



**MINUTES
CCS GOVERNING BOARD
VIRTUAL LOCATION**

WEDNESDAY, April 12, 2023

The Governing Board 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-Elect Dilger at 10:01 A.M.

2. ROLL CALL

Algonquin	S. Murray	Lake Villa	M. Jacobsen
Cary	D. McNulty	Lincolnwood	C. Melone (alternate)
Crystal Lake	B. Fyolek	McHenry	L. Jakacki
Des Plaines	J. Bonell	Morton Grove	P. Leffler
Ela	L. Rosenthal	Niles-Maine	C. Rademacher
Evanston	H. Norborg	Northbrook	K. Hall
Fox River Valley	A. Dodson	Palatine	J. Dilger
Fremont	S. Davis	Park Ridge	J. Bertucci
Glencoe	A. Kim	Prospect Heights	S. Wolf (alternate)
Glenview	L. Dorfman	Round Lake	J. DiDonato
Grayslake	T. Longo	Warren-Newport	R. Livergood
Highland Park	H. Smith	Wilmette	A. Auston
Huntley	F. Novak	Winnetka	C. Volny (alternate)
Indian Trails	B. Shepard	Zion	Absent
Lake Forest	Absent		

Also present: R. Malinowski, CCS; D. Wischmeyer, CCS; B. Stoneburner, CCS

Absent: Lake Forest, Zion

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None



5. CONSENT AGENDA

Hall MOVED; Rosenthal SECONDED to

APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING APPROVAL OF THE JANUARY 11, 2023 MEETING MINUTES, MARCH 2023 FINANCIAL STATEMENTS, MARCH 2023 BILLS FOR PAYMENT, APPROVAL OF REVISIONS TO FISCAL ACCOUNTABILITY POLICY AND APPROVAL OF THE FY 2023-2024 EXECUTIVE COMMITTEE AND GOVERNING BOARD MEETING SCHEDULE.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Warren-Newport, Wilmette, Winnetka

Nays: None

Absent: Lake Forest, Zion-Benton

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

- a. Recommendation from Budget and Finance Committee regarding FY 23-24 Budget – R. Malinowski issued the budget materials to the Governing Board for review prior to the meeting. L Rosenthal reported that member fees should be flat. There were no questions from the Governing Board.

Murray MOVED to

APPROVE THE FY2023-2024 BUDGET AND TOTAL BILLINGS AS RECOMMENDED BY THE BUDGET AND FINANCE COMMITTEE FOR APPROVAL.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Warren-Newport, Wilmette, Winnetka

Nays: None

Absent: Lake Forest, Zion-Benton

MOTION CARRIED BY ROLL CALL VOTE

- b. Recommendation from Nominating Committee regarding FY 23-24 Elections - The slate of candidates recommended by the Nominating Committee was emailed to the Governing Board prior to the meeting. The Nominating Committee consisted of P. Leffler as chair, D. McNulty and B. Shepard. B. Fyolek offered to fill the two-year term as Member-at Large. M. Dombrowski will serve one year as Member-at-Large to complete



S. Davis's term. President-Elect Dilger asked if there were any nominations from the floor. There were none.

Leffler MOVED to

APPROVE THE SLATE OF CANDIDATES FOR FY2023-2024 AS RECOMMENDED BY THE NOMINATING COMMITTEE INCLUDING JOANNA BERTUCCI AS PRESIDENT—ELECT, LINDSEY DORFMAN AS SECRETARY, MONICA DOMBROWSKI AS MEMBER-AT LARGE AND BECKY FYOLEK AS MEMBER-AT LARGE.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Warren-Newport, Wilmette, Winnetka

Nays: None

Absent: Lake Forest, Zion-Benton

c. New and Potential Members

- i. Warren-Newport Public Library – R. Malinowski included a progress report in the packet. There were no additional questions from the Governing Board.
 - ii. Mount Prospect Public Library - R. Malinowski included a progress report in the packet. There were no additional questions from the Governing Board.
 - iii. Waukegan Public Library - R. Malinowski reported that she has continued to be in contact with the director T. Verzani, and at this time the library is still interested in moving forward with CCS membership. The timeline has not been finalized. Malinowski reported that the Budget and Finance Committee discussed the potential use for the Development Fund to offset OCLC costs for new members. Waukegan is not currently an OCLC member. If Waukegan decides to move forward, then Malinowski would anticipate an application for Governing Board approval potentially in November. R. Livergood offered to speak with the Waukegan board about the benefits of CCS.
- d. Office Move Project Update – R. Malinowski and B. Stoneburner reported that CCS is on track to move into the new office in early June. The new office rent, operating costs and square footage will be less than at the current office. The Governing Board will meet in person at the new office in August and the technical groups have begun scheduling some in-person meetings.
- e. Ecommerce Updates – R. Malinowski reported that those libraries enrolled in ePay should receive emails from SecureTrust regarding PCI compliance. If libraries enrolled in ePay have not received, Malinowski asked that libraries please follow up with the State Treasurer's office. CCS will also complete PCI compliance as they are now collecting



credit card payments for ePay. Libraries who move to ePay or another solution will need to cancel the current processor, which is TSYS for most libraries.

- f. Innovative Updates - D. Wischmeyer reported that the production server migration was completed over the weekend. Innovative moved Polaris servers from AWS to new servers in the Clarivate environment. As of today, most major connectivity issues have been resolved. CCS is still working with libraries on one-off problems and will update any remaining issues in Friday's newsletter. Thank you to libraries and the IT group for their help.

D. Wischmeyer reported that there have not been as many performance issues over the last month. Innovative is now better prepared with support engineers and development staff to address issues as they occur. CCS continues to meet weekly with Innovative support until issues are resolved. CCS is hopeful that the server migration to the Clarivate environment will help.

7. REPORTS

- a. President – No report.
- b. Secretary – No report.
- c. Treasurer – No report.
- d. Committees and Groups – Summaries were included in the packet. There were no additional questions.
- e. Executive Director – Report was included in the packet. R. Malinowski reported that R. Fischer is currently working on technical services workflow analysis and OCLC alternatives investigation. One option might be to move to another platform outside of OCLC. CCS has been meeting with OCLC about pricing and has requested that OCLC do a full pricing review of all CCS members. CCS will share the report with the Governing Board at a future date.

A question was raised regarding the Member Services training statistics page. R. Malinowski reported that the training statistics page was assembled by M. Fujiura-Landers and included three months of stats from Q4 2022. The Governing Board agreed it was helpful to see the statistics.

8. ADJOURNMENT

President-Elect Dilger adjourned the meeting at 10:41 A.M.

Respectfully submitted,
Diane McNulty, Secretary