

EXECUTIVE COMMITTEE MINUTES
CCS Office
3355-J N Arlington Heights Rd Arlington Heights, IL 60004
November 13, 2019

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
M. Jacobsen	Zion-Benton	A. Todd	Prospect Heights
A. Kim	Glencoe		

Also present: R. Malinowski, CCS; B. Stoneburner, CCS

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Kim MOVED; Todd SECONDED to

APPROVE THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA

- a. Approval of October 9, 2019 meeting minutes
- b. Approval of October 2019 monthly financial statements
- c. Approval of Bills for Payment

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

- a. Ongoing Board Engagement – R. Malinowski introduced a draft board assessment as one of her performance goals to track Governing Board satisfaction. There was a lengthy discussion about how frequently board satisfaction should be tracked and what should be done with the information collected. There was agreement it would be important to include the survey as part of the strategic plan process. After additional discussion the committee was in favor of implementing a board self-assessment but agreed it was best not to

establish a schedule at this time. R. Malinowski will continue to work on drafting the survey to use with the next strategic plan. S. Murray suggested adding language to ask members whether they feel they receive adequate information in advance of meetings to be informed and prepared.

b. New and Prospective Members –

- i. Indian Trails went live on Polaris on October 21 and libraries were able to be back online earlier than anticipated. The Executive Committee provided positive feedback on the project and agreed it was helpful to be back online a day early, the communication was stellar throughout the project and the onboarding was a seamless process.
- ii. Other Inquiries – Palatine Public Library will be on the Governing Board agenda to vote at the November meeting. Grayslake Area Public Library requested information on membership. R. Malinowski provided preliminary information and has received an additional request for a more detailed quote. R. Malinowski has not heard back from Fox Lake Public Library or Fox River Grove Memorial Library after submitting preliminary information as requested by the libraries.

c. Polaris News –

- i. Fines Free Information – R. Malinowski provided information on fines free setup in the packet and will also include in the November Governing Board packet. There was a discussion about which libraries have gone fines free and there was agreement that it would be helpful to ask at Governing Board where other libraries are in their consideration of going fines free. Algonquin and Zion-Benton will also share their fines free experience at Governing Board.
- ii. Hold Slip Printing/Patron Privacy – At the November Database Management Committee meeting, the committee agreed there should be a limit on the number of digits included on hold slips to protect patron privacy but did not come to a consensus on what the limit should be. After a lengthy discussion about the current practice at libraries and the benefits of standardization across CCS, the Executive Committee agreed there should be standardized hold slip printing within CCS but will look to the Circ/ILL Advisory Group to make a recommendation using input from the Database Management Committee.

Murray MOVED; Kim SECONDED to

RECOMMEND TO GOVERNING BOARD THAT CCS STANDARDIZE THE HOLD SLIP PRINTING AND ASK THE CIRCULATION/ILL ADVISORY GROUP TO MAKE THE DETERMINATION BASED ON INPUT FROM DATABASE MANAGEMENT COMMITTEE ON WHAT THE ACTUAL STANDARDIZATION SHOULD BE.

MOTION CARRIED BY UNANIMOUS VOICE VOTE

- d. Ongoing CCS Projects – President Hall asked the committee if there were any questions on the information included in the packet. There were no questions.
- e. Semi-annual review of closed session minutes

7. ADJOURN TO CLOSED SESSION

Smith MOVED, Conway SECONDED to

MOVE INTO CLOSED SESSION AT 11:03 A.M. AS PURSUANT TO 5 ILCS 120/2 C (21) DISCUSSION OF MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT, WHETHER FOR PURPOSES OF APPROVAL BY THE BODY OF THE MINUTES OR SEMI-ANNUAL REVIEW OF THE MINUTES AS MANDATED BY SECTION 2.06.

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

8. RECONVENE OPEN SESSION

The Committee returned to open session at 11:17 a.m. to make determinations about written minutes and recordings of closed sessions

Todd MOVED, Murray SECONDED to

APPROVE THE MINUTES OF MAY 1, 2019.

MOTION CARRIED BY UNANIMOUS VOICE VOTE

Todd MOVED, Conway SECONDED to

RELEASE THE MINUTES OF APRIL 10, 2019 AND MAY 1, 2019 AND KEEP CLOSED THE MINUTES OF OCTOBER 18, 2017 AND NOVEMBER 8, 2017.

MOTION CARRIED BY UNANIMOUS VOICE VOTE

Todd MOVED, Conway SECONDED to

DESTROY THE VERBATIM RECORDINGS OF CLOSED SESSION MINUTES FROM NOVEMBER 8, 2017 AND MAY 9, 2018.

MOTION CARRIED BY UNANIMOUS VOICE VOTE

9. COMMITTEES AND GROUPS

The Executive Committee provided positive feedback on the committee reports. There were no questions on the included reports.

10. REPORTS

- a. President – Governing Board will meet on November 20 at the Northbrook Public Library.
- b. Secretary – No report.
- c. Treasurer – Budget and Finance Committee is scheduled to meet on December 18 to begin the budget process.
- d. Executive Director – President Hall asked if there were any questions on the usability testing information included in the packet. There were no questions. R. Malinowski reported that CCS has successfully transitioned to a new payroll system. CCS is preparing to make an offer to a candidate for the open position of Member Services Librarian, Technical Services.

10. ADJOURNMENT

The meeting was adjourned by President Hall at 11:25 a.m.