

**LONG RANGE PLANNING COMMITTEE
CCS Office
3355-J N. Arlington Heights Rd, Arlington Heights IL 60004**

January 23, 2020

1. CALL TO ORDER

The meeting was called to order at 1:33 PM by Chair S. Murray.

2. ROLL CALL

K. Danczak Lyons	Evanston	S. Murray	Algonquin
C. Lemmer	Lake Forest	M. Womack	Ela
K.I. Martens	Crystal Lake		

Also present: K. Hall, Northbrook; R. Malinowski, CCS; B. Stoneburner, CCS
Absent: J. Scholtz, McHenry

Martens MOVED; Womack SECONDED to

**ALLOW KAREN DANCZAK LYONS TO PARTICIPATE IN THE
MEETING REMOTELY FOR MEDICAL REASONS.**

Ayes: Lemmer, Martens, Murray, Womack

Nays: None

Abstain: None

Absent: Scholtz

MOTION CARRIED BY ROLL CALL VOTE

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None

5. APPROVE MINUTES OF SEPTEMBER 23, 2019 MEETING

Womack MOVED; Lemmer SECONDED to

APPROVE THE MINUTES OF THE SEPTEMBER 23, 2019 MEETING

Ayes: Danczak Lyons, Lemmer, Murray, Womack

Nays: None

Abstain: Martens

Absent: Scholtz

MOTION CARRIED BY ROLL CALL VOTE

6. NEW MEMBER CRITERIA AND APPLICATION

- a. Review drafted membership criteria – The committee reviewed the drafted membership criteria sent by R. Malinowski prior to the meeting. R. Malinowski reported that the document had been updated since the last committee meeting to include where the membership criteria would come from. After a discussion the committee agreed to add language to the criteria requesting audited financials and/or financial statements.

There was a lengthy discussion regarding Polaris capacity with the addition of new libraries. R. Malinowski will discuss load testing, frequency and potential benchmarks with Innovative.

- b. Review drafted application – The committee reviewed and provided recommended changes to the drafted membership application. R. Malinowski will review the layout and formatting of the application, change the language to be more inclusive of non-public libraries and incorporate the additional changes suggested by the committee. The committee agreed it would be helpful to have Sara Brown, Director at Grayslake Area PLD, complete the updated membership application as a test.
- c. Review drafted membership agreements – At the last committee meeting there was a discussion about having both a membership agreement and transitional agreement. R. Malinowski recommended focusing on one membership agreement. There was a discussion regarding whether to add additional language to the agreement regarding a library's financial obligation to CCS. R. Malinowski will update the membership agreement language and attach the potential library's CCS quote letter and payment schedule to the membership agreement.

R. Malinowski will send the updated membership agreement to the attorney with notes of the committee's discussion and samples of documents referenced. R. Malinowski will bring the updated documents back to the Long Range Planning Committee for approval.

7. STRATEGIC PLANNING –

- a. Timeline – R. Malinowski distributed three sample schedules for the completion of the strategic plan. After a discussion the committee agreed with Timeline B, which would allow for the strategic plan to be approved by Governing Board in January 2021 prior to the completion of the budget.
- b. Process - There was a discussion about whether to bring in a consultant to complete the strategic plan. The committee agreed it would be more helpful to bring in a facilitator to lead a brainstorming session with the directors on what to include in the strategic plan, but not to consult on the entire project. The

committee agreed it would be helpful for R. Malinowski to have staff conversations prior to the July kick-off of the strategic plan and include a list of items based on feedback CCS staff have heard from libraries. R. Malinowski will build out a more specific timeline for the next committee meeting.

K. Hall left the meeting at 2:40 PM.

B. Stoneburner will send a Doodle poll to the committee to schedule the next meeting.

8. ADJOURNMENT

Chair Murray adjourned the meeting at 2:57 PM.