



**MINUTES
CCS GOVERNING BOARD
Indian Trails Public Library District
355 Schoenbeck Rd.
Wheeling, IL 60090**

Wednesday, November 20, 2024

1. CALL TO ORDER

The meeting was called to order by President Bertucci at 10:00 A.M. President Bertucci thanked B. Shepard for hosting the meeting and welcomed the interim directors and alternates in attendance as well as A. Rasmussen from Vernon Area Public Library.

2. ROLL CALL

Algonquin	S. Murray	Lincolnwood	S. Lempke
Cary	M. Reynolds	McHenry	L. Jakacki
Crystal Lake	B. Fyolek (virtual)	Morton Grove	P. Leffler
Des Plaines	L. Papadourakis	Mount Prospect	S. Reynders
Ela	E. Christianson	Niles-Maine	A. Crouse (alternate)
Evanston	absent	Northbrook	K. Hall
Fox River Valley	S. Bunte (alternate)	Palatine	M. Gardner
Fremont	B. Ingram (alternate)	Park Ridge	J. Bertucci
Glencoe	A. Kim	Prospect Heights	A. Todd
Glenview	L. Dorfman	Round Lake	J. DiDonato (arrived 10:08)
Grayslake	T. Longo	Warren-Newport	K. Fifer (alternate)
Highland Park	H. Smith	Waukegan	T. Verzani
Huntley	F. Novak	Wilmette	A. Auston
Indian Trails	B. Shepard	Winnetka	M. Dombrowski
Lake Forest	I. Laxminarayan	Zion-Benton	R. Smith
Lake Villa	M. Jacobsen		

Also present: A. Rasmussen, Vernon Area; R. Malinowski, CCS; D. Wischmeyer, CCS; B. Stoneburner, CCS

Absent: Evanston



K. Hall MOVED; I. Laxminarayan SECONDED to

ALLOW BECKY FYOLEK TO ATTEND REMOTELY DUE TO A FAMILY MEDICAL ISSUE.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Mount Prospect, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Warren-Newport, Waukegan, Wilmette, Winnetka, Zion-Benton

Nays: None

Absent: Evanston, Round Lake

MOTION CARRIED BY ROLL CALL VOTE

3. ADDITIONS TO THE AGENDA

The Governing Board sang happy birthday to S. Murray.

4. PUBLIC COMMENT

None.

J. DiDonato arrived at 10:08 A.M.

5. CONSENT AGENDA

P. Leffler MOVED; L. Dorfman SECONDED to

APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING APPROVAL OF THE AUGUST 14, 2024 MEETING MINUTES, OCTOBER 2024 FINANCIALS AND OCTOBER 2024 BILLS FOR PAYMENT.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Mount Prospect, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Warren-Newport, Waukegan, Wilmette, Winnetka, Zion-Benton

Nays: None

Absent: Evanston

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

- a. FY 23-24 Audit and Annual Report – Treasurer A. Auston reported that the audit and materials were included in the meeting packet and that the audit was completed by ATA Group. I. Laxminarayan asked about other options for investing funds besides the Money Market account. R. Malinowski stated that the Money Market account interest rate is in line with Illinois Funds but that the Budget and Finance Committee could explore additional options.



The Governing Board did not have any questions regarding the annual report.

M. Dombrowski MOVED; S. Murray SECONDED to

APPROVE THE FY 23-24 AUDIT AND ANNUAL REPORT AS PRESENTED.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Elmhurst, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Mount Prospect, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Warren-Newport, Waukegan, Wilmette, Winnetka, Zion-Benton

Nays: None

Absent: Evanston

MOTION CARRIED BY ROLL CALL VOTE

b. New and Potential Members

- i. Recommendation from Executive Committee regarding Vernon Area Public Library membership – President J. Bertucci reported that in September the Executive Committee voted to recommend approval of CCS membership for Vernon Area Public Library.

J. Bertucci MOVED; B. Shepard SECONDED to

APPROVE VERNON AREA PUBLIC LIBRARY'S REQUEST FOR CCS MEMBERSHIP EFFECTIVE NOVEMBER 2024 WITH A PLANNED GO LIVE IN FALL 2025.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Elmhurst, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Mount Prospect, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Warren-Newport, Waukegan, Wilmette, Winnetka, Zion-Benton

Nays: None

Absent: Evanston

MOTION CARRIED BY ROLL CALL VOTE

- ii. Mount Prospect and Waukegan Implementation – Project updates were included in the packet and there were no questions from the Governing Board. R. Malinowski reported that CCS is working on a formal project summary of the Waukegan and Mount Prospect onboarding to be distributed once completed.

c. Strategic Planning

- i. Member Survey – R. Malinowski reported that the member survey is still open and the Long Range Planning Committee is looking for 100% participation from



member libraries. Malinowski will follow up with libraries that have not yet responded.

- ii. Non-Member Survey – R. Malinowski reported that the non-member survey was sent to eighteen non-member directors to see if they would consider CCS membership and eleven responded. Six libraries indicated they were considering CCS membership in the future.
- iii. Next Steps – The Long Range Planning Committee will review both survey results at the December 9 meeting and determine if the strategic planning work will continue in-house or bringing in a consultant would be helpful.

d. Innovative and Polaris

- i. System Patch and Future Upgrades – D. Wischmeyer reported Innovative applied an additional patch to the server on October 9 and since then there has not been a major system down issue since that date. Innovative will assign a development team member to watch for potential system issues with the upcoming 7.7 and 7.8 upgrades.
- ii. Marcive replacement – R. Malinowski reported that Marcive is planning to close their business at the end of this year. CCS is working with RAILS and other consortia to negotiate with Backstage Library Works on comparable pricing. Malinowski reported that moving to a new authorities vendor might result in significant cataloging downtime but that CCS is researching and will provide an update soon.

There was a lengthy discussion regarding the possibility of exploring an in-house solution to replace Marcive or temporarily utilizing Backstage, with the long-term goal of bringing the work in-house. CCS will continue to assess potential downtime, evaluate both short-term and long-term options, and provide an update at the December Executive Committee meeting.

- e. Find More Illinois Updates – D. Wischmeyer reported that all CCS libraries are now live on Find More Illinois except Northbrook, Highland Park, Mount Prospect and Waukegan. As previously planned, Northbrook and Highland Park are scheduled to go live in early 2025. There are still outstanding bugs with the SHAREit software that CCS continues to work through with RAILS and Autographics. CCS is hoping that most of these bugs will be resolved with a software update scheduled for late November.

7. REPORTS

- a. President – President J. Bertucci reported that the Executive Committee completed R. Malinowski's performance evaluation in October. R. Malinowski has created a timeline and process to put in place to remain on schedule for future evaluations.



- b. Secretary – L Dorfman reported that the North Suburban and Chicago Library Legislative breakfast is scheduled for December 4 and encouraged directors to reach out to local representatives.
- c. Treasurer – A. Auston reported that revenues currently exceed expenses and there is nothing of significance to note from the financials. There were no questions from the Governing Board.
- d. Committees and Groups –
 - i. New Member Investment Policy – L. Dorfman reported that the Bylaws and Policy Committee will be recommending updates to the New Member Investment policy to the Executive Committee. Drafted minutes from the last committee meeting outlining the discussion and recommendation were included in the packet.
- e. Executive Director – R. Malinowski announced that Molly Mansfield will be joining CCS as the new Member Services Associate, starting December 9. Additionally, Malinowski shared that, as previously announced, Virginia Seward is set to retire at the end of the year, and D. Wischmeyer will be on a planned leave for part of the upcoming year. CCS has factored this planned leave into the project schedule and staffing plans.

K. Hall informed the Governing Board that she had been in contact with R. Malinowski and RAILS regarding potential delays in title shipments from Baker and Taylor. She inquired whether other libraries had been experiencing similar delays. In response, L. Dorfman encouraged any affected libraries to reach out to her directly, and she would facilitate connections with Baker and Taylor to investigate the issue further.

8. ADJOURNMENT

T. Verzani MOVED; S. Murray SECONDED to adjourn the meeting.

MOTION CARRIED BY UNANIMOUS VOICE VOTE

President Bertucci adjourned the meeting at 10:52 A.M.

Respectfully submitted,
Lindsey Dorfman, Secretary