



**MINUTES
CCS EXECUTIVE COMMITTEE
VIRTUAL LOCATION**

WEDNESDAY, May 10, 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; B. Stoneburner, CCS

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Shepard MOVED; Rosenthal SECONDED to

**APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING MARCH 8, 2023,
MEETING MINUTES, APRIL 2023 FINANCIAL STATEMENTS AND APRIL 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 and calendar were included in the packet. CCS has selected a mover and the office is scheduled to move on June 7th. All remaining surplus items will be recycled/disposed of after the move.

b. New and Potential Members

- i. Warren-Newport Public Library – A project status was included in the packet.
- ii. Mount Prospect Public Library (MPPL) – A project status was included in the packet. R. Malinowski reported that CCS is still waiting for updated pricing from Innovative as the services quote was higher than anticipated.
- iii. Potential New Members – R. Malinowski reported that R. Livergood will attend the Waukegan board meeting in June to discuss Warren-Newport's experience joining CCS then Malinowski will attend the July board meeting. CCS received a quote from OCLC for Waukegan. CCS continues to work on negotiations with OCLC for Waukegan and repricing for all CCS members. Malinowski reported that member libraries should not see a big change in OCLC costs with the addition of these new libraries but that the Budget and Finance Committee did add to the uses for Development Fund list the option to use Development funds to help balance out OCLC costs if a joining member throws costs off for member libraries.

c. Innovative Updates

- i. System Performance Progress – R. Malinowski included a system performance update in the packet. CCS met with the Polaris product manager on May 9 and received timeline updates. eContent syncing is planned to be fixed by the end of the month. This fix should make Access 360 and Overdrive more efficient.

Malinowski reported that the Item Qualification Index was disabled two weeks ago and will probably remain disabled until the 7.5 release planned for December. CCS notified member libraries that this would be disabled and asked that libraries let her know of any concerns with keeping this disabled until 7.5.

- ii. Text Message Notices – R. Malinowski reported that T-Mobile and Sprint will not support the technology Innovative uses for notices. Malinowski asked the Executive Committee what the perceived importance of text messages is. After a discussion, the Executive Committee agreed that text messages are essential and used more than email. Malinowski will move forward to determine the next steps and research third party providers. CCS will include an update in this week's newsletter and assist libraries with how to communicate current issues to library users.



7. BIENNIAL REVIEW OF CLOSED SESSION MINUTES AND RECORDINGS AND ANNUAL REVIEW OF THE EXECUTIVE DIRECTOR –

President Smith reported that she was not ready to discuss the evaluation of the Executive Director but would be in touch with further details.

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

Dilger MOVED; Davis SECONDED to

DESTROY THE VERBATIM RECORDINGS OF THE CLOSED SESSION MEETING FROM AUGUST 11, 2021, AND NOVEMBER 10, 2021.

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

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

8. REPORTS

- a. President – President Smith thanked J. Dilger for leading the April Governing Board meeting on her behalf and reported that the June Executive Committee meeting would be cancelled due to the scheduled CCS office move. Smith will have the next steps in place for R. Malinowski's review at the July Executive Committee meeting. The review will be conducted by Smith, J. Dilger and L. Rosenthal as remaining members of the Executive Committee. Smith thanked S. Davis and D. McNulty for their service to CCS and the Executive Committee.
- b. Secretary – No report.
- c. Treasurer – No report.
- d. Committees and Groups – Meeting summaries were included in the packet. There were no additional updates or questions from the Executive Committee.
- e. Executive Director – Report was included in the packet. R. Malinowski thanked S. Davis for serving on the Executive Committee and insight. J. Dilger asked if there were any instructions to directors attending ALA on questions or talking points to Innovative and other vendors. R Malinowski will compile notes and send them to libadmin.



S. Davis stated that he would be available through June and thanked R. Malinowski and the CCS staff for their ongoing support of the member libraries.

D. McNulty stated she would be available through September.

9. ADJOURNMENT

President Smith adjourned the meeting at 10:32 A.M

Respectfully submitted,
Diane McNulty, Secretary