

BYLAWS AND POLICY COMMITTEE MINUTES
CCS Office
3355-J N Arlington Heights Rd Arlington Heights, IL 60004
April 9, 2021

REMOTE PARTICIPATION

The Bylaws and Policy 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 Chair Smith at 10:01 A.M.

2. ROLL CALL

J. Bonell	Des Plaines	F. Novak	Huntley
S. Davis	Fremont	H. Smith	Highland Park
L. Jakacki	McHenry		

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

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Bonell MOVED, Davis SECONDED to

APPROVE THE MINUTES OF THE NOVEMBER 12, 2019 MEETNG.

Ayes: Bonell, Davis, Jakacki, Novak, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

6. BYLAWS REVIEW RECOMMENDATION – R. Malinowski shared the red-lined version with comments from the attorney with the committee prior to the meeting. All updates and attorney recommended changes were originally scheduled for review at the March 2020 committee meeting prior to this meeting being cancelled due to COVID-19. R. Malinowski asked the Bylaws and Policy Committee to determine if voting on the budget should be 2/3 vote of all members or 2/3 vote of all members present at a meeting. The committee agreed that 2/3 vote of all members would be the most consistent and inclusive interpretation of the membership.

Article XIII Liability by CCS, Its Officers and Members - The CCS attorney suggested the addition of an article regarding a liability disclaimer. After a review, the committee agreed the addition was standard language and should be included.

Article III, Section 4 Removal- There was a lengthy discussion regarding the additional language suggested by attorney for the removal of an officer for any reason. R. Malinowski clarified this removal would be from the officer role, not the Governing Board. The committee agreed leave the language as prepared by the attorney.

R. Malinowski will update the Bylaws with gender neutral language.

Article II, Section 2 – The committee agreed to strike the 1st sentence in the 2nd paragraph and replace with “each member shall” instead of “no later than September 1, 2007” for libraries to appoint their Governing Board representative.

There was a brief discussion about remote meetings and the need for further research regarding OMA and COVID-19. The committee agreed that CCS as a whole will need to have additional discussions regarding remote meetings, hybrid meetings and OMA before sending to the attorney for review.

Bonell MOVED, Davis SECONDED to

**RECOMMEND TO GOVERNING BOARD TO APPROVE THE CCS
BYLAWS AS REVISED.**

Ayes: Bonell, Davis, Jakacki, Novak, Smith
Nays: None

MOTION CARRIED BY ROLL CALL VOTE

7. PARENTAL LEAVE POLICY RECOMMENDATION – R. Malinowski drafted a policy for review based on sample library policies and survey results and reported that if this committee were to recommend a parental leave policy, the next step would be to have the drafted policy reviewed by HR Source prior to the May Executive Committee meeting. After a discussion, the committee agreed to increase the proposed paid leave from six weeks to eight weeks to take within the first twelve months of the birth or adoption of the child(ren).

Davis MOVED, Novak SECONDED to

**RECOMMEND TO EXECUTIVE COMMITTEE TO APPROVE THE CCS PARENTAL
LEAVE POLICY AS REVISED.**

Ayes: Bonell, Davis, Jakacki, Novak, Smith
Nays: None

MOTION CARRIED BY ROLL CALL VOTE

8. POLICIES DISCUSSION – R. Malinowski reported that all items under this section were for guidance only and no action by the committee was needed at this meeting.

- a. Vendor data handling – There was a discussion as to whether CCS or individual libraries should have signed vendor agreements regarding data policy. After a lengthy discussion, the committee decided not to pursue a vendor policy at this time as it would be difficult to enforce. CCS will work to develop a list of best practices/standards regarding data and data privacy for libraries to use with their vendors.
- b. Lost and paid/Lost and unpaid – Governing Board previously voted in 2017 not to pursue a policy but R. Malinowski asked the committee if they felt it would be worth revisiting again. The committee agreed it would be helpful to have a consistent policy across all CCS libraries. CCS will research library policies for trends and request feedback from the Circ Group and Database Management Group then bring back to Bylaws and Policy in FY 21-22.
- c. New member application and billing – CCS is currently using an application for new members. R. Malinowski will draft new member billing and consult with the Budget and Finance Committee and Bylaws and Policy Committee in FY 21-22.
- d. Cards for Kids/Student Success Program – After a discussion, the committee agreed that the program would be helpful for libraries with a lot of non-residents in their area but agreed it would be helpful to ask all CCS libraries whether they agree to make this program system-wide. R. Malinowski reported that libraries might need to update their own policies regarding cards for kids. J. Bonell reported that Des Plaines already has a similar program. CCS will be adding patron stat codes to help libraries track cards for kids and veterans going forward and will continue to monitor information from the state to see if there will be any impact system wide.

J. Bonell left the meeting at 11:28 A.M.

9. NEXT STEPS – R. Malinowski reported that the committee did not need to meet again in FY 20-21 and that information will be sent out regarding FY 21-22 committees. All were encouraged to remain on the committee if interested.

10. ADJOURNMENT

The meeting was adjourned by Chair Smith at 11:31 A.M.