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

**WEDNESDAY, March 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

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|---|---|---|---|
| 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: R. Malinowski, CCS; D. Wischmeyer, CCS; B. Stoneburner, CCS

3. ADDITIONS TO THE AGENDA
    R. Malinowski requested to add an additional topic for discussion with her Executive Director report.

4. PUBLIC COMMENT
    None.

5. CONSENT AGENDA

    Smith MOTIONED; McNulty SECONDED to

    **APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING:  FEBRUARY 9, 2022, MEETING MINUTES, FEBRUARY 2022 FINANCIAL STATEMENTS, AND FEBRUARY 2022 BILLS FOR PAYMENT.**

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

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

    a. Potential Members – R. Malinowski included in the packet responses to Warren-Newport Public Library staff questions submitted on February 25. Ryan Livergood at the library reported that an ILS task force had been formed to review the responses and will next meet with CCS to address any concerns. R. Malinowski, D. Wischmeyer and M. Urbanski will attend this meeting. Livergood reported that the library board will review and potentially vote whether to join CCS at either their April or May board meeting.

    There was a discussion about the process to join CCS and what information is currently available to share with interested libraries. R. Malinowski reported that there is a "Join CCS" page on the CCS website with information but would investigate adding additional information regarding the process to join CCS. The suggestion was also made to include information about library staffing if a library joins CCS.

    b. Innovative Updates –

    Vega Discover - R. Malinowski reported that Innovative has adjusted their product bundling to include basic reporting based on feedback from CCS. Additional analytics will still be available as a separate product through Vega Analytics. R. Malinowski and D. Wischmeyer will be meeting with Innovative on March 9th and R. Malinowski will share an update to Executive Committee after that meeting. CCS is still waiting on an updated Vega Discover project schedule from Innovative and will send to Executive Committee once received. R. Malinowski will also send Vega project talking points to the Executive Committee for any directors planning to attend PLA. There was a discussion about frustrations with the Vega Discover project. R. Malinowski reported that a decision will need to be made by June whether to renew the development partner agreement or not.

    OCLC Reclamation – R. Malinowski reported that libraries do not need to do anything at this time. CCS is scheduled to begin the process on May 9th and R. Fischer will coordinate with SWAN and OCLC. CCS will provide additional updates closer to the date.

    c. COVID-19 – The current State of Illinois disaster proclamation was extended through April 2nd.  CCS previously notified Huntley that the April Governing Board meeting would be virtual instead of in-person. President Leffler asked the Executive Committee for feedback on whether to continue with virtual meetings, move to in-person, or to have a mix of both virtual and in-person. After a lengthy discussion, the Executive Committee agreed that the Governing Board will meet remotely in April with plans to begin meeting in-person in July. Executive Committee will meet virtually in May and June where there will be additional discussions. R. Malinowski will notify Governing Board of the plan to meet virtually in April. The Executive Committee agreed it would be helpful to continue with virtual committee meetings, with the exception of Governing Board, due to its size and the importance of that group meeting in person. Malinowski will draft steps to be transparent with OMA and draft internal rules regarding committees meeting remotely to determine if this should be a policy or procedure for review at the May Executive Committee meeting.

7. REPORTS

   a. Secretary – No report.

   b. Treasurer – No report.

   c. Committees and Groups – Reports included in the packet. There were no questions.

   d. Executive Director – R. Malinowski asked for feedback from the Executive Committee regarding their PTO policies and if they allow for hourly or half day increments. The current policy at CCS is to require half day PTO increments. After a discussion, the consensus was most libraries allow for quarter hour or hourly increments of PTO. R. Malinowski will draft proposed revisions to PTO increment change for the May Executive Committee meeting. There was also a brief discussion about potentially moving two CCS employees from salaried non-exempt to hourly in payroll. R. Malinowski will follow up with S. Murray and P. Leffler for additional information on the process followed at their libraries.

   e. President

      i. April Governing Board Agenda – Agenda items will include approval of FY 22-23 Budget, Bylaws and Policy revisions and approval of FY 22-23 Elections.

8. ADJOURNMENT

P. Leffler adjourned the meeting at 10:44 A.M

Respectfully submitted,
Diane McNulty, Secretary