



**MINUTES  
CCS EXECUTIVE COMMITTEE  
VIRTUAL LOCATION**

**WEDNESDAY, September 13, 2023**

**REMOTE PARTICIPATION**

1. CALL TO ORDER

The meeting was called to order by President Dilger at 10:03 A.M.

2. ROLL CALL

J. Bertucci	Park Ridge	B. Fyolek	Crystal Lake
J. Dilger	Palatine	L. Rosenthal	Ela
M. Dombrowski	Winnetka	H. Smith	Highland Park
L. Dorfman	Glenview		

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

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Smith MOVED; Bertucci SECONDED to

**APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING JULY12, 2023,  
MEETING MINUTES, AUGUST 2023 FINANCIAL STATEMENTS, AUGUST 2023  
BILLS FOR PAYMENT AND UPDATED ICN MASTER SERVICES AGREEMENT.**

Ayes: Bertucci, Dilger, Dombrowski, Dorfman, Fyolek, Rosenthal, Smith

Nays: None

MOTION PASSED BY ROLL CALL VOTE

6. ADJOURN TO CLOSED SESSION



*Pursuant to 5 ILCS 120/2 C (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.*

Bertucci MOVED; Dombrowski SECONDED to

**MOVE INTO ADJOURN TO CLOSED SESSION AT 10:07 A.M. AS PURSUANT TO 5 ILCS 120/2 C (1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY.**

Ayes: Bertucci, Dilger, Dombrowski, Dorfman, Fyolek, Rosenthal, Smith

Nays: None

MOTION PASSED BY ROLL CALL VOTE

7. RECONVENE OPEN SESSION

The Executive Committee returned to open session at 10:21 A.M. to make determination about the Executive Director review.

Roll Call was taken.

J. Bertucci	Park Ridge	B. Fyolek	Crystal Lake
J. Dilger	Palatine	L. Rosenthal	Ela
M. Dombrowski	Winnetka	H. Smith	Highland Park
L. Dorfman	Glenview		

Smith MOVED; Dombrowski SECONDED to

**APPROVE THE EXECUTIVE DIRECTOR EVALUATION AND SALARY RECOMMENDATION OF \$127,500 EFFECTIVE DECEMBER 1, 2022.**

Ayes: Bertucci, Dilger, Dombrowski, Dorfman, Fyolek, Rosenthal, Smith

Nays: None

MOTION PASSED BY ROLL CALL VOTE

H. Smith left the meeting at 10:23 A.M.



## 8. BUSINESS

- a. Approve agreements with Outsource Solutions Group – R. Malinowski reported that due to unexpected staff leave, CCS reached out to three IT support firms to quote on managing CCS office network and hardware. Malinowski summarized the service levels presented by Outsource Solutions Group (OSG). Statements of work and the detailed network assessment conducted by OSG were included in the packet. Malinowski reported that CCS staff will continue to complete Polaris work and interact with library staff. Malinowski reported that CCS would be underbudget in Personnel for the fiscal year but over in Maintenance agreements and should not affect the overall budget.

Rosenthal MOVED; Fyolek SECONDED to

**TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENTS WITH OUTSOURCE SOLUTIONS GROUP (OSG) FOR THE NETWORK CARE SECURE MANAGED SERVICES AGREEMENT AT A FEE OF \$600 PER MONTH PLUS 100 HOURS OF ADDITIONAL SERVICE FOR A TOTAL OF \$14,500.**

Ayes: Bertucci, Dilger, Dombrowski, Dorfman, Fyolek, Rosenthal

Nays: None

Absent: Smith

MOTION PASSED BY ROLL CALL VOTE

- b. New and Potential Members
  - i. Recommendation on Waukegan Public Library Membership – R. Malinowski reported that the Waukegan Board has voted to authorize the CCS IGA and accept the CCS Bylaws. Included in the packet was the library's membership application. Waukegan would go live with Mt. Prospect. Waukegan is not currently an OCLC member. Malinowski reported that OCLC costs would not decrease for libraries with the addition of Waukegan but that any increase should be offset by the addition of Mt. Prospect. Malinowski anticipates an overall increase in member fees, but libraries will not see an increase as it will be divided amongst additional members.

Dilger MOVED; Bertucci SECONDED to

**RECOMMEND TO GOVERNING BOARD TO APPROVE WAUKEGAN PUBLIC LIBRARY AS A MEMBER OF CCS.**

Ayes: Bertucci, Dilger, Dombrowski, Dorfman, Fyolek, Rosenthal

Nays: None

Absent: Smith

MOTION PASSED BY ROLL CALL VOTE



- ii. Warren-Newport Project – D. Wischmeyer reported that Warren-Newport went live last week. CCS staff is supporting Warren-Newport post go-live and database clean-up tasks which will take a few additional weeks. R. Malinowski reported that CCS staff has improved the process to reduce the time spent on database clean-up.
  - iii. Mt. Prospect Public Library – R. Malinowski reported that library staff are sending tickets and working on clean-up. Anticipate will start attending meetings as membership becomes effective in November.
  - iv. Potential New Members – R. Malinowski reported that Cook Memorial explored membership but would probably not seek to join CCS at this time. Vernon Area Public Library might be more interested in joining at some point but probably not in the very near future.
- c. Innovative Updates
- i. System Performance Progress – D. Wischmeyer reported that system performance has been very smooth even with the addition of Warren-Newport. CCS started e-content migration in advance of go-live which helped.
  - ii. Alternate Text Message Service – D. Wischmeyer reported that text notices have been transferred to Unique Management’s Message Bee service. CCS is leading training for library staff on the new service.

## 9. REPORTS

- a. President – President Dilger reported that this was the last Executive Committee meeting for Lauren Rosenthal and thanked her for her service to CCS. H. Smith and M. Dombrowski are working on filling the Treasurer vacancy for a vote at the November Governing Board.
- b. Secretary – No report.
- c. Treasurer – No report.
- d. Committees and Groups – Summaries were included in the packet. R. Malinowski reported that R. Fischer and K. Weiss will be leading an activity at the November CAMM meeting to look at the cataloging processes in LEAP to help identify things that are good, opportunities or bad. Warren-Newport was largely trained on LEAP for technical services and will be using LEAP for most technical services processes, which is an option for libraries, as is the staff client.
- e. Executive Director – No additional report. No questions from the Executive Committee.



10. ADJOURNMENT

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

Respectfully submitted,  
Lindsey Dorfman, Secretary