



**MINUTES
CCS GOVERNING BOARD
VIRTUAL LOCATION**

WEDNESDAY, April 13, 2022

The Governing Board 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

Algonquin	S. Murray	Lake Forest	C. Lemmer
Cary	D. McNulty	Lake Villa	M. Jacobsen
Crystal Lake	K. I. Martens	Lincolnwood	J. Tucci
Des Plaines	J. Bonell	McHenry	L. Jakacki (joined 10:08)
Ela	L. Rosenthal	Morton Grove	P. Leffler
Evanston	K. Danczak-Lyons	Niles-Maine	C. Rademacher
Fox River Valley	Heather Zabski (alternate)	Northbrook	K. Hall
Fremont	Scott Davis	Palatine	J. Dilger
Glencoe	A. Kim	Park Ridge	J. Bertucci (joined 10:07)
Glenview	L. Dorfman	Prospect Heights	A. Todd (joined 10:33)
Grayslake	Absent	Round Lake	J. DiDonato
Highland Park	H. Smith	Wilmette	A. Auston
Huntley	F. Novak	Winnetka	C. Volny (alternate)
Indian Trails	B. Shepard	Zion	D. Abron (alternate)

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

Absent: Grayslake

3. ADDITIONS TO THE AGENDA

President Leffler congratulated Kathryn I. Martens on her upcoming retirement and thanked her for her years of service.

4. PUBLIC COMMENT

None.



J. Bertucci joined the meeting at approximately 10:07 A.M

5. CONSENT AGENDA

McNulty MOTIONED; Hall SECONDED to

APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING APPROVAL OF THE JANUARY 12, 2022 MEETING MINUTES, MARCH 2022 FINANCIAL STATEMENTS, MARCH 2022 BILLS FOR PAYMENT, AND THE FY 22-23 EXECUTIVE COMMITTEE AND GOVERNING BOARD MEETING SCHEDULE.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Round Lake, Wilmette, Winnetka, Zion-Benton

Nays: None

Absent: Grayslake, McHenry, Prospect Heights

MOTION CARRIED BY ROLL CALL VOTE

. L. Jakacki joined the meeting at approximately 10:08 A.M.

6. BUSINESS

- a. Recommendation from Budget and Finance Committee regarding FY 22-23 Budget – R. Malinowski issued FY 22-23 budget documents to the Governing Board for review prior to the meeting. There were no questions from the Governing Board.

Jacobsen MOTIONED; Bonell SECONDED to

APPROVE THE FY 22-23 BUDGET AND MEMBER FEES AS PRESENTED.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Round Lake, Wilmette, Winnetka, Zion-Benton

Nays: None

Absent: Grayslake, Prospect Heights

MOTION CARRIED BY ROLL CALL VOTE

- b. Recommendation from Budget and Finance Committee regarding updated FY 21-22 Development Fund Rebate - R. Malinowski reported that all libraries will receive the Development Fund rebate as it only applies to those libraries that have fully paid their entry fees and all libraries have paid in full.

Rosenthal MOTIONED; Dorfman SECONDED to



APPROVE THE RECOMMENDED INCREASE TO THE FY 21-22 DEVELOPMENT FUND REBATE TO \$181,972.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Nilis-Maine, Northbrook, Palatine, Park Ridge, Round Lake, Wilmette, Winnetka, Zion-Benton

Nays: None

Absent: Grayslake, Prospect Heights

MOTION CARRIED BY ROLL CALL VOTE

- c. Recommendation from Nominating Committee regarding FY 22-23 Elections – The Nominating Committee consisted of S. Murray, A. Auston and M. Jacobsen. S. Murray reported that as chair of the Nominating Committee, she had previously reached out to all members of the Governing Board requesting nominations or self-nominations. The Nominating Committee was pleased to see interest in serving on the Executive Committee. Murray called for any additional nominations or self-nominations. There were no additional nominations or self-nominations at the meeting.

Bonell MOTIONED; Martens SECONDED to

TO APPROVE THE SLATE OF OFFICERS FOR FY 22-23 AS PRESENTED BY THE NOMINATING COMMITTEE INCLUDING JEANNIE DILGER AS PRESIDENT-ELECT, LAUREN ROSENTHAL AS TREASURER AND SCOTT DAVIS AS MEMBER-AT-LARGE.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Nilis-Maine, Northbrook, Palatine, Park Ridge, Round Lake, Wilmette, Winnetka, Zion-Benton

Nays: None

Absent: Grayslake, Prospect Heights

MOTION CARRIED BY ROLL CALL VOTE

- d. Recommendation from Bylaws and Policy Committee – R. Malinowski sent the Policies Document, Resource Sharing Policy Background and Resource Sharing Data Summary documents via email ahead of the meeting for review. The Policies Document included the following redline changes:
- Update to Mission and Vision (previously approved by Governing Board, being added to the document now)
 - Addition of Development Fund balance guidelines to the Fiscal Accountability Policy (also previously approved by Governing Board)
 - Striking “monthly” from the Billing policy
 - Updating pronouns to they/them throughout



- Updating the changelog to include the above changes

R. Malinowski reported that the biggest change to the CCS Policies is the proposed resource sharing policy. Included in the packet was a write up of how the policy came to be and the research and discussion involved. D. Wischmeyer has drafted an implementation outline of the resource sharing policy if approved.

There was a request to clarify the term “safely” as written in the policy discussion about the Resource Sharing Policy. CCS will continue to allow libraries to determine what materials make sense to transit or not. There was also a request to determine what would be the potential liability for the library that becomes a pick-up location for intra CCS loans. R. Malinowski reported that these revisions would not change the intra CCS billing policy and that CCS will continue to ask libraries not to bill back and forth for a lost intra CCS item. There was agreement that the data analysis was helpful in deciding whether to move forward with the resource sharing policy. There was also agreement that most libraries follow the regular practice of looking at their outstanding holds list to determine demand of most popular titles and that all libraries are purchasing adequate number of copies.

Hall MOTIONED; Shepard SECONDED to

APPROVE THE CCS POLICIES AS PRESENTED.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Nilis-Maine, Northbrook, Palatine, Park Ridge, Round Lake, Wilmette, Winnetka, Zion-Benton

Nays: None

Absent: Grayslake, Prospect Heights

MOTION CARRIED BY ROLL CALL VOTE

- e. Innovative Updates – R. Malinowski and D. Wischmeyer attended the IUG virtual conference April 5-8.
 - i. Development Partner Program – Innovative reiterated at IUG that Vega consortia features would be out in May and June. If these deadlines are met by Innovative, CCS will soft launch with beta libraries or open up to other libraries that are interested. CCS will collect patron and library feedback, as well as information on competing products to Governing Board to review and decide if wish to move forward in a production environment and purchase the product. If these development milestones are not met, CCS will have the option to drop the program and continue with PowerPAC or determine if want to do an RFP for a different discovery layer if the libraries want to move away from PowerPAC.

A. Todd joined the meeting at 10:33 A.M.

- f. FY 2022-2023 Meeting Logistics – R. Malinowski reported that July Governing Board is currently scheduled to meet in person at Huntley. Remote attendance will continue to be governed by our remote attendance policy, which requires an in-person quorum and a



vote to allow remote participation for limited reasons. R. Malinowski will draft a list of transparency measures that CCS will follow, such as recording, posting meetings, and continuing to allow guest attendance for review at the May Executive Committee meeting. Governance committees and Advisory Groups will continue to meet virtually. CCS has issued a survey to each technical group regarding preference for meetings. As of April 7, all groups report a majority requesting virtual meetings. The survey is open until April 15.

7. REPORTS

- a. President – No report.
- b. Secretary – No report.
- c. Treasurer – No report.
- d. Executive Director – Report included in the packet.
 - i. Potential Members – R. Malinowski reported that CCS completed a Q&A document in response to staff questions submitted by Warren-Newport. R. Malinowski will follow up with the library and send the completed Q&A document to libadmin.
 - ii. Glenview BiblioCommons – R. Malinowski reported that Glenview is moving forward with a BiblioCommons implementation that includes BiblioCore and BiblioWeb. CCS will work with Glenview, Innovative and BiblioCommons on pre-implementation load testing to ensure the additional API traffic will not impact performance for any member libraries.

C. Lemmer stated that Lake Forest is currently working with Bibliotheca to get RFID to work with LEAP. Leffler offered for any libraries to reach out if they had questions or wished to discuss further.

- e. Committees and Groups – Updates and minutes were included in the packet. There were no questions from the Governing Board.

8. ADJOURNMENT

President Leffler adjourned the meeting at 10:41 A.M.

Respectfully submitted,
Diane McNulty, Secretary