



**MINUTES
CCS EXECUTIVE COMMITTEE
VIRTUAL LOCATION**

Wednesday, April 9, 2025

REMOTE PARTICIPATION

1. CALL TO ORDER

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

2. ROLL CALL

A. Auston	Wilmette	P. Leffler	Morton Grove
J. Bertucci	Park Ridge	S. Lempke	Lincolnwood
L. Dorfman	Glenview	R. Livergood	Warren-Newport
B. Fyolek	Crystal Lake		

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

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

P. Leffler asked to remove item D from the Consent Agenda regarding Policy updates to CCS Employee Handbook for further discussion.

P. Leffler MOVED; S. Lempke SECONDED to

**APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING JANUARY 8,
2025 MEETING MINUTES, MARCH 2025 FINANCIAL STATEMENTS, AND MARCH
2025 BILLS FOR PAYMENT.**

Ayes: Auston, Bertucci, Dorfman, Fyolek, Leffler, Lempke, Livergood

Nays: None

MOTION PASSED BY ROLL CALL VOTE



P. Leffler requested clarification on the proposed language regarding sick time as it was referred to as personal time in the drafted handbook changes. R. Malinowski confirmed that the language should be read as sick time.

L. Dorfman MOVED; P. Leffler SECONDED to

APPROVE THE POLICY UPDATES TO THE CCS EMPLOYEE HANDBOOK AS AMENDED.

Ayes: Auston, Bertucci, Dorfman, Fyolek, Leffler, Lempke, Livergood

Nays: None

MOTION PASSED BY ROLL CALL VOTE

6. BUSINESS

- a. Strategic Planning Progress – R. Malinowski included a summary of the Governing Board Strategic Planning session in the packet. The Executive Committee agreed the preference would be to approve the strategic plan at the May Governing Board meeting unless the Long Range Planning Committee would prefer to delay until August. The Long Range Planning Committee will meet on April 14. The Executive Committee did not have any questions or additional comments on the strategic planning summary.
- b. 2025-2026 Budget Process – R. Malinowski reported that the Budget and Finance Committee will meet on April 25 to review updates to the draft budget. Malinowski noted that the committee had previously discussed the possibility of a modest increase in member fees to support additional programs included in the proposed strategic plan.
- c. Discovery Layer Progress – R. Malinowski reported that G. Shah is currently conducting reference checks, and customer calls. CCS staff and Database Management members scored front-end demos and other member library staff were invited to submit survey feedback. CCS staff also scored back-end demos. Malinowski reported that one change from the start of the project is that CCS engaged with Bywater and Grove, two service providers related to Aspen. Malinowski and Shah are meeting tomorrow to review all data and move forward with the report.
- d. Analytics Progress – A project progress summary, led by R. Fischer, was included in the meeting packet. Malinowski shared that at the May Governing Board meeting, a recommendation will be presented regarding whether to pursue the OrangeBoy dedicated team data site or the full Savannah site for each CCS member. CCS will likely request opt-in pricing for marketing services to secure a discount for libraries already using the platform. Reference checks are still underway, as finding a customer utilizing all data features in a manner comparable to CCS's intended use has proven challenging. Anticipated implementation would occur in FY 2026.



e. New and Potential Members

- i. Vernon Area Public Library – R. Malinowski reported that Innovative is currently expanding the data services team and CCS will be working with a new data services team member instead of Jerry Waddy. This change has adjusted the mapping schedule a little bit, but it will not impact the overall schedule or anticipated go live. Waddy will continue to be a resource if needed.
 - ii. Potential New Members – R. Malinowski will be attending the Wauconda Board meeting on April 14. At this time CCS anticipates the library will be moving forward with their application and with the plan to ask for Governing Board approval in November to plan for a go live next year. Malinowski reported that Rolling Meadows is beginning their evaluation of CCS. Malinowski will be meeting with the new director at Lake Bluff, Natalie Starosta, about a potential consortium membership.
- f. Innovative Updates – R. Malinowski reported that Lauren Pinsley, the site manager who has been CCS's primary support contact since 2018, will be retiring in July. CCS has already begun working with the new site manager, Julia Bedy. This change will not affect library staff.
- i. Marcive Replacement – R. Malinowski reported that CCS is moving forward with Backstage Library Works for Marcive service replacement. R. Fischer is working with Backstage to ensure a smooth transition. CCS will issue a wider announcement on the transition to Backstage once back file processing dates are planned. There will be some tasks library staff will not be able to complete during back filing process time, which will be communicated well in advance.
- g. Find More Illinois – R. Malinowski reported that R. Barth has been working with R. Fischer and K. Lyons on a Find More Illinois/OCLC comparison dashboard which will be used as part of the analysis to determine if CCS should renew past 2-year commitment. Analysis of the data will be a focus in the fall with plans to have a recommendation to the Governing Board in the first half of 2026. As a result of the ongoing unavailable copies issue, RAILS has extended the deeper discount into the next fiscal year.

7. BIENNIAL REVIEW OF CLOSED SESSION MINUTES AND RECORDINGS

The updated list of closed session minutes and recordings and the drafted minutes from the October 16, 2024 closed session were included in the packet. The Executive Committee did not request a discussion of the minutes in closed session.

Bertucci MOVED; Leffler SECONDED to



APPROVE AND RELEASE THE CLOSED SESSION MINUTES FROM OCTOBER 16, 2024 AND TO NOT RELEASE THE CLOSED SESSION MINUTES FROM JANUARY 10, 2024.

Ayes: Auston, Bertucci, Dorfman, Fyolek, Leffler, Lempke, Livergood
Nays: None

MOTION PASSED BY ROLL CALL VOTE

Bertucci MOVED; Fyolek SECONDED to

DESTROY THE VERBATIM RECORDINGS OF THE CLOSED SESSION MEETING FROM SEPTEMBER 13, 2023.

Ayes: Auston, Bertucci, Dorfman, Fyolek, Leffler, Lempke, Livergood
Nays: None

MOTION PASSED BY ROLL CALL VOTE

8. REPORTS

- a. President – No report.
- b. Secretary – No report.
- c. Treasurer – No report.
- d. Committees and Groups – Updates were included in the packet. There were no additional questions from the Executive Committee.
 - i. Nominating Committee – P. Leffler will chair the Nominating Committee along with L. Dorfman and B. Fyolek to present a slate of officers for Vice-President/President Elect, Secretary, and Member at Large.
- e. Executive Director – No additional updates were provided beyond what was included in the packet. There were no questions from the Executive Committee.

9. ADJOURNMENT

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

Respectfully submitted,
Lindsey Dorfman, Secretary