

BYLAWS AND POLICY COMMITTEE MINUTES
CCS Office
3355-J N Arlington Heights Rd Arlington Heights, IL 60004
March 29, 2022

REMOTE PARTICIPATION

The Bylaws and Policy Committee 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 Chair B. Shepard at 1:30 P.M.

2. ROLL CALL

J. Bonell	Des Plaines	A. Kim	Glencoe
S. Davis	Fremont	F. Novak	Huntley
L. Dorfman	Glenview	B. Shepard	Indian Trails
L. Jakacki	McHenry		

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

S. Davis commented in the chat that he was experiencing microphone problems and would type his responses if unable to resolve.

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Bonell MOVED, Novak SECONDED to

APPROVE THE MINUTES OF THE APRIL 29 2021 MEETNG.

Ayes: Bonell, Davis, Dorfman, Jakacki, Kim, Novak, Shepard

Nays: None

S. Davis commented in the chat his vote of aye.

MOTION CARRIED BY ROLL CALL VOTE

6. POLICY UPDATES – R. Malinowski reported that the mission and vision and fiscal accountability policy updates were previously approved by Governing Board but had not been incorporated into the main document. No approval was needed on those changes. The primary areas for review included the addition of resource sharing policy, changes from he/she to they throughout the document and striking “monthly” from the billing section.

- a. Resource Sharing Policies – Prior to the meeting, R. Malinowski shared the data collection and proposed resource sharing policy developed with the Database Management Committee. CCS and the Database Management Committee recommends requiring items become holdable to all patrons 90 days after the item's first available date. Libraries would not have to change their existing practices to adhere to this policy except to add this first available setting. CCS would be able to assist libraries with this setting change. The question was raised as to whether CCS had any pre-COVID data as all data included in the report was collected during COVID. R. Malinowski reported that CCS did not to this level of specificity pre-COVID, but that CCS feels comfortable that the recommendation aligns with the data and pre-COVID trends. Guest K. Hall also noted the data set focused on the most popular titles, which continued to have high demand during COVID. There was agreement that this should be addressed up front with the Governing Board. There was also a discussion about what impact a change to 90 days would make to libraries. R. Malinowski reported that there was a wide range amongst libraries and that many libraries do not have specific time frames and may use other factors such as space. The new setting would mean that at the 90-day time period, the item would flip from being restricted to hold to being holdable, but staff could still move things from the new shelf based on their library's time frame or space needs. The length of time an item is new would not have to change.
- b. Language Updates – Language throughout the Policies document was updated to change gender to “they.” Under the Indemnification of Governing Board Members, Officers, Employees and Agents Section, #7, a correction was identified to update language from “then” to “them.” R. Malinowski will correct for Governing Board review.

S. Davis commented in the chat that he thought the data analysis did a good job of showing the diminishing copies to holds ratio once a little over a month has passed, which would make 90 days very reasonable.

Bonell MOVED, Dorfman SECONDED to

RECOMMEND TO GOVERNING BOARD TO APPROVE THE CCS

POLICIES AS PRESENTED.

Ayes: Bonell, Davis, Dorfman, Jakacki, Kim, Novak, Shepard

Nays: None

S. Davis commented in the chat his vote of aye.

MOTION CARRIED BY ROLL CALL VOTE

7. BYLAWS UPDATES – R. Malinowski included a link to the current Bylaws document for review by the committee prior to the meeting. No current recommended changes were brought to the committee for review. The committee reviewed and did not propose any changes.
8. NEXT STEPS - R. Malinowski will send the recommended CCS Policies changes to Governing Board for approval in April. The Bylaws and Policy Committee will not need to meet again before the start of the next fiscal year. Some potential areas to focus on next fiscal year is the removal of the Patriot Act Policy and to adjust language in the privacy policy. A call to request any changes in committee assignments will be sent in the coming months. R. Malinowski encouraged those interested to remain on the committee.

9. ADJOURNMENT

The meeting was adjourned by Chair B. Shepard at 1:47 P.M.