MINUTES
CCS EXECUTIVE COMMITTEE
VIRTUAL LOCATION

WEDNESDAY, February 8, 2023

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

   Leffler MOTIONED; Dilger SECONDED to

   > **APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING DECEMBER 14, 2022 MEETING MINUTES, JANUARY 2023 FINANCIAL STATEMENTS, JANARY 2023 BILLS FOR PAYMENT.**

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

   MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

   a. Office Move

      i. Lease Recommendation – R. Malinowski sent a summary of the lease revisions, attorney conversations and redline comments to the Executive Committee prior to the meeting for review.

   Shepard MOTIONED; Davis SECONDED to

   APPROVE THE LEASE FOR 100 TRI STATE INTERNATIONAL SUITE 122 AS PRESENTED AND AUTHORIZE PAYMENT OF THE SECURITY DEPOSIT, FIRST MONTH'S RENT AND BILL OF SALE.

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

   MOTION CARRIED BY ROLL CALL VOTE

   President Smith will sign the agreement after the meeting and thanked CCS for the work on this project.

      ii. Project Update – R. Malinowski reported that CCS will provide written notice to the current landlord and schedule a meeting with Tri State to discuss next steps and select finishes.

   b. New and Potential Members

      i. Warren-Newport Public Library – R. Malinowski reported that the library management team orientation was completed on January 9th and M. Landers has scheduled a project team orientation for this afternoon. CCS is still waiting for a quote from Innovative for a Labor Day go live.

      R. Malinowski reported that Innovative is currently transitioning the sales rep for CCS from Carrie Pearson to Dean Cooper.

      ii. Mount Prospect Public Library (MPPL) – Mount Prospect's membership will be effective November 2023. CCS will schedule kick-off meetings to start the onboarding process closer to the effective date.

      iii. Potential New Members – R. Malinowski is scheduled to meet with Waukegan Public Library this afternoon and has been in email communication with Vernon Area Public Library. Both libraries have made general inquiries about pricing but nothing formal at this time.

   c. EPAY Set up and Update – R. Malinowski reported that she is still waiting for Comprise to provide pricing for a 6-month renewal. Malinowski conducted an ePAY demonstration on February 1st and will provide an FAQ page based on questions received during the

demonstration. Malinowski reported it was determined that if a library chooses not to enable ePAY or another payment solution, their users will not be able to pay fines online on any PowerPAC interface unless they allow the CCS ePAY account to be enabled for them. All payments made by non-CCS patrons would be made to the CCS ePAY account, but CCS would not be able to determine which library the payment was from. CCS would recommend that all libraries use an eCommerce solution to provide the best service to their patrons. If a member chooses not to offer online payments, they would have the option to enable the CCS ePAY account in their PowerPAC or enable branch switching in PowerPAC with language that non-local patrons should navigate to their home library (or CCS Branch for non-CCS patrons) to complete fine payment. Malinowski reported that ePAY is ready for libraries that want to move forward and that CCS will coordinate a go live date and communicate with libraries.

d. Innovative Updates – D. Wischmeyer reported that there will be a non-optional server migration from the current AWS servers to new servers located in the Ex Libris environment by June. CCS is working with Innovative to compile a full checklist for libraries then will communicate details in CCS News. The training server migration is scheduled for Tuesday, March 7th and the production server migration is scheduled for Saturday, April 8th through Sunday, April 9th. CCS will work with Innovative to minimize the impact on libraries.

e. Approval of CCS Governing Board meeting schedule FY 23-24 – R. Malinowski proposed that Governing Board meetings be moved to the second month of each quarter rather than the first month. This change would improve some CCS processes, notably the budget. Moving the budget approval from April to May would allow for CCS to have final figures for OCLC and tax data and would still allow CCS to have a clear sense of any potential changes in CCS fees as early as March but would hopefully eliminate the need for any post-Governing Board updates.

Option 1: Move Governing Board to the second month of each quarter rather than the first.

Meeting	Date	Location
Executive Committee	July 12, 2023	Virtual
Governing Board	August 9, 2023	CCS
Executive Committee	September 13, 2023	Virtual
Executive Committee	October 11, 2023	Virtual
Governing Board	November 8, 2023	CCS
Executive Committee	December 13, 2023	Virtual
Executive Committee	January 10, 2024	Virtual
Governing Board	February 14, 2024	CCS
Executive Committee	March 13, 2024	Virtual
Executive Committee	April 10, 2024	Virtual
Governing Board	May 8, 2024	CCS
Executive Committee	June 12, 2024	Virtual

Option 2 – Keep meeting months as they are.

Meeting	Date	Location
Governing Board	July 12, 2023	CCS
Executive Committee	August 9, 2023	Virtual
Executive Committee	September 13, 2023	Virtual
Governing Board	October 11, 2023	CCS
Executive Committee	November 8, 2023	Virtual
Executive Committee	December 13, 2023	Virtual
Governing Board	January 10, 2024	CCS
Executive Committee	February 14, 2024	Virtual
Executive Committee	March 13, 2024	Virtual
Governing Board	April 10, 2024	CCS
Executive Committee	May 8, 2024	Virtual
Executive Committee	June 12, 2024	Virtual

Dilger MOTIONED; Davis SECONDED to

APPROVE OPTION 1 AS THE GOVERNANCE MEETING CALEDAR FOR FY 2024.

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

MOTION CARRIED BY ROLL CALL VOTE

7. REPORTS

   a. President
      i. End of State COVID-19 Disaster Proclamation – President Smith reported that Governing Board will resume in-person meetings at the CCS office with the start of FY 23-24. R. Malinowski included with the meeting materials the current Meeting Transparency Practices as previously approved by the Governing Board. After a discussion the Executive Committee agreed with the current meeting transparency practices that included virtual meetings for the Executive Committee and governance committees and in-person meetings for Governing Board. CCS continues to work to be as transparent and accessible as possible.

   b. Secretary – No report.

   c. Treasurer – L. Rosenthal reported that the Budget and Finance Committee met on January 18 to review the draft budget and will next meet on March 10. Currently CCS does not project an increase in member fees. Drafted minutes were included in the packet.

   d. Committees and Groups – Meeting summaries were included in the packet. There were no additional questions from the Executive Committee.

e. Executive Director – Report was included in the packet. There were no additional questions from the Executive Committee.

8. ADJOURNMENT

President Smith adjourned the meeting at 10:37 A.M

Respectfully submitted,
Diane McNulty, Secretary