

EXECUTIVE COMMITTEE MINUTES
CCS Office
3355-J N Arlington Heights Rd Arlington Heights, IL 60004
September 9, 2020

REMOTE PARTICIPATION

The Executive Committee 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 10:00 a.m.

2. ROLL CALL

A. Auston	Wilmette	D. McNulty	Cary
K. Hall	Northbrook	S. Murray	Algonquin
M. Jacobsen	Lake Villa	H. Smith (joined 10:02)	Park Ridge
P. Leffler	Morton Grove		

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

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Hall MOVED; McNulty SECONDED to

**ACCEPT THE CONSENT AGENDA AS PRESENTED INCLUDING THE APPROVAL
OF AUGUST 12, 2020 MEETING MINUTES, APPROVAL OF AUGUST 2020
FINANCIAL STATEMENTS AND APPROVAL OF AUGUST 2020 BILLS
FOR PAYMENT.**

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

- a. New Members – Palatine and Grayslake went live on the system today, Wednesday, September 9. The data load finished ahead of schedule and existing libraries went back online on Tuesday. R. Malinowski included in the

packet a summary of the training modules created by CCS. R. Malinowski reported that R. Barth developed an automated patron merge process that should significantly reduce CCS staff time used to manually merge patrons.

CCS has received an application from Warren-Newport Public Library and R. Malinowski is working on a quote.

- b. COVID-19 Needs and Planning – R. Malinowski reported that with the recent change to the RAILS quarantine period, there is no immediate need to change quarantine periods due to the latest release of the REALM study results. All CCS libraries that participate in intra-CCS loans should quarantine materials for 7 days. Glencoe opted out of intra-CCS loans effective August 31 due to an inability to comply with the required 7-day quarantine.

There was a discussion about the REALM study and how the number of days in the quarantine period was determined. R. Malinowski will send an email on behalf of CCS libraries to inquire how the study picked 6 days for study results.

Hold Notices – The Circulation Advisory Group will be discussing potential further customization of notices due to COVID-19 at their next meeting. CCS staff will continue to work with libraries to customize previously standardized notices but libraries who are interested in further customization due to COVID will be responsible for providing translations for custom text.

- c. RAILS Updates – L2 is scheduled to launch today, Wednesday, September 9. CCS will transition to L2 as our primary calendar and registration tool. Library staff will need an L2 account associated with a CCS library to register for events. CCS will send more information to member libraries regarding updating their accounts.
- A. Auston and H. Smith used the Zoom chat feature to comment that they were both experiencing internet connectivity issues.
- d. Innovative Updates – Innovative upgraded the production database from Polaris 6.3 to Polaris 6.5 on Tuesday, August 4. R. Malinowski has contacted Innovative requesting information regarding the early adopter program, citing that it could be a good opportunity for CCS to offer feedback at a point in the development process where it can make a high-level difference. R. Malinowski will provide an update to the Executive Committee once she receives more information from Innovative. The Executive Committee agreed participation in the early adopter program could be beneficial and they appreciated R. Malinowski's forward looking.
- e. Election Day as a 2020-2021 Paid Holiday – R. Malinowski reported that she had not received any additional information regarding this subject since the Executive Committee tabled the discussion at the August committee meeting. Her intention was that this paid holiday would only apply to the November 2020 election and

would not be a policy going forward, unless Illinois expands beyond this election. There was a lengthy discussion about the intention of this paid holiday and what policies libraries currently have in place to allow staff time to vote.

A motion by M. Jacobsen to approve Election Day, November 3, 2020 as a paid holiday for CCS staff was not considered by the committee as it did not have a second.

Smith MOVED; Jacobsen SECONDED to

APPROVE TO ALLOW CCS STAFF UP TO 2 HOURS PAID TIME OFF TO VOTE EITHER AT EARLY VOTING OR ON ELECTION DAY, NOVEMBER 3, 2020, AS AMENDED.

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

The Executive Committee directed R. Malinowski to work with the Executive Committee to create a formal policy going forward. R. Malinowski will work on for a future Executive Committee meeting. Executive Committee will send their policies to R. Malinowski for review.

7. ADJOURN TO CLOSED SESSION – The Executive Committee did not adjourn to closed session. K. Hall reported that she will be meeting with H. Smith and S. Murray and there would be an update at the November Executive Committee meeting.

8. REPORTS

- a. President – President Murray welcomed Grayslake and Palatine as the newest members to CCS.
- b. Secretary – No report.
- c. Treasurer – No report.
- d. Committees and Groups
 - i. Long Range Planning Committee – The drafted minutes from the August 25, 2020 meeting were included in the packet. Chair Leffler reported that the remaining 2020 committee meetings have been scheduled and that the committee would be reviewing the needs assessment survey.
- e. Executive Director – R. Malinowski thanked CCS staff for their hard work in getting Palatine and Grayslake up and running.

- i. Governing Board Agenda Building – The drafted agenda will include approval of the annual report and audit and a Strategic Planning update. K. Hall asked whether it would be helpful to invite RAILS to present on L2 at the October Governing Board meeting. After a discussion there was agreement that RAILS had already offered training options, but it would be helpful to include screen shots in the Governing Board packet for library staff to see how to do updates in L2. D. McNulty suggested asking Palatine and Grayslake to speak at the October Governing Board meeting about how everything is going since go live.

H. Smith used the Zoom chat feature to report she had to leave for another meeting. She left the meeting at 10:44.

10. ADJOURNMENT

The meeting was adjourned by President Murray at 10:49 a.m.

Respectfully submitted,
Diane McNulty, Secretary