



**MINUTES  
CCS EXECUTIVE COMMITTEE  
VIRTUAL LOCATION**

**WEDNESDAY, December 8, 2021**

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 Leffler at 10:00 A.M.

2. ROLL CALL

A. Auston	Wilmette	B. Shepard	Indian Trails
P. Leffler	Morton Grove	H. Smith	Highland Park
D. McNulty	Cary		
S. Murray	Algonquin		

Absent: M. Jacobsen, Lake Villa

Also present: K. Hall, Northbrook; R. Malinowski, CCS; D. Wischmeyer, CCS; B. Stoneburner, CCS, S. Harrod (guest)

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

President Leffler asked Mr. Harrod if he had any comment. Harrod stated he had no comment.

Shepard MOTIONED; Smith SECONDED to

**APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING: NOVEMBER 10,  
2021, MEETING MINUTES, NOVEMBER 2021 FINANCIAL STATEMENTS, AND  
NOVEMBER 2021 BILLS FOR PAYMENT.**

Ayes: Auston, Leffler, McNulty, Murray, Shepard, Smith

Nays: None

Absent: Jacobsen



## MOTION CARRIED BY ROLL CALL VOTE

### 6. BUSINESS

- a. Resource Sharing Policy – R. Malinowski reported that CCS and Database Management have spent a significant amount of time gathering and analyzing holds data to try to address holds resource sharing issues to improve the patron experience. K. Hall provided insight into the Database Management discussions. R. Malinowski summarized highlights of a potential holds policy drafted by D. Wischmeyer. R. Malinowski requested feedback from the Executive Committee as to whether CCS and Database Management should further pursue this work. There was a lengthy discussion of current practices, and what the potential policy could address. Executive Committee also discussed the process for how the decision would be made with agreement that feedback from Governing Board would be needed, and that any recommended policy would need to come from Bylaws and Policy to Governing Board for approval. The Executive Committee agreed that CCS should continue to work with Database Management to explore a resource sharing policy.
- b. Innovative Updates – R. Malinowski and D. Wischmeyer will meet with the III VP of Product Management on December 15 to discuss Vega and existing CCS concerns around the segmentation of features into modules and the potential impact on pricing and functionality. There currently is no option to get usage stats without the purchase of another product. CCS will put together information on other tools for the April Governing Board meeting.

Innovative will upgrade the production database to Polaris 7.0 on Wednesday, December 8 at 9:00 P.M.

D. Wischmeyer is currently working on a website page for Vega Discover to help libraries understand the purpose of the program, the decision-making process, and potential timeline. The website page should be ready by the end of next week.

- c. Tableau Follow Up – R. Malinowski reported that CCS will want to purchase viewer licenses for all libraires to access the CCS Tableau server. Libraries may also choose to purchase and manage their own Tableau licenses for their internal data needs. CCS will move forward when ready for library viewer licenses and can speak with any libraries interested in setting up their own Tableau account.
- d. Bank Review – R. Malinowski reported that due to low interest rates, CCS is currently paying more in monthly services fees than receiving in interest with Inland Bank. R. Malinowski and B. Stoneburner met with Inland on December 3 to review options to reduce costs and expects to receive a summary of recommendations from Inland to discuss with the Budget and Finance Committee in January. The current Fiscal Accountability Policy requires collateralization of full balance. Malinowski asked the committee if they felt it would be worth exploring options to open accounts at other



institutions to be at FDIC level, even if there was a probability no interest would be earned. McNulty commented that several libraries use PMA and are currently earning some interest. B. Shepard reported that Indian Trails moved to Wintrust as they cover FDIC across all Wintrust banks.

K. Hall left the meeting at 10:42 A.M.

## 7. REPORTS

- a. President – No report.
- b. Secretary – No report. D. McNulty apologized to B. Shepard for misspelling his last name on November meeting minutes.
- c. Treasurer – In the absence of M. Jacobsen, R. Malinowski reported that CCS will schedule Budget and Finance Committee meetings to start the budget process.
- d. Committees and Groups – Meeting summaries were included in the packet. There were no additional questions.
- e. Executive Director – R. Malinowski will email to the Executive Committee the service interruptions report not included in the packet.

D. Wischmeyer left the meeting at 10:56 A.M.

## 8. ADJOURNMENT

President Leffler requested a motion to adjourn to closed session.

Murray MOTIONED; McNulty SECONDED to

**MOVE INTO CLOSED SESSION AT 10:56 A.M. AS PURSUANT TO 5 ILCS 120/2 C (1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY.**

Ayes: Auston, Leffler, McNulty, Murray, Shepard, Smith

Nays: None

Absent: Jacobsen

MOTION CARRIED BY ROLL CALL VOTE

S. Harrod left the meeting at 10:58 A.M.



9. RECONVENE OPEN SESSION

The Executive Committee returned to open session at 11:16 AM to make determination on the Executive Director review. Roll call was taken.

Murray MOTIONED; Leffler SECONDED to

**APPROVE A 1.5% PAY INCREASE FOR EXECUTIVE DIRECTOR REBECCA MALINOWSKI EFFECTIVE DECEMBER 1, 2021.**

Ayes: Auston, Leffler, McNulty, Murray, Shepard, Smith

Nays: None

Absent: M. Jacobsen

MOTION CARRIED BY ROLL CALL VOTE

10. ADJOURN

P. Leffler adjourned the meeting at 11:24 A.M.

Respectfully submitted,  
Diane McNulty, Secretary