton Grove, Nilis-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights,



Round Lake, Wilmette, Zion-Benton

Nays: None

Absent: Lake Forest, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

- b. Recommendation from Nominating Committee regarding FY 21-22 Elections – K. Hall reported that the Nominating Committee had met and felt it was important to provide continuity in the next fiscal year due to COVID-19 and the planned leave of absence by the CCS Executive Director. Hall asked if there were any nominations from the floor. There were none.

Hall MOTIONED to

APPROVE THE FY 21-22 SLATE OF CANDIDATES AS PRESENTED BY THE NOMINATING COMMITTEE INCLUDING HEIDI SMITH AS PRESIDENT ELECT, DIANE MCNULTY AS SECRETARY AND BRIAN SHEPARD AS MEMBER AT LARGE.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Wilmette, Zion-Benton

Nays: None

Absent: Lake Forest, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

President Murray congratulated the new members of Executive Committee and thanked those members who had served and were scheduled to go off the committee.

- c. Recommendation from Long Range Planning Committee regarding Strategic Plan Year 1 implementation – R. Malinowski included the FY 2021-2022 strategic directions and goals in the packet. P. Leffler provided an overview of the Year 1 strategic directions and goals as outlined in the packet and reported that CCS felt comfortable these goals were achievable. Leffler asked if there were any questions from the Governing Board and there were none.

Leffler MOTIONED to

APPROVE THE FY 21-22 STRATEGIC DIRECTION AND GOALS AS PRESENTED BY THE LONG RANGE PLANNING COMMITTEE.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Wilmette, Zion-Benton



Nays: None

Absent: Lake Forest, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

- d. Innovative Development Partner Program – R. Malinowski reported that CCS has not signed the SaaS contract and is still waiting on the final revisions to the contract, specifically a cancellation for convenience clause prior to go live. Malinowski continues to work on language with the CCS attorney and Innovative attorney. D. Wischmeyer reviewed the project plan and potential rollout with Governing Board. January 2022 would be the target date for Governing Board to vote to accept Vega Discover and CCS libraries would go live on Vega Discover in March 2022. Malinowski reported that CCS is regularly monitoring other products in addition to Vega and would explore other options if Governing Board were to decide to keep PowerPAC and not to go live with Vega.

A question was raised regarding the existing contract with Comprise as PayPal is the gateway included with Vega. Malinowski reported that if libraries use Comprise for other services that those services would not be impacted, as the move to PayPal would only be related to credit card payments through PowerPAC. With PayPal, CCS would not have to pay the annual cost of approximately \$17,000 currently paid to Comprise.

- e. COVID-19
 - i. RAILS Quarantine Requirement Lifted – R. Malinowski reported that the RAILS quarantine of materials has been lifted and CCS recommends that all libraries lift the quarantine at this time to facilitate resource sharing in a timely manner. Adjustments to the overdue notice schedule would also need to be made system wide. A clarification was made that this recommendation would only apply to materials delivered through RAILS, not materials returned by patrons. Libraries may choose to continue to quarantine materials returned by patrons, but patrons will receive overdue notices for materials sitting in quarantine. A question was raised as to whether a vote was needed as the Governing Board had previously agreed to follow RAILS, but after a discussion, there was agreement that it was helpful to have a clear decision with dates.

Shepard MOTIONED; Jacobsen SECONDED to

APPROVE THAT ALL CCS LIBRARIES MUST STOP THE ROUTINE QUARANTINE OF DELIVERY MATERIALS, EFFECTIVE APRIL 15. CCS STAFF ARE DIRECTED TO UPDATE SETTINGS AS OUTLINED BEGINNING APRIL 19.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Wilmette, Zion-Benton

Nays: None



Absent: Lake Forest, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

- ii. Reports and Data – R. Malinowski reported that R. Barth previously gathered data related to COVID-19, which was then reviewed by the Executive Committee for potential improvements. Malinowski will issue the data to Governing Board once the recommended improvements to the reporting has been completed.

7. REPORTS

- a. President – President Murray reported this was her last Governing Board meeting as President and thanked the board for a great year.
- b. Secretary – No report.
- c. Treasurer – M. Jacobsen thanked the Budget and Finance Committee for their work on the FY 21-22 budget.
- d. Executive Director – R. Malinowski included her report and project updates in the packet and stated that going forward she would label projects with the specific strategic initiative in her report.
- e. Committees and Groups – Budget and Finance Committee, Nominating Committee and Long Range Planning Committee meeting minutes were included in the packet and the chairs of each committee reported during the meeting. R. Malinowski will send a call out to Governing Board for committee rosters. Malinowski reported that committee meetings will be light in the first quarter of FY 21-22.

The Governing Board thanked President Murray for leading the group through COVID-19 over the past year.

8. ADJOURNMENT

President Murray adjourned the meeting at 11:10 A.M.

Respectfully submitted,
Diane McNulty, Secretary