



**MINUTES
CCS EXECUTIVE COMMITTEE
VIRTUAL LOCATION**

WEDNESDAY, November 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 Smith at 10:00 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

Shepard MOTIONED; Dilger SECONDED to

APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING SEPTEMBER 14, 2022, MEETING MINUTES, OCTOBER 2022 FINANCIAL STATEMENTS, OCTOBER 2022 BILLS FOR PAYMENT AND UPDATES TO BIBLIOGRAPHIC INPUT STANDARDS.

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE



6. BUSINESS

- a. Office Move Recommendation – R. Malinowski included in the meeting materials the memo from Cushman & Wakefield, letter of intent, financial analysis, and mean center map. Outlined in the packet was the process moving forward, benefits of the proposed space and potential concerns. The question was raised as to whether the attorney had reviewed the letter of intent. Malinowski reported that the letter of intent is meant to show commitment to space and is non-binding, and that as a next step a lease would be drawn up for attorney review then brought to the Executive Committee in December.

Rosenthal MOTIONED; Leffler SECONDED to

APPROVE THE LETTER OF INTENT AS PRESENTED

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

- b. New and Potential Members
 - i. Warren-Newport Public Library – R. Malinowski spoke with Innovative yesterday to discuss the number of hours quoted for library add-on, as previous hours worked were higher than originally quoted and charged. Malinowski is waiting for additional documentation from Innovative regarding hours worked. CCS will be able to proceed with the number of hours quoted to Warren-Newport, but CCS will take on additional work.
 - ii. Mount Prospect Public Library (MPPL) – R. Malinowski reported that Mount Prospect will not be moving forward on Warren-Newport's timeline but would like to move forward with planning for their eventual migration to CCS and formalize their decision to join CCS as early as possible to facilitate internal project schedules. Malinowski requested feedback from the Executive Committee regarding potential provisional membership for the library. CCS does not currently have a provisional membership in their bylaws. There was a discussion about the possible definition of provisional membership, concerns with the library paying into the CCS development fund but not being a voting member of Governing Board and the creation of a membership resolution. After a lengthy discussion it was determined that R. Malinowski would continue to work on a resolution and schedule a call with President Smith and S. Reynders prior to the December Executive Committee meeting for further discussions. The Executive Committee agreed that it might be helpful for S. Reynders to attend the December Executive Committee meeting if she has any concerns.
- c. Member Concerns
 - i. TSYS – R. Malinowski reported that she still had not heard back from the TSYS representative regarding repricing. There was a lengthy discussion regarding



ongoing fee issues with TSYS. Malinowski stated that CCS is comfortable with letting libraries choose their own way to manage online payments and that CCS will make recommendations. CCS will reach out to other library consortiums to see what they use for online payments, follow up with TSYS on pricing and research to see what it would look like if it were not a requirement for libraries.

d. Innovative Updates

- i. Partner Development Program – R. Malinowski requested feedback on how best to frame the discussion with Governing Board regarding the ongoing participation in the partner development program. D. Wischmeyer is working with K. Weiss to conduct user testing using Vega to have direct comparison with PowerPAC. The User Experience advisory group will meet in January to review the results of this user testing and bring recommendations to the Governing Board. Malinowski requested clarification from the Executive Committee as to how much information to present on competitors as CCS is not currently doing a full RFP. There was agreement that there is a benefit to partnering with Innovative on Vega to be part of the development discussion, advocate for consortia needs, and have early access to the product for library staff and patrons. After a discussion, the Executive Committee agreed CCS should continue working with Innovative on Vega for the time being and plan to have a short overview of the program at January Governing Board.

D. Wischmeyer reported that she continues to work with Innovative regarding ongoing text and email delivery issues and is pressing Innovative to come up with a solution.

D. Wischmeyer left the meeting at 11:13 A.M.

- e. Make determination about changes to Member Services Manager position – R. Malinowski issued the Member Services Manager job description, the updated Director of Member Services position, and the current salary schedule with the meeting materials. The proposed change from the existing Member Services Manager position to the Director of Member Services formalizes the role of the Member Services department head as Acting Director in the absence of the Executive Director and recognizes the key role the leader of Member Services plays in developing CCS strategy and direction. The Executive Committee agreed the Executive Director did not need approval to make this change if it was in the budget. R. Malinowski will document the changes in responsibility.

7. BIENNIAL REVIEW OF CLOSED SESSION MINUTES AND RECORDINGS

The updated list of closed session minutes and recordings was included in the packet. There were no minutes to approve. President Smith asked the Executive Committee if there was a need for any discussion. There was no request for discussion.

Rosenthal MOTIONED; Leffler SECONDED to



**DESTROY THE VERBATIM RECORDINGS OF THE CLOSED SESSION MEETING
FROM MAY 12, 2021, EFFECTIVE ON NOVEMBER 12, 2022.**

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

MOTION CARRIED BY ROLL CALL VOTE

8. REPORTS

- a. President – No report.
- b. Secretary – No report.
- c. Treasurer – No report.
- d. Committees and Groups – Meeting summaries were included in the packet. There were no additional questions from the Executive Committee.
- e. Executive Director – There were no additions to the report included in the packet. R. Malinowski announced that Robert Barth will hit his 35-year anniversary with CCS on November 30. The Executive Committee thanked Bob for his years of service.

9. ADJOURNMENT

President Smith adjourned the meeting at 11:21 A.M

Respectfully submitted,
Diane McNulty, Secretary