

EXECUTIVE COMMITTEE MINUTES
CCS Office
3355-J N Arlington Heights Rd Arlington Heights, IL 60004
September 8, 2021

1. CALL TO ORDER

The meeting was called to order by President Leffler at 10:00 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: D. Wischmeyer, CCS; B. Stoneburner, CCS

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Shepard MOVED, McNulty SECONDED to

**ACCEPT THE CONSENT AGENDA AS PRESENTED INCLUDING THE
APPROVAL OF AUGUST 11, 2021, MEETING MINUTES, APPROVAL OF
AUGUST 2021 FINANCIAL STATEMENTS, AND APPROVAL OF AUGUST
2021 BILLS FOR PAYMENT.**

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

- a. Innovative Development Partner Program – D. Wischmeyer shared the updated timeline with the committee and outlined soft launch and go live blockers. Innovative has scheduled a live demonstration for library staff for September 23rd that will be recorded. The soft launch is currently scheduled for October, but user testing will not be complete until after October Governing Board. At the October Governing Board, D. Wischmeyer will present an update on the project and timeline, a quick overview of Vega Discover and run through the soft launch

and go live blockers. The Executive Committee agreed it was important that all directors either attend or watch the demonstration to be familiar with the project in anticipation of discussion at the October Governing Board. D. Wischmeyer will include a link to the demonstration in the Governing Board meeting packet.

- b. COVID-19 Update – After a discussion, President Leffler stated that due to the mask mandate and high transmission levels, the October Governing Board meeting would be virtual. The Executive Committee agreed that it would be important to ask for individual comments and feedback from all directors regarding Vega Discover at the Governing Board meeting.

7. REPORTS

- a. President – No report.
- b. Secretary – No report.
- c. Treasurer – M. Jacobsen reported that the auditor reached out to him regarding the audit. The auditor will meet with D. Wischmeyer and B. Stoneburner on September 8th and R. Malinowski on September 16th. CCS anticipates the draft audit will be completed in September for review by CCS, the President and Treasurer, with the plan to have the audit ready for approval at the October Governing Board meeting.
- d. Committees and Groups –There were no meetings scheduled for this month.
- e. Acting Director – D. Wischmeyer reported that the new CCS website is scheduled to launch on October 11th. CCS will host an introduction to the new website for library staff on October 14th. L2 logins will be required for the website and web reports. Directors should review the list of staff shared by D. Wischmeyer for any to be removed.

R. Malinowski is scheduled to return on September 13th.

- i. Governing Board agenda building – Agenda items will include approval of audit and CCS annual report for FY 20-21 and Vega Discover updates.

10. ADJOURNMENT

The meeting was adjourned by President Leffler at 10:23 A.M.

Respectfully submitted,
Diane McNulty, Secretary