



**MINUTES
CCS GOVERNING BOARD
VIRTUAL LOCATION**

WEDNESDAY, January 13, 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 10:02 A.M.

2. ROLL CALL

Algonquin	S. Murray	Lake Forest	C. Lemmer
Cary	D. McNulty	Lake Villa	M. Jacobsen
Crystal Lake	K. I. Martens	Lincolnwood	J. Tucci
Des Plaines	J. Bonell	McHenry	L. Jakacki
Ela	L. Rosenthal	Morton Grove	P. Leffler
Evanston	K. Danczak Lyons	Niles-Maine	C. Rademacher (alternate)
Fox River Valley	R. Bennett (joined 10:36)	Northbrook	K. Hall
Fremont	S. Davis	Palatine	J. Dilger
Glencoe	A. Kim	Park Ridge	A. Daskalos (alternate)
Glenview	L. Dorfman (joined 11:41)	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	M. Brumbaugh

Also present: R. Malinowski, CCS; B. Stoneburner, CCS; D. Wischmeyer, CCS; M. Fujiura-Landers, CCS

Absent: M. Dombrowski, Winnetka

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

K. Hall announced the passing of Chadwick Raymond, former director of the Northbrook Public Library.



5. CONSENT AGENDA

Shepard MOTIONED; Hall SECONDED to

ACCEPT THE CONSENT AGENDA AS PRESENTED INCLUDING APPROVAL OF OCTOBER 14, 2020 MEETING MINUTES, DECEMBER FINANCIAL STATEMENTS, DECEMBER BILLS FOR PAYMENT AND 2021 HOLIDAY CALENDAR.

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

Nays: None

Absent: Fox River Valley, Glenview, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

- a. Strategic Plan Recommendation from Long Range Planning Committee – P. Leffler and R. Malinowski answered questions from the Governing Board. There was a question raised about adding language to reference the ILS in the mission and vision statements, but members of the Long Range Planning Committee commented this language was left intentionally broad to allow for flexibility. After a discussion, the Governing Board agreed to keep the language as is. There was also a discussion as to whether to tie the guiding principles to the mission and vision, but the Governing Board agreed to keep the language as is. A question was raised as to why the strategic plan was only for three years instead of five years like the previous plan. R. Malinowski reported that the Long Range Planning Committee agreed that current needs with COVID-19 could be different than in the future and compromised with three years. Malinowski also reported that this plan takes a broader approach than the previous strategic plan, with more ideas than specifics.

R. Bennett joined the meeting at 10:36 A.M.

Martens MOTIONED; Danczak Lyons SECONDED to

APPROVE THE STRATEGIC PLAN AS PRESENTED BY THE LONG RANGE PLANNING COMMITTEE.

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

Nays: Northbrook

Absent: Glenview, Winnetka

MOTION CARRIED BY ROLL CALL VOTE



- b. Innovative Partner Development Program – In November 2020, the Executive Committee approved that CCS join the Innovative Development Partner Program and authorized R. Malinowski to sign the Development Partner Agreement with Innovative with a not to exceed for year 1. After this meeting, Innovative also produced a Software as a Service (SaaS) agreement for Vega, which was not previously approved by the Executive Committee. R. Malinowski reviewed the language with the CCS attorney and President Murray and does not recommend signing the agreement as delivered by Innovative. R. Malinowski asked the Governing Board to approve for her to negotiate language in the SaaS agreement.

Todd MOTIONED; Hall SECONDED to

DIRECT THE EXECUTIVE DIRECTOR TO NEGOTIATE FAIR AND CLEAR LANGUAGE IN THE SAAS AGREEMENT FOR VEGA WITH INNOVATIVE INTERFACES. WHEN THE EXECUTIVE DIRECTOR, BOARD PRESIDENT, AND CCS ATTORNEY ARE SATISFIED WITH THE REVISED LANGUAGE, THE EXECUTIVE DIRECTOR SHALL SIGN THE AGREEMENT ON BEHALF OF CCS.

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

Nays: None

Absent: Glenview, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

President Murray commented that she would work with R. Malinowski and the CCS attorney on the negotiations and will provide an update to Governing Board as it proceeds.

- c. Innovative Mobile App Opportunity –Innovative now has a consortium-friendly mobile app through a partnership with Solus. R. Malinowski presented three options to move forward, including:
 - i. Decline to pursue a system-wide app and individual libraries can work with CCS to purchase and implement the app.
 - ii. Authorize the purchase of a system-wide app.
 - iii. Interested in, but not ready to purchase a system-wide app.

In addition to these three options, there was also the discussion of an additional option that if the Governing Board was interested in a system-wide app but not with Innovative, they could assign the project to CCS to pursue pricing. After a lengthy discussion, a number of libraries indicated they would not be looking to join a consortium buy for an app at this time.

DiDonato MOTIONED; Bonell SECONDED to

DECLINE TO PURSUE A SYSTEM-WIDE APP.



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

MOTION CARRIED BY ROLL CALL VOTE

R. Malinowski reported that she will keep Governing Board up to date on the development of the app and will work with Innovative to schedule demonstrations for any interested library.

- d. CCS Website Redesign – CCS received eight proposals and staff met with the two finalists on January 12th. CCS will move forward with vendor negotiations and present a recommended contract to Executive Committee in February.
- e. COVID-19 Service Updates
 - i. Holds – R. Malinowski provided an overview of resource sharing versus hold pickup and the current status of hold pickup by library. Malinowski recommended that libraries verify their hold pickup settings and update as necessary. President Murray encouraged all libraries to confirm their settings are correct and reach out to R. Malinowski or D. Wischmeyer with any questions.
- f. NCOA Project Introduction – M. Fujiura-Landers provided an overview of the National Change of Address (NCOA) project plan and reported that Unique Management offers a NCOA address cleanup service for libraries. CCS recognizes that not all libraries may need to undertake this service. R. Malinowski will send the full document from M. Landers to Governing Board for review and CCS will send information to the listservs and make plans to host a Q&A session. Interested libraries can notify M. Landers or submit a ticket. R. Malinowski will share more information with Governing Board as it becomes available.

7. REPORTS

- a. President – No report.
- b. Secretary – No report.
- c. Treasurer – M. Jacobsen reported that the Budget and Finance Committee met in December and will meet next on January 29th to work on the FY 21-22 budget.
- d. Executive Director – R. Malinowski provided additional information on the email she sent to the listserv regarding estimates of nonresident population eligibility for library cards, and discussed the methodology used to compile the data. Malinowski will work on a map by library as time allows. Malinowski also announced she would be sharing a succession



plan for her position at the February Executive Committee meeting for an upcoming planned leave of absence.

L. Dorfman joined the meeting at 11:41 A.M.

- e. Committees and Groups – Various committees and groups updates were included in the packet along with minutes from the Long Range Planning Committee and Budget and Finance Committee. There were no questions from Governing Board.

M. Brumbaugh from Zion-Benton announced she would be leaving the library at the end of month and that the library board is currently interviewing director candidates. President Murray thanked Brumbaugh for her work at the library and with CCS.

8. ADJOURNMENT

President Murray adjourned the meeting at 11:45 A.M.

Respectfully submitted,
Diane McNulty, Secretary