



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

WEDNESDAY, February 14, 2024

1. CALL TO ORDER

The meeting was called to order by President Dilger at 10:03 A.M. President Dilger welcomed new director Laura Long from Fremont. President Dilger also welcomed all alternates in attendance and asked the alternates to introduce themselves.

2. ROLL CALL

Algonquin	S. Murray	Lincolnwood	C. Melone (alternate)
Cary	M. Reynolds	McHenry	L. Jakacki
Crystal Lake	B. Fyolek	Morton Grove	J. Ray (alternate)
Des Plaines	J. Bonell	Mount Prospect	S. Reynders
Ela	E. Christianson	Niles-Maine	Absent
Evanston	Y. Wilburn (arrived at approximately 10:07)	Northbrook	K. Hall
Fox River Valley	A. Dodson	Palatine	J. Dilger
Fremont	L. Long	Park Ridge	J. Bertucci
Glencoe	Absent	Prospect Heights	A. Todd
Glenview	L. Dorfman (arrived at approximately 10:07)	Round Lake	Absent
Grayslake	T. Longo	Warren-Newport	Absent
Highland Park	Absent	Waukegan	T. Verzani
Huntley	L. Steffensen (arrived at approximately 10:07)	Wilmette	A. Auston
Indian Trails	B. Shepard	Winnetka	M. Dombrowski
Lake Forest	H. Krueger (alternate)	Zion-Benton	R. Smith
Lake Villa	M. Jacobsen		

Also present: R. Malinowski, CCS; D. Wischmeyer, CCS; V. Seward, CCS
Absent: Glencoe, Highland Park, Niles-Maine, Round Lake, Warren-Newport

3. ADDITIONS TO THE AGENDA

None.



4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

J. Bonell MOVED; Bertucci SECONDED

TO APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING APPROVAL OF THE NOVEMBER 8, 2023 MEETING MINUTES, JANUARY 2024 FINANCIAL AND JANUARY 2024 BILLS FOR PAYMENT.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Fox River Valley, Fremont, Glenview, Grayslake, Indian Trails, Lake Villa, Lincolnwood, McHenry, Morton Grove, Mount Prospect, Northbrook, Palatine, Park Ridge, Prospect Heights, Waukegan, Wilmette, Winnetka, Zion-Benton
Nays: None

Abstain: Evanston, Huntley, Lake Forest

Absent: Glencoe, Highland Park, Niles-Maine, Round Lake, Warren-Newport

MOTION CARRIED BY ROLL CALL VOTE

President Dilger welcomed Yolande Wilburn from Evanston, Lindsey Dorfman from Glenview, and Liz Steffensen from Huntley, all of whom arrived at approximately 10:07 A.M. prior to the motion to approve the Consent Agenda.

6. BUSINESS

- a. Role of ILS Data in Library Decision Making – President Dilger stated that the Governing Board would discuss ILS data to look at how libraries are using ILS data for their decision making and how CCS can help. R. Malinowski would lead the discussion to help inform next steps. The discussion focused on leveraging ILS data for strategic decision-making. The types of current reports were discussed, and it was noted that while Polaris excels in functional reporting, strategic tools are somewhat limited. The group then brainstormed, shared, and voted on the types of reports they'd like to have access to in the future.
- b. Member Engagement Survey – D. Wischmeyer reviewed FY 22-23 data compiled of staff and library attendance at technical and advisory group meetings and CCS-led training sessions. Data shows attendance varies significantly by library and by CCS group. As a next step CCS will create and share a member engagement survey with key library contacts to help understand current and improve future engagement. CCS will share library staff attendance with any requesting libraries.
- c. New and Potential Members – Mount Prospect and Waukegan go-live updates and project timelines were included in the packet. R. Malinowski reported that the specific go-live dates would not be finalized until after the test data load.



Also included in the packet was an update that R. Malinowski met with the Schaumburg Township District Library (STDL) Executive Team in late November 2023 to discuss CCS membership. The Executive Director of STDL communicated in late January 2024 that the library would not be moving forward with a CCS membership application at this time.

- d. Innovative Updates – Updates were included in the packet. R. Malinowski reported that the offline files vulnerability incident was resolved, and the setting change appeared to have been due to an automated process with a server update hosted by Innovative. Innovative has set up additional alerts for any time a setting has been changed.
- e. Find More Illinois Updates – Update included in the packet. There was no discussion or questions from the Governing Board.

7. REPORTS

- a. President – No report.
- b. Secretary – No report.
- c. Treasurer – A. Auston reported on the financials as included in the packet indicating that revenues are strong, and CCS is currently at 25% of annual billings left to be paid. Expenses are under budget and the 3rd quarter RAILS libraries rebate payments will go out with this week's check run. The annual ILS maintenance fee will be paid by next quarter. For the Development Fund, there has been no expenditure yet for Vega and CCS does not anticipate any additional costs associated with site improvements. Libraries can continue to opt in to receive ACH payments at any time. CCS has received the full security deposit back from the closed Arlington Heights office.
- d. Committees and Groups – Summaries were included in the packet and sent prior to the meeting. L Dorfman provided a summary on the Bylaws and Policy Committee meeting from January. The committee addressed the extent of CCS's authority over non-ILS tools and services, agreed to clarify bylaws, and opted to maintain the current requirements for 2/3 votes. Updated language to the bylaws regarding CCS authority and a policy for equitable new member contributions to the development fund will be drafted and reviewed at the next meeting of the Bylaws and Policy Committee.
- e. Executive Director – R. Malinowski reported that the RAILS rebate payments will come via ACH for those libraries that opted in, and libraries will receive an email with payment details. CCS has made an offer for the Member Services Associate role and continues to recruit for the open User Experience Specialist position.

8. ADJOURNMENT

President Dilger adjourned the meeting at 11:21 A.M.

Respectfully submitted,
Lindsey Dorfman, Secretary