



**MINUTES
CCS EXECUTIVE COMMITTEE
VIRTUAL LOCATION**

WEDNESDAY, July 12, 2023

REMOTE PARTICIPATION

1. CALL TO ORDER

The meeting was called to order by President Dilger at 10:02 A.M.

2. ROLL CALL

J. Bertucci	Park Ridge	B. Fyolek	Crystal Lake
J. Dilger	Palatine	H. Smith	Highland Park
M. Dombrowski	Winnetka		

Absent: L. Dorfman, L. Rosenthal

Also present: S. Litko, Lauterbach & Amen; R. Malinowski, CCS; D. Wischmeyer, CCS; B. Stoneburner, CCS

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. EXECUTIVE COMMITTEE ORIENTATION – R. Malinowski issued the Executive Committee orientation documentation prior to the meeting. Malinowski reported that the Executive Committee receives a board report monthly, which is a condensed version of the monthly financials, but that the full financials are available for review upon request. There were no questions from the Executive Committee regarding financials.

S. Litko left the meeting at 10:05 A.M.

Malinowski reviewed the section of the Executive Committee orientation document including Meetings, agenda order and committee responsibilities. Malinowski reported that a link to the Fiscal Accountability Policy was included in the document.

6. CONSENT AGENDA

Smith MOVED; Dombrowski SECONDED to



APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING MAY 10, 2023, MEETING MINUTES, MAY 2023 FINANCIAL STATEMENTS, MAY 2023 BILLS FOR PAYMENT, JUNE 2023 FINANCIAL STATEMENTS AND JUNE 2023 BILLS FOR PAYMENT.

Ayes: Bertucci, Dilger, Dombrowski, Fyolek, Smith

Nays: None

Absent: Dorfman, Rosenthal

MOTION PASSED BY ROLL CALL VOTE

7. BUSINESS

a. Innovative Updates

- i. System Performance Progress – A summary of issues were included in the packet. D. Wischmeyer reported that the only unresolved issue is slowness in the MARC import queue. The manual work that Innovative is doing to temporarily fix the problem has reduced the impact to catalogers. There were no additional questions from the Executive Committee.
- ii. Alternate Text Message Service – R. Malinowski reported that as previously communicated, the Innovative text message notice service uses an outdated method of delivery, and they have no plans to update their service. CCS has requested and received a \$7000 credit to offset the cost of implementing an outside service. CCS is recommending to contract with MessageBee for text message notices. SWAN and Pinnacle both currently use MessageBee. Malinowski is waiting for contract documents to determine if the recommendation would be to contract for one year or three years. Malinowski reported that the overall budget has room for this spend. Pricing was included in the packet. Malinowski reported that the implementation timeline would be approximately one-two months.

Bertucci MOVED; Fyolek SECONDED to

AUTHORIZE CCS TO IMPLEMENT MESSAGEBEE AT A COST NOT TO EXCEED \$10,000 FOR YEAR ONE.

Ayes: Bertucci, Dilger, Dombrowski, Fyolek, Smith

Nays: None

Absent: Dorfman, Rosenthal

MOTION PASSED BY ROLL CALL VOTE

- iii. Patron Purge Criteria – R. Malinowski reported that Glenview has requested that CCS revisit patron purge criteria as Glenview staff have encountered several patrons whose only activity during a three-year period is renewing their card and are therefore purged. The current patron purge criteria and potential options to



change the criteria were included in the meeting packet. Malinowski reported that CCS is looking for guidance from the Executive Committee. After a lengthy discussion the Executive Committee agreed that it would be helpful to get feedback from the Circ group and survey library staff to get a better understanding of how broad the issue is, then hear from the CCS team to determine if better to have an across-the-board solution or instead have a solution for libraries that wish to opt-in.

- iv. Manual Item Recovery – D. Wischmeyer reported that some CCS libraries manually reach out to patrons with Lost items to encourage item recovery in addition to the Polaris automatic bill notice at 45 days overdue. At this time, there are no system-wide guidelines around manual item recovery. The Circulation/ILL Advisory Group discussed manual item recovery efforts at their June meeting with the consensus that it would be beneficial to have guidelines for those libraries that wish to send additional notices during manual item recovery. After a discussion, the Executive Committee agreed that guidelines would be helpful for libraries that wish to send additional notices regarding lost items and that libraries should only contact their patrons, not patrons from other libraries. CCS will work on drafting guidelines.

b. New and Potential Members

- i. Warren-Newport Project – A project status report was included in the packet.
- ii. Mt. Prospect Public Library – Library add documents between CCS and Innovative are complete. CCS has requested the library go-live with Innovative on October 1, 2024, and is waiting for schedule confirmation.
- iii. Potential New Members – R. Malinowski reported that the Waukegan Public Library Board vote will be in August, not July. If the library votes to join CCS, then the goal would be to join with Mt. Prospect.

- c. Office Move – A project status report was included in the packet. CCS is currently working to finalize AT&T and utilities billings at the two offices.

8. REPORTS

- a. President – President Dilger thanked H. Smith for serving as president last fiscal year.
 - i. August Governing Board Meeting – The Long Range Planning Committee project ideas will go to the August Governing Board. Recommended projects include considering Find More Illinois and move to ACH payments. Patron purge will also be on the agenda.
 - ii. Governance Committees – President Dilger has reviewed the FY 23-24 Governance Committee appointments and the list was sent to the Executive Committee prior to the meeting.



- b. Secretary – L. Dorfman was absent from the meeting. No report. B. Stoneburner will send the drafted minutes to President Dilger for review.
- c. Treasurer – L. Rosenthal was absent from the meeting. 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. There were no additional updates or questions from the Executive Committee.

9. ADJOURNMENT

President Dilger adjourned the meeting at 10:56 A.M.

Respectfully submitted,
Jeannie Dilger, Acting Secretary