

EXECUTIVE COMMITTEE MINUTES
CCS Office
3355-J N Arlington Heights Rd Arlington Heights, IL 60004
January 8, 2020

1. CALL TO ORDER

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

2. ROLL CALL

J. Conway (remote)	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. ALLOW ELECTRONIC PARTICIPATION

Jacobsen MOTIONED; Kim SECONDED to

ALLOW ELECTRONIC PARTICIPATION AT THE EXECUTIVE COMMITTEE MEETING BY JANE CONWAY FROM HIGHLAND PARK PUBLIC LIBRARY.

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

There was agreement that S. Murray would serve as acting secretary for the January Executive Committee meeting.

4. ADDITIONS TO THE AGENDA

None.

5. PUBLIC COMMENT

None.

6. CONSENT AGENDA

Smith MOVED; Todd SECONDED to

APPROVE THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA

- a. Approval of November 13, 2019 meeting minutes
- b. Approval of November 2019 monthly financial statements
- c. Approval of December 2019 monthly financial statements

- d. Approval of November 2019 Bills for Payment
- e. Approval of December 2019 Bills for Payment
- f. Approval of updated Drug Free Workplace policy for Employee Handbook.

Ayes: Conway, Hall, Jacobsen, Kim, Murray, Smith, Todd
Nays: None

MOTION CARRIED BY ROLL CALL VOTE

7. BUSINESS

- a. New and Prospective Members –
 - i. Palatine – R. Malinowski included an updated Polaris implementation schedule in the packet. There were no additional questions from the Executive Committee.
 - ii. Grayslake –Grayslake had reached out to R. Malinowski in December to discuss CCS membership. R. Malinowski included information on the potential impact, timeline and costs in the packet. R. Malinowski reported that there would be an opportunity to include Grayslake in the Palatine schedule due to the planned gap in the Palatine implementation schedule, and that it would be more efficient to migrate the two libraries in tandem than to complete Palatine then Grayslake separately. After a lengthy discussion about membership and growth, there was agreement that a long-term strategy regarding membership would need to be part of the next strategic plan.

Todd MOVED; Jacobsen SECONDED to

RECOMMEND GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT MEMBERSHIP TO GOVERNING BOARD.

Ayes: Conway, Hall, Jacobsen, Kim, Murray, Smith, Todd
Nays: None

MOTION CARRIED BY ROLL CALL VOTE

- b. HR Source Benchmarking – R. Malinowski reported that CCS is in the process of finalizing the review and updates of job descriptions to be sent to HR Source for benchmarking. Due to HR Source scheduling, CCS does not anticipate results until April. Once received results will be brought to the Executive Committee for review.
- c. UX Presentation for Governing Board – K. Weiss will be sharing the results and recommendations of her research at the January Governing Board meeting. R. Malinowski requested feedback from the Executive Committee on the proposed

write up and outline of the planned UX presentation. The Executive Committee agreed this was the type of information Governing Board should be looking at.

- d. Polaris News – CCS will continue to share information about the acquisition of Innovative by ProQuest/Ex Libris as it becomes available. R. Malinowski will send to the Executive Committee the history of mergers and acquisitions in the library technology industry chart and timeline published by Marshall Breeding.

8. COMMITTEES AND GROUPS

- a. Advisory and Technical Groups – Included in the packet were summaries from the Database Management Advisory Group, CAMM Technical Group, User Experience Advisory Group, Acquisitions Technical Group, Circulation/ILL Advisory Group and PAS Technical Group. The Executive Committee agreed they liked the shorter format of the reports. There were no additional questions from the Executive Committee.
- b. RAILS News and Groups – The next RAILS Member Update is Thursday, January 16. All staff at all RAILS libraries are invited to attend. R. Malinowski will be completing a semi-annual report that is due by the end of January.
- c. Governance Committees – Included in the packet were drafted minutes from the Bylaws and Policy Committee and Budget and Finance Committee. There were no questions from the Executive Committee.

9. REPORTS

- a. President – No report.
- b. Secretary – J. Conway thanked S. Murray for acting as Secretary for the January Executive Committee meeting.
- c. Treasurer – A. Kim reported that the Budget and Finance Committee had a productive meeting in December to begin the budget process.
- d. Executive Director – R. Malinowski asked President Hall to review and sign a drafted letter to the IRS requesting abatement of penalty for taxes related to the 2019 payroll fraud.

10. ADJOURNMENT

The meeting was adjourned by President Hall at 10:44 a.m.

Respectfully submitted,
Sara Murray, Acting Secretary