

**EXECUTIVE COMMITTEE MINUTES**  
**CCS Office**  
**3355-J N Arlington Heights Rd Arlington Heights, IL 60004**  
**May 12, 2021**

**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 10:01 A.M.

**2. ROLL CALL**

A. Auston	Wilmette	D. McNulty	Cary
K. Hall	Northbrook	S. Murray	Algonquin
M. Jacobsen	Lake Villa	H. Smith	Highland Park
P. Leffler	Morton Grove		

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

**3. ADDITIONS TO THE AGENDA**

K. Hall requested an update on Database Management Committee as part of Committees and Groups.

**4. PUBLIC COMMENT**

None.

**5. CONSENT AGENDA**

Hall MOVED, Jacobsen SECONDED to

**ACCEPT THE CONSENT AGENDA AS PRESENTED INCLUDING THE  
APPROVAL OF MARCH 10, 2021 MEETING MINUTES, APPROVAL OF  
APRIL 2021 FINANCIAL STATEMENTS, APPROVAL OF APRIL 2021 BILLS  
FOR PAYMENT AND FISCAL ACCOUNTABILITY POLICY UPDATE AS  
RECOMMENDED FROM BUDGET AND FINANCE COMMITTEE.**

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

**6. BUSINESS**

a. Parental Leave Policy – H. Smith presented the recommendation from the

Bylaws and Policy Committee. After a review the Executive Committee updated language to clarify that if both parents are eligible employees that both parents may request to use up to eight weeks of paid parental leave within 12 months of the birth or adoption.

Hall MOVED, Leffler SECONDED to

**ADOPT THE PARENTAL LEAVE POLICY RECOMMENDED BY  
BYLAWS AND POLICY COMMITTEE AS AMENDED.**

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

- b. Innovative Development Partner Program – Innovative has agreed that the SaaS agreement for Vega will be signed at the time of go-live in a production environment. This eliminates the need for cancellation language. D. Wischmeyer has sent out the call for beta libraries to help in the testing phase. Initially CCS was looking for four beta libraries but might expand to eight depending on level of interest.
- c. COVID-19 – CCS has removed PowerPAC language and updated ILS settings related to the elimination of the RAILS quarantine period as voted on at April Governing Board.

There was a lengthy discussion regarding virtual and in person meetings. CCS will continue virtual meetings for Advisory and Technical groups through 2021 and will assess in October for 2022 meetings. Executive Committee agreed that discussions needed to begin to plan for in person Governing Board meetings in case the executive order expires. President Murray recommended that the July Governing Board remain virtual unless the state requires in person, and that she would work with CCS to gather information from libraries on meeting room size and availability to tentatively schedule October Governing Board and going forward.

There was agreement on the importance of directors sending alternates to Governing Board even if the meeting is virtual. R. Malinowski to review minutes and coordinate with S. Murray to send a reminder.

**7. ADJOURN TO CLOSED SESSION**

Smith MOVED, Jacobsen SECONDED to

**MOVE INTO CLOSED SESSION AT 10:34 A.M. AS PURSUANT TO 5  
ILCS 120/2 C (21) DISCUSSION OF MINUTES OF MEETINGS  
LAWFULLY CLOSED UNDER THIS ACT, WHETHER FOR PURPOSES**

**OF APPROVAL BY THE BODY OF THE MINUTES OR SEMI-ANNUAL  
REVIEW OF THE MINUTES AS MANDATED BY SECTION 2.06.**

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

**8. RECONVENE OPEN SESSION**

The Executive Committee returned to open session at 10:39 A.M. to make determinations about written minutes and recordings of closed sessions. Roll call was taken.

Leffler MOVED, Hall SECONDED to

**APPROVE AND RELEASE THE MINUTES OF NOVEMBER 11, 2020  
AND KEEP CLOSED THE MINUTES OF OCTOBER 18, 2017 AND  
NOVEMBER 8, 2017.**

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

Hall MOVED, McNulty SECONDED to

**DESTROY THE VERBATIM RECORDINGS OF CLOSED SESSION  
MEETING FROM NOVEMBER 13, 2019 EFFECTIVE MAY 13, 2021.**

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

**9. REPORTS**

- a. President – No report.
- b. Secretary – No report.
- c. Treasurer – No report.
- d. Committees and Groups – K. Hall requested the committee discuss the recommendation from Database Management Committee to add a race/ethnicity patron field in Polaris as requested by Evanston Public Library. This information

would be voluntary for patrons to provide and libraries to collect. After a lengthy discussion, the Executive Committee expressed interest in hearing more on the report from the EDI consultant and agreed it would be important to ensure library staff are trained properly before starting to collect this data.

- e. Executive Director – R. Malinowski reported that D. Wischmeyer will be serving as Acting Executive Director while she is out on leave and that the leave start date has been moved up to June 15 or earlier. Malinowski will communicate this date change with CCS staff. D. Wischmeyer and M. Jacobsen will sign checks at the June Executive Committee meeting.
  - i. Governing Board agenda building – There was no discussion on this agenda item.

## **10. ADJOURNMENT**

The meeting was adjourned by President Murray at 11:23 A.M.

Respectfully submitted,  
Diane McNulty, Secretary