# IT Technical Group Minutes

September 19, 2023

Zoom

## Call to Order

Mark Swenson called the meeting to order at ~9:33 am.

## Roll Call

Attended the zoom meeting.

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| Algonquin Area Public Library District | Erin Maiero |
| Cary Area Public Library District | Linda Conn |
| Crystal Lake Public Library | Sonya Jimenez |
| Des Plaines Public Library | John Lavalie |
| Ela Area Public Library District |  |
| Evanston Public Library | Tyler Works |
| Fox River Valley Public Library District | Erin Pastes |
| Fremont Public Library District |  |
| Glencoe Public Library | Justin Franklin |
| Glenview Public Library | Michael Drozdowski |
| Grayslake Area Public Library |  |
| Highland Park Public Library |  |
| Huntley Area Public Library | Kevin Stinger |
| Indian Trails Public Library District |  |
| Lake Forest Library |  |
| Lake Villa Public Library District |  |
| Lincolnwood Public Library District |  |
| McHenry Public Library District | Kevin Krewer |
| Morton Grove Public Library District |  |
| Niles-Maine District Library | Richard Wozniczka |
| Northbrook Public Library |  |
| Palatine Public Library |  |
| Park Ridge Public Library | Tim Brzny |
| Prospect Heights Public Library District |  |
| Round Lake Area Public Library District |  |
| Warren-Newport Public Library | Smruti Savarkar |
| Wilmette Public Library District | Christine Hightower, Michael Pocrnich |
| Winnetka-Northfield Public Library | Mark Swenson |
| Zion-Benton Public Library District |  |
| CCS | Rebecca Malinowski |

## Acceptance of previous minutes

Minutes were accepted by unanimous consent.

## Reports of CCS Staff

* IT Manager Marcin Urbanski is on leave indefinitely.
	+ CCS staff will pick up all Polaris related and member-facing responsibilities
	+ CCS will work with an external contractor on non-Polaris office network and hardware
* Polaris has been upgraded to 7.4
* Warren-Newport is now live

## Old Business

* No old business at this time

## New Business

* IT Onboarding Advice
	+ two new libraries joining next year
	+ discussed topics to include in CCS training for IT during library onboarding and new manager training.
* CCS Offline mode
* Training available at ccslib.org/training/polaris-offline-in-the-client
* browser based offline tool for leap.
* Discussed Credit Card Processors - Warren-Newport has been using, some and several other libraries are using Comprise, most transitioning to epay.
* WNPL asked about sticky back receipt printers. Models used by other libraries are Epson L90, Citizen, Epson TM88IV Sticky.
	+ Citizen seems to be the only ones available. WNPL uses Star but they have been difficult to find
* Discussion on POTS line replacements and elevator phone lines.
* Polaris 7.4 MFA support.
	+ CCS says not for us right now - will send additional information out. Does not seem to work with CCS’s hosted environment.

## Next Meeting Time

The next CCS meeting will be on December 19, 2023 @ 9:30am via zoom.

## Adjournment

Motion to adjourn was made and seconded. Motion passed unanimously @ 10:41am.

Submitted by Kevin Krewer