



**MINUTES
CCS EXECUTIVE COMMITTEE
VIRTUAL LOCATION**

WEDNESDAY, December 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

J. Dilger requested that Item D Approval to pay Employee Benefits Corporation (EBC) by ACH be pulled from the Consent Agenda for discussion. President Smith removed Item D from the Consent Agenda and requested a motion.

Dilger MOTIONED; Shepard SECONDED to

APPROVE THE CONSENT AGENDA INCLUDING NOVEMBER 9, 2022, MEETING MINUTES, NOVEMBER 2022 FINANCIAL STATEMENTS, NOVEMBER 2022 BILLS FOR PAYMENT, CCS 2023 HOLIDAY SCHEDULE, AND AUTHORIZATION OF THE CCS EXECUTIVE DIRECTOR TO IDENTIFY ITEMS NO LONGER NECESSARY OR USEFUL FOR CCS PURPOSES AND AT THE DISCRETION OF THE EXECUTIVE DIRECTOR, SELL, DONATE, OR DISCARD SUCH SURPLUS PROPERTY.

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



Nays: None

MOTION CARRIED BY ROLL CALL VOTE

J. Dilger asked if the \$60.00 administration fee was paid monthly to Employee Benefits Corporation. R. Malinowski confirmed the fee was monthly and outlined the services covered by the fee, including plan administration and employee enrollment. R. Malinowski and B. Stoneburner to confirm if EBC handles the set up of bank accounts for enrolled employees.

Rosenthal MOTIONED; Davis SECONDED to

APPROVE TO PAY EMPLOYEE BENEFITS CORPORATION (EBC) BY ACH.

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

Nays: None

Abstain: Dilger

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

a. Office Move

- i. Lease Recommendation – The drafted lease was included in the meeting materials. CCS has received comments back from the lawyer's review and R. Malinowski and B. Stoneburner will review with the broker tomorrow. R. Malinowski reported she is either looking for a motion from the Executive Committee to move forward with the lease pending completed review by attorney and broker or the lease can go to Governing Board without Executive Committee recommendation.

Dilger MOTIONED; Leffler SECONDED to

RECOMMEND THE LEASE FOR 100 TRI-STATE INTERNATIONAL SUITE 122 TO GOVERNING BORAD, PENDING COMPLETED REVIEW BY KLEIN, THORPE, & KENKINS LTD, AND CUSHMAN AND WAKEFIELD.

After a discussion there was agreement that as there was still a fair amount of legal jargon to work through and that Executive Committee had previously approved the letter of intent, the Executive Committee decided the lease should go directly to Governing Board without a recommendation from this committee. J. Dilger rescinded the previous motion and there was no vote.

- ii. Project Update – R. Malinowski reported that the process to move forward if the lease is approved by the Governing Board is to move in June 2023. If the lease is not ready for approval at the January Governing Board meeting, then President Smith and R. Malinowski will determine next steps. CCS is currently working with a furniture vendor to retrofit existing furniture into workstations and the process to begin posting surplus property for sale will begin after approval of the lease.



b. New and Potential Members

- i. Warren-Newport Public Library – R. Malinowski and M. Landers met with R. Livergood and R. Raleigh for director orientation and discussed next steps for the migration project. Malinowski reported that she is finalizing the statement of work with Innovative, and that CCS will take on profiling work previously handled by Innovative in previous migrations. Malinowski stated she is disappointed Innovative was not able to honor original pricing provided.
- ii. Mount Prospect Public Library (MPPL) – R. Malinowski and President Smith met with S. Reynders from MPPL to review membership options. The drafted resolution and membership application was included in the meeting materials. Malinowski sent the amended Resolution 2023-01 to the Executive Committee for review prior to the meeting. R. Malinowski reported that the Mount Prospect Public Library board will meet tomorrow to approve the IGA. Malinowski asked the Executive Committee for a recommendation to the Governing Board to accept MPPL bid for membership when received in January.

Davis MOTIONED; McNulty SECONDED to

RECOMMEND THAT GOVERNING BOARD APPROVE RESOLUTION 2023-01 AS AMENDED ACCEPTING MOUNT PROSPECT PUBLIC LIBRARY AS A CCS MEMBER.

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

R. Malinowski reported that she had received a call from the new director at the Waukegan Public Library to discuss CCS and inquired if the library had previously asked for quotes. R. Malinowski and B. Stoneburner were unable to locate any previous documentation.

c. Member Concerns

- i. TSYS – L. Rosenthal and R. Malinowski met with the Illinois State Treasurer's office to discuss ePay as a replacement for Comprise/TSYS in PowerPAC. The current agreement with Comprise expires February 2023. Rosenthal stated that ePay is a good option but will not be able to integrate in time for the upcoming Comprise renewal. Rosenthal volunteered Ela to test ePay. Malinowski will continue working with the Comprise representative to request opt-in pricing for libraries and explore the option of a month-to-month agreement to ensure continuity for libraries as move forward. Malinowski will ask ePay if CCS can set up an account for testing and to serve as backup for libraries short term.



- d. Innovative Updates – D. Wischmeyer reported that CCS has seen a significant increase in system performance issues over the last month due to two jobs that control econtent integration in Polaris. Innovative is aware of which jobs are causing problems but are uncertain of the cause. CCS has escalated concerns to Innovative management and is meeting weekly with Innovative to address. R. Malinowski emailed a summary of the issues to libadmin on December 8th. Malinowski reported that one option would be to disable econtent in Polaris until the issue is resolved. There was a discussion about how libraries and patrons are accessing econtent. The question was raised as to whether Axis 360 was available through CCS. D. Wischmeyer reported that Overdrive is the only vendor that can provide information on econtent check outs through the catalog. Axis 360 and cloudLibrary do not have that reporting capability. Wischmeyer to research further to see if the percentage of Overdrive checkouts happening through the catalog differs depending on whether the library has access to cloudLibrary or Axis 360.

D. Wischmeyer updated that K. Weiss has completed the second round of user testing with patrons for Vega Discover and will put together a summary of findings for review at the User Experience Advisory Group in January. The group will determine whether Vega Discover is ready to soft launch with members or if additional items should be added to CCS's list of development blockers. A soft launch would be a further opportunity to gather patron feedback and not a guarantee that CCS would be ready to go live on any specific date.

- e. January Governing Board – President Smith stated that as Illinois is still under a disaster proclamation that Governing Board will continue to meet remotely.

7. 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 – R. Malinowski congratulated D. Wischmeyer on her promotion to Director of Member Services and R. Fischer on the publication of a chapter in Transforming Technical Services through Training and Development.

8. ADJOURNMENT

President Smith adjourned the meeting at 10:59 A.M

Respectfully submitted,
Diane McNulty, Secretary