



**MINUTES  
CCS GOVERNING BOARD  
VIRTUAL LOCATION**

**WEDNESDAY, July 14, 2021**

The Governing Board 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 Leffler at 10:01 A.M.

**2. ROLL CALL**

Algonquin	S. Murray	Lake Forest	C. Lemmer (left 11:29 A.M.)
Cary	D. McNulty	Lake Villa	M. Jacobsen
Crystal Lake	K. Migaldi (alternate)	Lincolnwood	J. Tucci
Des Plaines	J. Bonell	McHenry	L. Jakacki
Ela	L. Rosenthal	Morton Grove	P. Leffler
Evanston	K. Danczak Lyons	Niles-Maine	C. Rademacher
Fox River Valley	Absent	Northbrook	K. Hall
Fremont	S. Davis	Palatine	M. Gardner (alternate)
Glencoe	A. Kim	Park Ridge	J. Bertucci
Glenview	T. Room (alternate)	Prospect Heights	A. Todd
Grayslake	S. Brown	Round Lake	J. DiDonato
Highland Park	H. Smith	Wilmette	A. Auston
Huntley	F. Novak	Winnetka	Absent
Indian Trails	R. Uden (alternate)	Zion	R. Smith

Also present: D. Wischmeyer, CCS; B. Stoneburner, CCS; E. Lindsay-Ryan (joined 10:33 A.M.)

**3. ADDITIONS TO THE AGENDA**

None.

**4. PUBLIC COMMENT**

None.

**5. CONSENT AGENDA**

Hall MOTIONED; Danczak Lyons SECONDED to



**ACCEPT THE CONSENT AGENDA AS PRESENTED INCLUDING APPROVAL OF APRIL 14, 2021, MEETING MINUTES, JUNE 2021 FINANCIAL STATEMENTS, AND JUNE 2021 BILLS FOR PAYMENT.**

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Wilmette, Zion-Benton

Nays: None

Absent: Fox River Valley, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

**6. BUSINESS**

- a. Recommendation from Budget and Finance Committee regarding RAILS LLSAP Support Allocation FY 21-22 – RAILS LLSAP distribution information was included in the packet for review M. Jacobsen and D. Wischmeyer summarized the changes in how RAILS calculated the LLSAP funding formula to be more equitable to libraries. As a result of this change, the metrics used to calculate the total LLSAP grant award has shifted from system-wide metrics to library-specific metrics. Three of the four metrics used by RAILS are applicable to CCS, with Collection Expenditures per Capita and Annual fee to budget library-specific and ILL/Reciprocal Borrowing transactions system-wide. The Budget and Finance Committee agreed that the award amounts assigned to library-specific metrics should be distributed according to the RAILS formula and that the ILL/RB amount should be split evenly amongst all libraries, which would more closely align with what RAILS is trying to achieve.

Jacobsen MOTIONED to

**APPROVE THE LLSAP SUPPORT ALLOCATION FOR FY 21-22 AND SPLIT THE COLLECTION EXPENDITURES PER CAPITA AND THE ANNUAL FEE TO BUDGET BY AMOUNT ASSIGNED BY RAILS AND SPLIT THE ILL/RECIPROCAL BORROWING FUNDING EVENLY AMONGST ALL CCS LIBRARIES AS PRESENTED BY THE BUDGET AND FINANCE COMMITTEE.**

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Wilmette, Zion-Benton

Nays: None

Absent: Fox River Valley, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

- a. Recommendation from Bylaws and Policy Committee regarding CCS Bylaws – Tracked changes to the Bylaws along with attorney comments were included in the packet for



review. H. Smith, former chair of the Bylaws and Policy Committee, provided a high-level overview of the revisions to the CCS Bylaws. Key changes to the Bylaws included:

- i. Gender neutral language
- ii. Budget to be approved by 2/3 vote of all membership
- iii. Expanded policy of removal of an officer updated with attorney language.
- iv. Article XIII liability by CCS, It's Officers and Members – Addition with attorney language.

At their last meeting, the Bylaws and Policy Committee agreed to table discussion of meeting quorum and attendance for a future date.

Smith MOTIONED to

**APPROVE THE REVISED CCS BYLAWS AS PRESENTED BY THE BYLAWS AND POLICY COMMITTEE.**

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Elmhurst, Evanston, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Wilmette, Zion-Benton

Nays: None

Absent: Fox River Valley, Winnetka

**MOTION CARRIED BY ROLL CALL VOTE**

- b. Race/Ethnicity Patron Attribute – D. Wilschmeyer provided an update on the upcoming presentation and Evanston's requests to hire a consultant. In May, Database Management voted to allow the creation of a race/ethnicity attribute in the patron registration section of Polaris. This field was requested by Evanston Public Library to assist in gathering data to ensure they are serving patrons of all races equitably. Libraries will not be required to use this field or collect this data. At the request of Database Management, CCS worked with a consultant to review the values for the drop-down fields to ensure proper use of terms and provide director and staff training on the importance of gathering this data to support DEI efforts.

Biz Lindsay-Ryan joined the meeting at 10:33 A.M.

- i. Presentation by Elisabeth "Biz" Lindsay-Ryan - Guest speaker Elisabeth "Biz" Lindsay-Ryan presented and answered questions on the importance of understanding the evolving language, foundational frameworks, and obstacles for serving a variety of audiences as libraries work to ensure an equitable experience for all patrons.

President Leffler thanked Lindsay-Ryan for the presentation and reported that it was helpful to better understand why a library might want to move forward with using these fields. C. Lemmer, A. Kim and M. Jacobsen also commented in chat thanking Lindsay-Ryan for the presentation.



- c. Innovative Development Partner Program – Six member libraries have volunteered to serve as Vega Discover beta libraries, including Algonquin, Cary, Des Plaines, Fox River Valley, Lake Villa and Niles-Maine. An updated project timeline was included in the packet with a target of the January 2022 Governing Board meeting to vote to accept Vega Discover. A request was made to update the March 2022 timeline language to confirm that CCS will not move forward with Vega if Governing Board votes no. There was agreement that the March 2022 rollout listed in the project timeline will only be if Governing Board votes to do so.
- d. COVID-19
  - i. Governance Meetings – D. Wischmeyer reported that the state’s disaster declaration which allowed for remote meetings was expected to expire on July 24, 2021. At that time public bodies should plan to begin in person meetings again. Executive Committee agreed they will meet in person in August and September. Lake Villa will host October Governing Board and Palatine will host January Governing Board. Technical and Advisory groups will continue to meet remotely for the remainder of 2021 and CCS will review in the fall. CCS will request feedback from library staff and analyze meeting attendance to compare in person versus virtual attendance. Governance committees, including Bylaws and Policy, Budget and Finance and Long Range Planning Committee will be discussed to see if can remain virtual or need to go back to in person.
  - ii. Update on ILS Settings – D. Wischmeyer reported that with the move to Phase 5 of the Restore Illinois Plan, several policies have been reverted to pre-COVID settings:
    - Pickup anywhere policy for CCS patrons is reinstated; all CCS libraries will participate in pickup anywhere by end of July
    - All CCS libraries will participate in intra-CCS lending by end of July
    - SHARE libraries may now place ILL requests directly through the ILL PowerPAC branch as of June 21, 2021
    - All CCS libraries have stopped the routine quarantine of delivery materials effective April 15, 2021

CCS will also revert to shared hold notice language with the e-mail notice changes to be implemented in August 2021.

C. Lemmer left the meeting at 11:29 A.M.

## 7. REPORTS

- a. President – President Leffler stated that the renovation at Morton Grove continues. Leffler asked C. Rademacher from Niles-Maine if she would like to give a brief update on the library. Rademacher reported that she is currently serving as co-assistant director with the business manager and there has been no decision by the board regarding hiring a new director. A board meeting has been scheduled for July 21 to adopt the budget.



- b. Secretary – No report.
- c. Treasurer – No report.
- d. Acting Director – Report was included in the packet. No additional questions from Governing Board.
- e. Committees and Groups – Meeting summaries and minutes were included in the packet. There was no discussion.

## 8. ADJOURNMENT

President Leffler adjourned the meeting at 11:41 A.M.

Respectfully submitted,  
Diane McNulty, Secretary