



**MINUTES
CCS EXECUTIVE COMMITTEE
VIRTUAL LOCATION**

WEDNESDAY, March 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 10:00 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

McNulty MOTIONED; Leffler SECONDED to

**APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING FEBRUARY 3,
2023 MEETING MINUTES, FEBRUARY 2023 FINANCIAL STATEMENTS AND
FEBRUARY 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. Project Update – Project update was included in the packet. R. Malinowski reported that Bradford Allen has hired Kent Consulting as the engineering consultant on the CCS office build-out. Malinowski disclosed that her brother works for this engineering firm, but CCS does not have control over who works on the project. Malinowski also notified the auditor of the situation. President Smith thanked Malinowski for disclosing this to the Executive Committee. The Executive Committee did not express any concern. B. Stoneburner reported that the project is on track for an estimated move date of June 7th. R. Malinowski confirmed that the April Governing Board meeting will be remote and that the August Governing Board meeting is scheduled to be held in-person at the CCS office.

b. New and Potential Members

- i. Warren-Newport Public Library – A project status was included in the packet. There were no additional updates and no questions from the Executive Committee.
 - ii. Mount Prospect Public Library (MPPL) – A project status was included in the packet. There were no additional updates and no questions from the Executive Committee.
 - iii. Potential New Members – R. Malinowski reported that the Waukegan Public Library is not an OCLC member and is currently using SkyRiver. R. Barth and R. Fischer are working on bibs report for the library. CCS has requested a quote from the state for Waukegan to join OCLC. This is the first potential member that has not been an OCLC subscriber.
- c. EPAY Set up and Update – R. Malinowski reported that CCS received the first payment from a non-CCS patron through PowerPAC this week. ePAY is now live at seven libraries and enrollment and/or setup is currently in progress for additional libraries. CCS will continue to work with members to configure, test and enable ePAY in PowerPAC.
 - d. Innovative Updates – D. Wischmeyer reported that there has been a change to the Innovative response times on system issues and CCS expects to see an increase in resolution time up to thirty minutes. Innovative staff from both the support and development teams will be pulled in to review system issues as they are occurring. Innovative anticipates this will entail a longer resolution time to restart services but will help speed up the investigation process towards a permanent resolution.

Wischmeyer reported that Innovative will be completing the training server migration today. The production server migration is still scheduled for April 8th-9th. A library task list was shared in CCS News and in the Executive Committee packet.



7. REPORTS

- a. President – No report.
- b. Secretary – No report.
- c. Treasurer – L. Rosenthal reported that the Budget and Finance Committee will meet on March 10th to review the budget.
- d. Committees and Groups – Meeting summaries were included in the packet. There were no questions from the Executive Committee.
- e. Executive Director – Report was included in the packet. There were no questions from the Executive Committee. R. Malinowski thanked D. Wischmeyer for completing the Executive Committee packet in her absence.

8. ADJOURNMENT

President Smith adjourned the meeting at 10:17 A.M

Respectfully submitted,
Diane McNulty, Secretary