



**MINUTES
CCS EXECUTIVE COMMITTEE
VIRTUAL LOCATION**

WEDNESDAY, January 10, 2024

REMOTE PARTICIPATION

1. CALL TO ORDER

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

2. ROLL CALL

A. Auston	Wilmette	L. Dorfman	Glenview (joined 10:19)
J. Bertucci	Park Ridge	B. Fyolek	Crystal Lake
J. Dilger	Palatine	H. Smith	Highland Park
M. Dombrowski	Winnetka		

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

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Bertucci MOVED; Dombrowski SECONDED to

APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING OCTOBER 11, 2023, MEETING MINUTES, NOVEMBER 2023 FINANCIAL STATEMENTS, NOVEMBER 2023 BILLS FOR PAYMENT, DECEMBER 2023 FINANCIAL STATEMENTS, DECEMBER 2023 BILLS FOR PAYMENT, APPROVAL OF CCS 2024 HOLIDAY SCHEDULE AND APPROVAL OF EMPLOYEE HANDBOOK CHANGES.

Ayes: Auston, Bertucci, Dilger, Dombrowski, Fyolek, Smith

Nays: None

Absent: Dorfman

MOTION PASSED BY ROLL CALL VOTE



6. BUSINESS

a. New and Potential Members

- i. Mount Prospect and Waukegan – A progress report was included in the packet. CCS will host Mount Prospect and Waukegan project team orientation on January 16.
- ii. Other Libraries –R. Malinowski reported that she spoke with the Executive Team at the Schaumburg Township District Library on November 30, 2023. Schaumburg is in the process of an ILS RFP and wanted to investigate all options. No additional information has been requested from CCS.

L. Dorfman joined the meeting at 10:19 A.M.

- ### b. Member Engagement Survey – D. Wischmeyer shared a presentation regarding member engagement and an initial analysis of attendance of technical and advisory groups. Wischmeyer also included library by library attendance stats for technical groups. Wischmeyer also reported that there was a decline in the number of libraries who volunteered staff for advisory groups in FY 23-24 and that there was a declining need for decision making.

After a discussion, the Executive Committee agreed that libraries would benefit from a better understanding of what the technical and advisory groups do and agreed with a plan for CCS to follow up with individual library directors as well as present the findings to Governing Board in February. There was agreement that the Governing Board meeting should be a discussion about whether CCS is a utility or a cooperative.

- c. Innovative Updates – Report was included in the packet. D. Wischmeyer thanked library staff that participated in Leap Month for Catalogers and Serials Staff with R. Fischer. Development suggestions are being forwarded to Innovative.
- d. Find More Illinois – D. Wischmeyer reported that RAILS has received twenty-two signed agreements and will follow up with any remaining libraries. Wischmeyer will schedule a webinar for project leads to review the project schedule and next steps.
- e. Open Positions at CCS – CCS has posted two positions for User Experience Specialist and Member Services Associate. A link to the employment posting on the CCS website was included in the packet. CCS has already seen an increase in the number of applicants compared to past recruiting.
- f. CCS participation in GLAM – CCS will be participating in the upcoming GLAM Virtual



Career Jam and are currently developing the schedule. D. Wischmeyer will speak on the Alternative Careers for Librarians panel and CCS will be offering 1:1 coaching/networking appointments for students as well as a selection of group sessions. CCS member libraries are invited to participate through the CCS registration. Malinowski thanked Glenview for volunteering their Makerspace staff member to participate.

7. 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.

Dombrowski MOVED; Dorfman SECONDED to

MOVE INTO CLOSED SESSION AT 10:34 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: Auston, Bertucci, Dilger, Dombrowski, Dorfman, Fyolek, Smith

Nays: None

MOTION PASSED BY ROLL CALL VOTE

8. RECONVENE OPEN SESSION

The Executive Committee returned to open session at 10:45 A.M and roll call was taken.

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

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

No action was taken.

9. REPORTS

- a. President – President Dilger reported that her resignation will be effective July 7, 2024, and Melissa Gardner will be appointed as Executive Director at Palatine to start July 8, 2024. The Past-President role will be filled through the election process in May.



- b. Secretary – L. Dorfman reported that the Bylaws and Policy Committee will meet on January 26.
- c. Treasurer – A. Auston stated there was no report beyond the ACH update included in the packet.
- 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.

10. ADJOURNMENT

President Dilger adjourned the meeting at 10:51 A.M.

Respectfully submitted,
Lindsey Dorfman, Secretary