



**MINUTES  
CCS GOVERNING BOARD  
200 Tri State International Drive  
Lincolnshire, IL 60069**

**WEDNESDAY, August 9, 2023**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Algonquin	S. Murray	Lake Villa	T. Caldara (alternate)
Cary	D. McNulty	Lincolnwood	S. Lempke
Crystal Lake	B. Fyolek	McHenry	L. Jakacki
Des Plaines	J. Bonell	Morton Grove	P. Leffler
Ela	L. Rosenthal	Niles-Maine	V. Luz (alternate)
Evanston	H. Norborg	Northbrook	K. Hall
Fox River Valley	A. Dodson (arrived 10:12)	Palatine	J. Dilger
Fremont	B. Ingram (arrived 10:10)	Park Ridge	J. Bertucci
Glencoe	B. Halcli (alternate)	Prospect Heights	A. Todd (arrive 10:10)
Glenview	L. Dorfman	Round Lake	Absent
Grayslake	J. Davis (alternate)	Warren-Newport	R. Livergood
Highland Park	H. Smith	Wilmette	A. Auston
Huntley	L. Steffensen (alternate)	Winnetka	C. Volny (alternate)
Indian Trails	B. Shepard	Zion	R. Smith
Lake Forest	I. Laxminarayan		

Also present: R. Malinowski, CCS; D. Wischmeyer, CCS; B. Stoneburner, CCS; R. Fischer, CCS  
Absent: Evanston, Round Lake

President Dilger welcomed Ishwar Laxminarayan, new director of Lake Forest Library and welcomed back Susan Lempke, new director at Lincolnwood Public Library. Dilger also welcomed all alternates in attendance and asked the alternates to introduce themselves.

**3. ADDITIONS TO THE AGENDA**

None.



4. PUBLIC COMMENT  
None.

5. CONSENT AGENDA

Shepard MOVED; Livergood SECONDED to

**APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING APPROVAL OF THE APRIL 12, 2023 MEETING MINUTES, JULY 2023 FINANCIAL STATEMENTS, AND JULY 2023 BILLS FOR PAYMENT.**

MOTION CARRIED BY VOICE VOTE

6. BUSINESS

- a. Introduction to Find More Illinois Investigation – D. Wischmeyer introduced Find More Illinois and included a presentation in the meeting packet. CCS is recommending investigating consortia membership in Find More Illinois as part of the FY 2023-2024 Strategic Directions. Membership would reduce dependency on OCLC services for long-term costs. After a discussion there was agreement by the Governing Board that it would be helpful for CCS to investigate Find More Illinois. CCS will research further and bring the findings to the Governing Board in November.

A. Todd and B. Ingram arrived at 10:10 AM.

A. Dodson arrived at 10:12 A.M.

- b. Recommendations from Long Range Planning Committee – R. Malinowski reported that the Long Range Planning Committee met in June to review and determine the FY 2023-2024 strategic directions and goals. The recommended list was included in the packet.

Fyolek MOVED, Leffler SECONDED to

**ACCEPT THE RECOMMENDATION FROM LONG RANGE PLANNING COMMITTEE TO APPROVE THE FY 2023-2024 STRATEGIC DIRECTIONS AND GOALS.**

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

Nays: None

Absent: Evanston, Round Lake

MOTION CARRIED BY ROLL CALL VOTE

A question was raised regarding AI implications. R. Malinowski reported that CCS staff have done some introductory continuing education components and are aware of the trend but do not have



any specific projects on the horizon. CCS will continue to investigate over the course of the year through continued education and independent learning.

c. Innovative Updates

- i. Alternate Text Message Service – R. Malinowski stated that as previously reported, the Innovative text message notice services are outdated, and they currently have no plans to update their service. The Executive Committee approved a contract for CCS to implement MessageBee from Unique Management. CCS is currently working on this implementation with a plan to go live later this month. K. Weiss is heading the project for CCS. The impact to library staff should be minimal.
- ii. Patron Purge Issues – R. Malinowski reported that Glenview requested CCS revisit patron purge criteria to include expiration date. Not all libraries use expiration dates or have very long expiration periods. The Executive Committee directed CCS to gather additional information from circulation staff on frequency of the problem, understand investment of staff time needed to build alternate renewal tool with API and see if other consortia have similar issues. CCS is requesting guidance from the Governing Board in the form of either an action updating the existing policy or direction to pursue one or more alternate solutions as outlined in packet.

There was a lengthy discussion about the impact a policy change might have and whether it made sense to make a change if impacting a small number of patrons. The Governing Board also discussed the option to make the change to improve patron experience for those affected as well as allowing libraries to opt-in. If the policy were to change libraries would have the option to include an expiration date for their patrons.

Dorfman MOVED, Ingram SECONDED to

**AMEND THE EXISTING PATRON DATABASE MAINTENANCE POLICY TO INCLUDE EXPIRATION DATE AS FOLLOWS:**

**CCS WILL REMOVE PATRONS FROM THE CCS DATABASE THAT MEET THE FOLLOWING CRITERIA:**

- **HAVE BEEN INACTIVE FOR AT LEAST THREE YEARS**
- **HAVE ACCUMULATED LESS THAN \$15.00 IN FINES, REGARDLESS OF LIBRARY OWED**
- **HAVE NOT BEEN SENT TO A COLLECTIONS AGENCY, AND**
- **DO NOT CURRENTLY HAVE ITEMS CHECKED OUT OR LOST.**

Libraries may opt-in in writing to include the additional criterion: Patron account is expired. This database maintenance will take place monthly, and libraries will receive notification of patrons removed from the database.



Ayes: Des Plaines, Fremont, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lincolnwood, McHenry, Niles-Maine, Wilmette, Winnetka, Zion-Benton

Nays: Cary, Crystal Lake, Elmhurst, Lake Forest, Morton Grove, Northbrook, Palatine, Park Ridge, Prospect Heights

Abstain: Algonquin, Fox River Valley, Glencoe, Lake Villa, Warren-Newport

Absent: Evanston, Round Lake

#### MOTION CARRIED BY ROLL CALL VOTE

- iii. System Performance Issues – D. Wischmeyer reported that Innovative applied a patch to the system in May which resolved several issues with eContent synchronization. CCS continues to work with Innovative to resolve issues related to items qualification index, import queue slowness and search suggestions.
- iv. Polaris 7.4 Upgrade – D. Wischmeyer reported that Polaris production upgraded overnight on August 7<sup>th</sup> and that as of today no major issues have been reported.
- d. New and Potential Members
  - i. Warren-Newport Public Library – R. Malinowski reported that library training is wrapping up and the go-live schedule has been shared. CCS libraries will be offline for a time during the go-live and off-line documentation has been shared. R. Livergood reported that he is excited for his library to go live.
  - ii. Mount Prospect Public Library – R. Malinowski finished contracting paperwork with Innovative and plans to go live October 1, 2024. CCS will start administrative onboarding in October and the library will begin coming to meetings in November and pay into the Development Fund.
  - iii. Waukegan Public Library – R. Malinowski attended the Waukegan Public Library Board meeting in July to speak about CCS. A vote from the library board is anticipated in August and their membership will be addressed by the Governing Board in November.

R. Malinowski reported that CCS has been meeting with Innovative regarding new member pricing. Innovative had added additional fees for new members but CCS has been able to renegotiate new member pricing that will be in place through the current contract that expires in 2026. Warren-Newport was impacted by these price increases, but CCS took on more system configuration work to mitigate these costs and will continue to do so for new members. This will help standardize the new member library quote process and onboarding process.
- e. Comprise Contract Expiration – The CCS contract with Comprise will expire on October 15, 2023. All libraries will need to make alternate arrangements for online payments and have them in place prior to October 15 to ensure continuity of service. A list of libraries that are live or testing ePay as of August 4<sup>th</sup> was included in the packet along with options to move forward. CCS will follow up with any libraries planning to stay with



Comprise to change their configuration so their workflow matches other libraries and will not affect pricing or external services.

- f. Office Move Project Update – Project status was included in the packet. The CCS office has officially moved and continues to work on a few outstanding items related to the move. CCS is excited to be able to bring library staff in for in-person meetings and training.

## 7. REPORTS

- a. President – President Dilger reported that the Executive Director review for R. Malinowski is underway and will go to the Executive Committee for approval in September. Dilger and Malinowski will set goals for the next fiscal year. Dilger also reported that C. Rademacher will be retiring as Executive Director of Niles-Maine District Library in August. Dilger thanked D. McNulty for her years of service to CCS as she plans to retire from the Cary Area Public Library effective October 6th.
- b. Secretary – No report.
- c. Treasurer – L. Rosenthal thanked CCS for the update regarding Integrated Payables and the plan to convert more vendors to ACH payments to mitigate risk.
- 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 CCS has received the RAILS grant award for the first quarter, and payments will be mailed to the libraries.

## 8. ADJOURNMENT

President Dilger adjourned the meeting at 11:18 A.M.

Respectfully submitted,  
Lindsey Dorfman, Secretary