



**MINUTES
CCS EXECUTIVE COMMITTEE
VIRTUAL LOCATION**

WEDNESDAY, March 13, 2024

REMOTE PARTICIPATION

1. CALL TO ORDER

The meeting was called to order by President-Elect Bertucci at 10:03 A.M.

2. ROLL CALL

A. Auston	Wilmette	B. Fyolek	Crystal Lake
J. Bertucci	Park Ridge	H. Smith	Highland Park
L. Dorfman	Glenview		

Also present: R. Malinowski, CCS; D. Wischmeyer, CCS; B. Stoneburner, CCS
Absent: J. Dilger, Palatine; M. Dombrowski, Winnetka

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Smith MOVED; Dorfman SECONDED

TO APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING JANUARY 10, 2024, MEETING MINUTES, FEBRUARY 2024 FINANCIAL STATEMENTS, FEBRUARY 2024 BILLS FOR PAYMENT AND APPROVAL OF EMPLOYEE HANDBOOK CHANGES.

Ayes: Auston, Bertucci, Dorfman, Fyolek, Smith

Nays: None

Absent: Dilger, Dombrowski

MOTION PASSED BY ROLL CALL VOTE



6. BUSINESS

- a. Open Positions at CCS – R. Malinowski reported that K. Lyons started with CCS as Member Services Associate on March 4th. After actively recruiting for the last four months, CCS reached out to HR Source to inquire about recruiting services to assist with the search for the open User Experience Specialist position. R. Malinowski reviewed the submitted quote from HR Source with J. Dilger and J. Bertucci in preparation for the Executive Committee meeting, due to the anticipated unbudgeted spend. The HR Source proposal estimated up to 60 hours, which would total up to \$7760.00.

Dorfman MOVED; Smith SECONDED

**TO AUTHORIZE THE CCS EXECUTIVE DIRECTOR TO ENTER AN AGREEMENT
FOR RECRUITING SUPPORT WITH HR SOURCE AS PRESENTED.**

Ayes: Auston, Bertucci, Dorfman, Fyolek, Smith

Nays: None

Absent: Dilger, Dombrowski

MOTION PASSED BY ROLL CALL VOTE

- b. New and Potential Members
 - i. Mt. Prospect and Waukegan – Go live project updates and project schedule were included in the packet. There were no additional updates and no questions from the Executive Committee.
 - ii. Vernon Area Public Library – R. Malinowski will attend the March 18 Board of Trustees meeting at the Veron Area Public Library. The library is currently considering 2025 CCS membership. If the library's board moves forward with CCS membership, Malinowski anticipates a vote at the November Governing Board meeting.
- c. Innovative Updates – An update was included in the packet, including that the CCS database was updated to Polaris 7.5 on February 26. D. Wischmeyer reported that CCS will be contracting with Innovative again for the annual fine waive scheduled for Monday, April 1. Any fines or fees posted prior to April 1, 2017, will be waived. Malinowski reported that during the Waukegan and Mt. Prospect data load, any fines and fees 7 years or older will be dropped. Future annual waives should be completed in-house with the release of new Polaris features. Wischmeyer answered a question regarding fine free libraries--all CCS members except one are currently fine free. Qualifying overdue fees and replacement costs are included in the annual waive.
- d. Find More Illinois – Project updated was included in the packet. D. Wischmeyer reported that the first libraries will go live on May 7th, which includes Algonquin and Morton Grove.



7. REPORTS

- a. President – Elect - President-Elect Bertucci reported that the Executive Director review timeline was included in the packet and that the goal is to get the review on a regular schedule and reflective of previous twelve months. R. Malinowski will work with President Dilger to stay on schedule with Dilger's upcoming retirement. The Executive Director review committee will consist of J. Bertucci, L. Dorfman and B. Fyolek.
- b. Secretary – No report. L. Dorfman stated the Bylaws and Policy Committee will meet next on April 15th.
- c. Treasurer – A. Auston stated CCS continues to be on trend regarding the budget.
- d. Committees and Groups – Summaries were included in the packet. H. Smith will step in for J. Dilger and work with the Nominating Committee on the slate of officers and Past-President vacancy. Smith will follow up with R. Malinowski regarding the next steps.
- e. Executive Director – Report was included in the packet. R. Malinowski welcomed K. Lyons to the CCS team. There were no additional questions from the Executive Committee.

8. ADJOURNMENT

Smith MOVED; Bertucci SECONDED

TO ADJOURN THE MEETING AT 10:19 A.M.

Respectfully submitted,
Lindsey Dorfman, Secretary