**MINUTES**
**CCS EXECUTIVE COMMITTEE**
**VIRTUAL LOCATION**

**WEDNESDAY, February 9, 2022**

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 10:01 A.M.

2. ROLL CALL

| | | | |
|---|---|---|---|
| A. Auston | Wilmette | S. Murray | Algonquin |
| M. Jacobsen | Lake Villa | B. Shepard | Indian Trails |
| P. Leffler | Morton Grove | H. Smith | Highland Park |
| D. McNulty | Cary | | |

Also present: L. Dorfman, Glenview; C. Lemmer, Lake Forest; R. Malinowski, CCS; D. Wischmeyer, CCS; B. Stoneburner, CCS

3. ADDITIONS TO THE AGENDA
   None.

4. PUBLIC COMMENT
   L. Dorfman joined the meeting to review the Glenview plan to implement BiblioWeb and BiblioCore through Bibliocommons. She commented that she is excited for patrons and hopes that the Executive Committee will see the benefits to CCS if Glenview joins Bibliocommons. Dorfman reported that Glenview is paying to index the entire consortium collection, so if another library chooses to adopt Bibliocommons in the future the implementation fee and implementation time would be reduced.

   M. Jacobsen left the meeting at 10:05 A.M.

5. CONSENT AGENDA

   Shepard MOTIONED; McNulty SECONDED to

   **APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING:  DECEMBER 8, 2021, MEETING MINUTES, JANUARY 2022 FINANCIAL STATEMENTS, AND JANUARY 2022 BILLS FOR PAYMENT.**

Ayes: Auston, Leffler, McNulty, Murray, Shepard, Smith
Nays: None
Absent: Jacobsen

MOTION CARRIED BY ROLL CALL VOTE

M. Jacobsen rejoined the meeting at 10:08 A.M.

6. BUSINESS

    a. Innovative Updates
        i. Glenview Bibliocommons – R. Malinowski reported that CCS met with Bibliocommons and Glenview on February 8th to discuss integration and implementation. CCS is still working with Innovative to get more information regarding API servers to ensure they have resources needed to run the integration. CCS does not currently have a policy to prohibit a member from implementing a separate discovery interface. Unless there are additional concerns with Innovative, CCS is optimistic this would be manageable, and CCS would support API implementation and not the Bibliocommons interface. CCS will charge Glenview if work grows beyond more than just the implementation. There was a discussion regarding the use of CCS resources and the need for a policy in the future if other libraries begin to add additional services. There was agreement the implementation of Bibliocommons would be a good test to see if there is a need to develop a policy for future.

L. Dorfman left the meeting at 10:19 A.M. C. Lemmer left the meeting at 10:22 A.M.

        ii. Development Partner Program – R. Malinowski and D. Wischmeyer will meet with Innovative on February 9th for an update on the reporting issues previously discussed and push for more information regarding the project timeline. Development has taken longer than anticipated but is progressing. The agreement with Innovative regarding Vega Discover expires June 2022. CCS will need to decide in April or May whether or not to renew the agreement.

        iii. Technical Services Functions in Leap – R. Malinowski reported that more technical services functions are being added to LEAP with the Polaris upgrade to 7.1. Libraries should continue to use the client until LEAP is fully up and running then CCS will want library staff to move to LEAP. Malinowski reported that if Warren-Newport joins CCS, the goal would be to train Warren-Newport in LEAP if the product is ready.

    b. Office Lease Project update – R. Malinowski and B. Stoneburner has been working with Cushman and Wakefield to understand the market and the future of work. Prior to the meeting, R. Malinowski sent a document containing a proposed office relocation timeline and property samples with different price points and space options. Also included were map studies that showed geographical mean based on CCS libraries and stand-alone libraries in the CCS service area. Malinowski asked the Executive Committee for

feedback on the perspective of how members will feel regarding different space options. Malinowski would like to ask for a recommendation for a future office concept at the April Governing Board meeting. After a discussion, the Executive Committee agreed it was important for CCS to have a centralized space for staff collaboration where they could host smaller meetings and in-person training and with the ability to rent space to host larger meetings, such as Governing Board and technical groups. The Executive Committee also agreed it was important to have a dedicated space for records retention. The question was raised as to whether CCS should move up the timeline to relocate the office sooner than the current lease expiration in August 2023.

c. CCS Communication – R. Malinowski reported that based on feedback received from some library staff, CCS is working to draft listserv behavior ground rules to encourage staff to communicate in a positive and professional way on the list. Malinowski reported that if she receives any feedback regarding library staff that she will report it to the staff member's director and asked that if library directors receive any feedback from their staff to please share with her. CCS will continue to monitor the situation and potentially bring to the Bylaws and Policy Committee to make a policy if necessary. Malinowski will share at the April Governing Board meeting.

7. REPORTS

   a. President – No report.

   b. Secretary – No report.

   c. Treasurer – M. Jacobsen reported that the Budget and Finance Committee met in January to review the budget and member fees formula. The committee also discussed the use of the budget as a mechanism of the strategic goals instead of the budget dictating the strategic goals. Jacobsen suggested the Long Range Planning Committee might need to get involved to consider if it is a recruitment/membership matter.

   d. Committees and Groups – Reports were included in the packet.

   e. Executive Director – The report was included in the packet. R. Malinowski had nothing to add.

8. ADJOURNMENT

   P. Leffler adjourned the meeting at 11:19 A.M

Respectfully submitted,
Diane McNulty, Secretary