



**MINUTES  
CCS EXECUTIVE COMMITTEE  
VIRTUAL LOCATION**

**WEDNESDAY, April 10, 2024**

**REMOTE PARTICIPATION**

1. CALL TO ORDER

The meeting was called to order by President Dilger at 10:00 A.M.

2. ROLL CALL

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

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 MARCH 13, 2024 MEETING MINUTES, MARCH 2024 FINANCIAL STATEMENTS, MARCH 2024 BILLS FOR PAYMENT AND PURCHASE OF ADDITIONAL SMS CREDITS FOR UNIQUE MANAGEMENT.**

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

Nays: None

MOTION PASSED BY ROLL CALL VOTE



## 6. BUSINESS

- a. BESTflex Premium Only Plan Amendment to include HSA and 2023 tax implications – R. Malinowski reported that due to an administrative error on EBC’s part, the HSA plan was not in compliance during tax year 2023. Malinowski worked with EBC and the lawyer to determine it would be best not to retroactively amend the plan. All documents with EBC have been updated and the HSA plan is compliant with tax year 2024. CCS has worked with the accountant to file updated paperwork and payment to the IRS. The Executive Committee agreed not to recoup the employee portion paid to the IRS. Malinowski will draft a letter for President Dilger to sign to send to EBC to attempt to request reimbursement of costs.
  - b. New and Potential Members
    - i. Mt. Prospect and Waukegan – Project schedule and progress updates were included in the packet. R. Malinowski reported that Mount Prospect has confirmed they do not want their authority files extracted and loaded. This work was included in the original quote from Innovative. Innovative will attempt to extract and load patron reading history instead.
    - ii. Vernon Area Public Library – R. Malinowski reported that VAPL continues to assess their options related to CCS and that the library has begun attending some technical group meetings. No action has been taken by their board.
  - c. Innovative Updates – Updates were included in the packet. R. Malinowski reported that Innovative is creating a patch for 7.5 to meet Ingram’s new SFTP requirement for EDI orders. Malinowski reported that Vega development is continuing but user testing has been on hold while the UX position is vacant. CCS will reevaluate and determine the next steps regarding Vega prior to the contract renewal with Innovative in 2026.
  - d. Find More Illinois – The first libraries go live on Find More Illinois in May. Most libraries have requested to go live in May or August. RAILS was onsite to do deep dive training with CCS staff.
  - e. UX Recruiting – CCS continues to work with HR Source on recruiting. The position has been reposted and rebranded externally as UX Researcher. Phone screens have been scheduled for today.
7. BIENNIAL REVIEW OF CLOSED SESSION MINUTES AND RECORDINGS – The updated list of closed session minutes and recordings was included in the packet and R. Malinowski sent a non-downloadable link to the committee of the minutes for review prior to the meeting. There was no request for discussion. The Executive Committee did not go into closed session. There were no recordings eligible for destruction.

Dombrowski MOVED; Dorfman SECONDED to



**APPROVE THE CLOSED SESSION MINUTES OF JANUARY 10, 2024.**

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

Nays: None

MOTION PASSED BY ROLL CALL VOTE

Dorfman MOVED; Bertucci SECONDED to

**KEEP CLOSED THE MINUTES OF JANUARY 10, 2024.**

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

Nays: None

MOTION PASSED BY ROLL CALL VOTE

**8. REPORTS**

- a. President – No report.
- b. Secretary – No report.
- c. Treasurer – A. Auston reported that the Budget and Finance Committee met on March 22 to review the FY 24-25 draft budget and will meet next on April 15.
- d. Committees and Groups
  - i. Nominating Committee – H. Smith reported that several nominations were submitted for the open Executive Committee positions. The nominating period runs through April 12, then Smith will review with M. Dombrowski and A. Auston to assemble the slate of candidates and communicate with all who volunteered or were nominated. The slate of candidates will go to the Governing Board for approval in May.
  - ii. Bylaws and Policy – L. Dorfman reported that the Bylaws and Policy Committee met on April 9 and will present changes at the May Governing Board meeting to be voted on at the August Governing Board meeting. Malinowski stated that this vote will require 2/3's of all voting members regardless of attendance.
- e. Executive Director – R. Malinowski thanked A. Auston and M. Dombrowski for recommending local vendors for records digitization. CCS will follow up with the state regarding options for the destruction of paper copies and will update the committee.

**9. ADJOURNMENT**

President Dilger adjourned the meeting at 10:33 A.M.

Respectfully submitted,  
Lindsey Dorfman, Secretary