



**MINUTES
CCS EXECUTIVE COMMITTEE
VIRTUAL LOCATION**

WEDNESDAY, September 14, 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 Smith at 10:02 A.M.

2. ROLL CALL

S. Davis	Fremont	L. Rosenthal	Ela
J. Dilger	Palatine	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

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Davis MOTIONED; Leffler SECONDED to

**APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING AUGUST 10,
2022, MEETING MINUTES, AUGUST 2022 FINANCIAL STATEMENTS AND AUGUST
2022 BILLS FOR PAYMENT.**

Ayes: Davis, Dilger, Leffler, McNulty, Rosenthal, Shepard, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE



6. BUSINESS

a. Potential Members

- i. Warren-Newport Public Library – R. Malinowski reported that the Warren-Newport board voted to join CCS. Included in the meeting packet was the memo to board, library application and Malinowski's project write-up. Executive Committee would vote to recommend membership to Governing Board and Governing Board would vote in October. If approved CCS would begin working with the library on implementation.
- ii. Mount Prospect Public Library (MPPL) – R. Malinowski reported that there is a possibility Mount Prospect may want to go live at same time as Warren-Newport. Malinowski requested confirmation by the end of September if that would be the preferred option for MPPL. One potential issue is that both libraries are fairly large and would have more staff that required training. CCS would use a hybrid approach to training.

A comment was made about North Chicago joining PrairieCat. R. Malinowski reported that North Chicago had approached CCS a few times to get financial information.

Dilger MOTIONED; Shepard SECONDED to

RECOMMEND TO GOVERNING BOARD TO APPROVE MEMBERSHIP OF WARREN-NEWPORT PUBLIC LIBRARY AS A CCS MEMBER.

Ayes: Davis, Dilger, Leffler, McNulty, Rosenthal, Shepard, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

b. Member Concerns –

- i. Comprise SmartPay – All libraries currently use Comprise for gateway and ecommerce payments. Huntley has reported that their TSYS processing fees are very high and at times are greater than their deposits. R. Malinowski requested feedback from Executive Committee if their libraries fees are high. After a discussion there was agreement SmartPay should be an agenda item for October Governing Board and that Huntley can remove the online payment link from PowerPac while CCS works on a long- term solution. R. Malinowski reported that CCS is currently renegotiating with TSYS while exploring other options. Malinowski will email libadmin and ask libraries to send invoices for review and will prepare a report for October Governing Board.
- ii. Refugee Cards – R. Malinowski stated that Ela has reported an increase in applications for library cards from refugees. M. Fujiura-Landers is currently investigating to see if other libraries are seeing an increase and to gather best practices. After a discussion there was agreement the use of temporary cards would be helpful for this issue. L. Rosenthal will confirm with Ela to see if the



library has temporary cards. D. Wischmeyer will follow up with M. Landers and CCS to discuss internally regarding best practices.

- c. Innovative Updates – D. Wischmeyer reported that CCS is waiting for Innovative to determine whether they should continue to test Hoopla integration or move on to testing integration with Axis360 or Overdrive while the Innovative development team continues to work on Hoopla issues. Innovative still feels they are on track to finish econtent integration by the end of the year. There was a discussion about next steps and concern about timing of Vega Discover with Warren-Newport's go live and whether at some point CCS will just need to decide whether to move on from the program due to other priorities. CCS recognizes that there are benefits to continuing with the program, but that timing is the issue. CCS will review and decide approach for October Governing Board.
- d. Benefits Update – WIN has added a third option to medical insurance plans. The new Plan C is a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). CCS currently offers two PPO plans referred to as Plan A and Plan B. R. Malinowski recommended to continue offering Plans A and B and adding Plan C and contribute to HSA. After a discussion there was agreement to add Plan C and revisit next year.

Rosenthal MOTIONED; Davis SECONDED to

CCS WILL CONTINUE TO OFFER PLANS A AND B AND ADD PLAN C. CCS WILL PAY 90% OF PREMIUMS FOR PLAN C EMPLOYEE ONLY AND 75% PREMIUMS FOR EMPLOYEE PLUS SPOUSE/CHILD/FAMILY, AS CURRENTLY DONE FOR PLAN A AND PLAN B. ADDITIONALLY, CCS WILL CONTRIBUTE \$1000 TO THE HSA OF HDHP EMPLOYEE ONLY SUBSCRIBES AND \$2000 TO THE HSA OF HDHP EMPLOYEE PLUS SPOUSE/CHILD/FAMILY SUBSCRIBERS.

Ayes: Davis, Dilger, Leffler, McNulty, Rosenthal, Shepard, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

- e. Employee Handbook Updates – Included in the packet was recommended language regarding update to Bereavement Leave policy regarding miscarriage, failed adoptions, etc. and annual number of days. CCS is not required to adhere to the Child Bereavement Act due to our size, but as we do with other labor laws, would like to comply. An additional language update was made to the Equal Employment Opportunity policy and Non-Discrimination and Anti-Harassment policies to incorporate CROWN Act: "Create a Respectful and Open Workplace for Natural Hair." The Act takes effect on January 1, 2023. The third update was to update the dress code to remove references to specific items of clothing.

McNulty MOTIONED; Rosenthal SECONDED to

APPROVE THE UPDATED EMPLOYEE HANDBOOK POLICIES AS PRESENTED.



Ayes: Davis, Dilger, Leffler, McNulty, Rosenthal, Shepard, Smith
Nays: None

MOTION CARRIED BY ROLL CALL VOTE

B. Shepard commented in the chat that he needed to step away from the meeting at 10:57 A.M.

- f. Office Move Progress – Included in the packet was a summary of project work completed to date regarding the office lease and potential move. Also included were architect plans received by the buildings CCS requested submit RFP proposals. The current plan is for CCS to present a proposed office space to Executive Committee in November. After a discussion there was agreement that the lease should go to Governing Board for approval.

B. Shepard commented in the chat that he had returned to the meeting at 11:01 A.M.

- g. October Governing Board – President Smith stated that the October Governing Board meeting would be remote.

7. REPORTS

- a. President – No report.
- b. Secretary – D. McNulty commented that she will not be at the October Governing Board meeting. S. Davis volunteered to serve as Secretary in her absence.
- c. Treasurer – No report.
- d. Committees and Groups – Meeting summaries were included in the packet. D. Wischmeyer reported that CCS will be hosting a Q&A with the RAILS delivery staff on September 22nd at 2:00 P.M. The session will focus on delivery issues. CCS has shared the session information with ILL staff and has sent concerns gathered from libraries ahead of time for RAILS to address.
- e. Executive Director – R. Malinowski reported that she and B. Stoneburner spoke with the auditor adding electronic signatures and will further explore options based on his recommendations. Next steps then would be to discuss options with L. Rosenthal as Treasurer and with Lauterbach & Amen. Malinowski thanked President Smith and L. Rosenthal for coming to the office today to sign checks.

Malinowski reported that Glenview reached out to CCS regarding Bibliocommons and whether they should use the CCS logo for the CCS interface or maintain Glenview specific branding. R. Malinowski suggested the use of a dual logo between Glenview and CCS to differentiate. Malinowski asked Executive Committee if there were any concerns or objectives with allowing Glenview to use the CCS logo. After a discussion,



the Executive Committee agreed it would be reasonable to make the CCS logo available to Glenview.

8. ADJOURNMENT

President Smith adjourned the meeting at 11:15 A.M

Respectfully submitted,
Diane McNulty, Secretary