



**MINUTES
CCS GOVERNING BOARD
VIRTUAL LOCATION**

WEDNESDAY, July 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 Smith at 10:01 A.M.

2. ROLL CALL

Algonquin	S. Murray	Lake Forest	C. Lemmer
Cary	D. McNulty	Lake Villa	M. Jacobsen
Crystal Lake	B. Fyolek	Lincolnwood	J. Tucci (joined 10:04)
Des Plaines	J. Bonell	McHenry	L. Jakacki
Ela	L. Rosenthal	Morton Grove	P. Leffler
Evanston	H. Norborg	Niles-Maine	C. Rademacher
Fox River Valley	Absent	Northbrook	K. Hall
Fremont	Scott Davis	Palatine	M. Gardner (alternate)
Glencoe	A. Kim	Park Ridge	J. Bertucci
Glenview	T. Room (alternate)	Prospect Heights	A. Todd
Grayslake	T. Longo	Round Lake	Absent
Highland Park	H. Smith	Wilmette	A. Auston
Huntley	F. Novak	Winnetka	C. Volny (alternate)
Indian Trails	R. Udann (alternate)	Zion	R. Smith

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

Absent: Fox River Valley, Round Lake

President Smith welcomed new directors B. Fyolek from Crystal Lake, T. Longo from Grayslake and H. Norborg, Interim Director at Evanston.

3. ADDITIONS TO THE AGENDA

None.



4. PUBLIC COMMENT

President Smith thanked the Governing Board for their support given to the Highland Park Library and Highwood Park Library after the recent Highland Park shooting.

J. Tucci joined the meeting at 10:04 A.M

5. CONSENT AGENDA

Rosenthal MOTIONED; Hall SECONDED to

APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING APPROVAL OF THE APRIL 13, 2022 MEETING MINUTES, JUNE 2022 FINANCIAL STATEMENTS, JUNE 2022 BILLS FOR PAYMENT, AUTHORIZE CCS TO TRANSFER FUNDS FROM INLAND BANK TO WINTRUST BANK VIA CHECK NOT TO EXCEED \$875,000, AUTHORIZE RECORDING A TRANSFER OF \$110,000 FROM THE OPERATING FUND TO THE DEVELOPMENT FUND AND APPROVAL OF THE MEETING TRANSPARENCY PRACTICES, INCLUDING RULES FOR THE GOVERNMENT OF EXECUTIVE COMMITTEE.

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

Nays: None

Absent: Fox River Valley, Round Lake

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

a. Innovative Updates

- i. Service Interruptions – CCS experienced three system down instances in June caused by conflicts between overnight jobs, including the overnight consumer job that controls integrated econtent. Innovative previously had a monitoring system to catch issues that had been turned off after the upgrade to Polaris 7.1. Innovative has turned this system back on and has developed a patch for Polaris 7.2 that is anticipated to resolve the performance issues. The 7.2 upgrade is currently in testing. CCS is planning to upgrade to 7.2 in August.
- ii. Development Partner Program - CCS continues to track the Vega Development Partner Program. Innovative is actively working on development CCS requires to consider moving forward with Vega Discover including:
 - EContent integration and scoping
 - Staff user management
 - Revised holds logic



CCS hopes to present Vega Discover to Governing Board in October for consideration with the plan to make a recommendation to Governing Board in January for a vote.

- b. CCS and Cybersecurity – Included in the packet was a summary of CCS security measures and disaster recovery steps to protect data from ransomware and other cyber-attacks in response to questions from libraries. L. Rosenthal commented that she was pleased to see that CCS is in front of this issue and working to address it.

C. Lemmer reported that Lake Forest Library has conducted testing and is currently working with an agency to determine their level of threat. Lemmer wondered if there was a potential library privacy issue and asked if any other libraries had gone to that level of testing and how they handle confidentiality. K. Hall reported that Northbrook has been in discussions with an agency and encouraged C. Lemmer to contact her to discuss further.

- c. Potential Members – R. Malinowski reported that the Warren Newport Public Library's board will meet on July 19th to vote on CCS membership. The library's director anticipates an affirmative vote during the meeting. CCS would then work with Warren Newport on next steps and prepare a document outlining the project for Executive Committee to review and recommend membership to Governing Board in October. Malinowski stated that per bylaws this vote requires two-thirds majority to approve a new member and asked the directors to please send an alternate if unable to attend the October Governing Board meeting.

A question was raised as to whether there were any other libraries that had expressed interest in joining CCS. Malinowski reported that she spoke with S. Reynders at Mount Prospect Public Library last year and that there was interest but a possible timing issue. Malinowski will conduct periodic surveys of non-members to track interest.

- d. Bank Transition Reminder – R. Malinowski reminded libraries that with the transition from Inland to Wintrust, CCS has updated their remit-to address to the CCS office. Malinowski requested that libraries please update their records with this new remit-to address and that this update will be included on the next quarterly invoices scheduled to be sent July 15th.

7. REPORTS

- a. President – President Smith shared links in the Chat feature to a recent WGN interview from the library that included a shout-out to local libraries. Smith will also email the links to share with library staff.
- b. Secretary – No report.
- c. Treasurer – L. Rosenthal reported that in June she met with Paul Inserra from ATA Group at the CCS office as part of the audit process.



- d. Executive Director – Report was included in the packet. R. Malinowski also reported that CCS is in the process of wrapping up annual reviews of staff and included this year is a total compensation package showing breakdown of benefits and compensation. Malinowski will send a sample to libadmin. K. Hall commented that she also has a sample to share with libraries if interested.
- e. Committees and Groups – Summaries were included in the packet. The question was raised to see if there was more information about where in the process the DEI Metadata Networking Group was in regard to putting labels on materials. R. Malinowski will pull information from the RAILS website and send to the list. There also was a question regarding how communication was handled when Baker & Taylor's EDI system was down in June, as well as in general how CCS communicates when there is a system breakdown, so that libraries are more aware. R. Malinowski stated that the Baker & Taylor EDI issue only applied to those libraries that use Acquisitions and EDI and purchase through Baker & Taylor. D. Wischmeyer reported that in this instance it was a Baker & Taylor issue, was not a CCS or Polaris issue, and that CCS was alerted to the problem by library staff that opened tickets. Rachel contacted Baker & Taylor and sent notices to the system status list serve and Acquisitions list serv, which is typical when there is a system down or issue that CCS needs to be able to notify all libraries.

R. Malinowski reported that CCS is finalizing the Advisory Group list based on nominations received and will communicate the list shortly and add to the CCS website. Malinowski thanked the directors for responses regarding Governance Committee assignments. Malinowski will update the committee list to send to President Smith for approval. She encouraged any directors who had not yet replied to please do so.

8. ADJOURNMENT

President Smith adjourned the meeting at 10:30 A.M.

Respectfully submitted,
Diane McNulty, Secretary