

**EXECUTIVE COMMITTEE MINUTES**  
**CCS Office**  
**3355-J N Arlington Heights Rd Arlington Heights, IL 60004**  
**March 11, 2020**

**1. CALL TO ORDER**

The meeting was called to order by President Hall at 10:01 a.m.

**2. ROLL CALL**

J. Conway	Highland Park	S. Murray	Algonquin
K. Hall	Northbrook	H. Smith	Park Ridge (by phone)
M. Jacobsen	Zion-Benton	A. Todd	Prospect Heights
A. Kim	Glencoe		

Also present: R. Malinowski, CCS

Hall MOVED; Todd SECONDED to

**ALLOW HEIDI SMITH TO PARTICIPATE BY PHONE**

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

**3. ADDITIONS TO THE AGENDA**

None.

**4. PUBLIC COMMENT**

None.

**5. CONSENT AGENDA**

Kim MOVED; Murray SECONDED to

**APPROVE THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA**

- a. Approval of February 12, 2020 meeting minutes
- b. Approval of February 2020 monthly financial statements
- c. Approval of February 2020 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 – Malinowski met with Palatine staff to discuss a CCS orientation. Grayslake experienced a breach of their computer network and anticipate that it may take as long as two months to be fully online again. This incident is not affecting the migration timeline at this point.
- b. Polaris News – Product webinars will be available in two to three weeks.
- c. Governance Schedule FY20-21 – The new schedule proposes a reduction in Governing Board meetings from 6 to 4. It has also been proposed that the meetings be scheduled on the 2<sup>nd</sup> Wednesday of the month.

## 9. COMMITTEES AND GROUPS

- a. Advisory & Technical Groups
  - i. ILL Group – The group will reduce their meeting in FY20-21 to 2 times per year, plus a possible annual networking event.
- b. RAILS News & Groups – All members are reminded to complete the ISL annual certification.
- c. Governance Committees
  - i. Nominating Committee – Todd reported that the committee had reached out to all Governing Board members seeking candidates interested in serving on the Executive Committee. More members expressed interest in serving than positions available. The following slate will be proposed at the March Governing Board meeting:  
  
President – Sara Murray  
Vice President/President Elect -P Pam Leffler  
Treasurer – Mick Jacobsen  
Secretary – Jane Conway  
Member At Large – Anthony Austin

## 10. REPORTS

- a. President
  - i. Governing Board Agenda Building – The draft March Governing Board agenda was discussed. Approval of the FY20-21 slate of officers and FY20-21 Budget will be included under the Consent Agenda. The FY20-21 Calendar will be included under the President's Report. COVID-19 Planning will be added to Business.

Hall thanked the Nominating Committee for their work in developing the slate of officers.

- b. Secretary – No report.
- c. Treasurer – No report.
- d. Executive Director – Wilmette and Evanston have not completed the hold slips update. RAILS is compliant with expanded concerns raised by CPL patron.

CCS COVID-19 response – CCS staff will work from home if possible. Virtual meetings may be implemented. Governing Board March meeting will proceed as planned. Uncertain about the May meeting.

CCS staff is still planning on attending the April IUG conference in Minneapolis. The upcoming SIRSI/DYNIX meeting is cancelled.

RAILS will hold deliveries if member libraries close.

## **10. ADJOURNMENT**

The meeting was adjourned by President Hall at 10:55 a.m.