



**MINUTES
CCS EXECUTIVE COMMITTEE
VIRTUAL LOCATION**

WEDNESDAY, October 11, 2023

REMOTE PARTICIPATION

1. CALL TO ORDER

The meeting was called to order by President Dilger at 10:01 A.M.

2. ROLL CALL

J. Bertucci	Park Ridge	L. Dorfman	Glenview
J. Dilger	Palatine	H. Smith	Highland Park
M. Dombrowski	Winnetka		

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

Absent: B. Fyolek, Crystal Lake

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 SEPTEMBER 13, 2023, MEETING MINUTES, SEPTEMBER 2023 FINANCIAL STATEMENTS, SEPTEMBER 2023 BILLS FOR PAYMENT AND APPROVAL OF EMPLOYEE HANDBOOK CHANGE TO BIWEEKLY PAYROLL.

Ayes: Bertucci, Dilger, Dombrowski, Dorfman, Smith

Nays: None

Absent: Fyolek

MOTION PASSED BY ROLL CALL VOTE



6. BUSINESS

a. New and Potential Members

- i. Vernon Area Public Library District – R. Malinowski provided a quote to the Vernon Area Public Library on October 4, per their request. Malinowski had noted in the quote that the investment amount to the CCS Development Fund would need to be reviewed by the Executive Committee. Malinowski included in the packet options to calculate the investment amount. After a lengthy discussion, the Executive Committee agreed to follow the current Bylaws policy and provide a quote of \$2500.00 to Vernon-Area for the investment amount. The committee requested a detailed explanation of this calculation be provided to the Governing Board in November. The committee also agreed to request the Bylaws and Policy Committee review the language regarding the investment amount calculation.
- ii. Warren-Newport Public Library – The library migration was successfully completed on schedule and with minimal issues. There was no additional discussion by the Executive Committee.
- iii. Mt. Prospect Public Library – CCS met with project lead A. Belden and S. Reynders on October 4 to discuss the planned project schedule and phases. There was no additional discussion by the Executive Committee.
- iv. Waukegan Public Library – No updates were included in the packet and there was no additional discussion by the Executive Committee.

b. Innovative Updates – R. Malinowski reported that the Comprise contract was set to expire this weekend and that CCS will follow up with libraries as needed.

c. CCS Staff Changes – R. Malinowski announced that Kathleen Weiss had submitted her resignation to CCS, effective Friday, October 13. R. Malinowski and D. Wischmeyer will review the position and job description then post in the coming weeks. Malinowski also reported that the work with OSG is going smoothly.

7. BIENNIAL REVIEW OF CLOSED SESSION MINUTES AND RECORDINGS

The updated list of closed session minutes and recordings was included in the packet. R. Malinowski shared her screen for review of the drafted closed session minutes from September 13, 2023. The Executive Committee did not request a discussion of the drafted minutes in closed session.



Smith MOVED; Dombrowski SECONDED to

APPROVE AND RELEASE THE CLOSED SESSION MINUTES OF SEPTEMBER 13, 2023.

Ayes: Bertucci, Dilger, Dombrowski, Dorfman, Smith

Nays: None

Absent: Fyolek

MOTION PASSED BY ROLL CALL VOTE

Bertucci MOVED; Dorfman SECONDED to

DESTROY THE VERBATIM RECORDING OF CLOSED SESSION MEETING FROM DECEMBER 8, 2021.

Ayes: Bertucci, Dilger, Dombrowski, Dorfman, Smith

Nays: None

Absent: Fyolek

MOTION PASSED BY ROLL CALL VOTE

8. REPORTS

- a. President – President Dilger reported that she reviewed the Executive Director goals with R. Malinowski and were included in the packet. There were no additional questions from the Executive Committee.
- b. Secretary – No report.
- c. Treasurer – H. Smith as Nominating Committee Chair reported that she and M. Dombrowski have received multiple inquiries to serve as Treasurer will have a recommendation for the Treasurer election at the November Governing Board meeting.

President Dilger reported that she had given permission to R. Malinowski and D. Wischmeyer to sign the checks that were approved at today's meeting as she was unable to attend in person, but that if there were any concerns, CCS could bring the checks to the library for her signature. There were no concerns by the Executive Committee with Malinowski and Wischmeyer signing today's approved checks.

- d. Committees and Groups – Summaries were included in the packet. There were no additional questions from the Executive Committee.
- e. Executive Director – No additional report. There were no additional questions from the Executive Committee.



9. ADJOURNMENT

President Dilger adjourned the meeting at 10:36 A.M.

Respectfully submitted,
Lindsey Dorfman, Secretary