# IT Technical Group Minutes

September 16, 2025

Zoom

## Call to Order

Smruti Savarkar called the meeting to order at 9:31 am.

## Roll Call

The following libraries were in attendance:

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| **Organization** | **Attendee** |
| **Algonquin Area Public Library District** | Erin Maiero |
| **Cary Area Public Library District** |   |
| **CCS** | Robert Barth, Molly Mansfield, Molly Sum |
| **Crystal Lake Public Library** | Sonya Jimenez |
| **Des Plaines Public Library** | John Lavalie |
| **Ela Area Public Library District** |   |
| **Evanston Public Library** | Ben Heet, Dinesh Madappally |
| **Fox River Valley Public Library District** | Erin Pasetes, John Sabala |
| **Fremont Public Library District** |   |
| **Glencoe Public Library** | Justin Franklin |
| **Glenview Public Library** |  |
| **Grayslake Area Public Library** |  Sean Draegert |
| **Highland Park Public Library** |  Michael Drozdowski |
| **Huntley Area Public Library** |  Kevin Stringer |
| **Indian Trails Public Library District** |   |
| **Lake Forest Library** |   |
| **Lake Villa Public Library District** |   |
| **Lincolnwood Public Library District** |  Brian Wilson |
| **McHenry Public Library District** |  Kevin Krewer |
| **Morton Grove Public Library District** |   |
| **Mount Prospect Public Library** |   |
| **Niles-Maine District Library** | Richard Wozniczka |
| **Northbrook Public Library** |   |
| **Palatine Public Library** |   |
| **Park Ridge Public Library** | Tim Brzny |
| **Prospect Heights Public Library District** | Nora Mastny |
| **Round Lake Area Public Library District** | John Haliotis |
| **Warren-Newport Public Library** | Smruti Savarkar |
| **Waukegan Public Library** | Isaac Salgado |
| **Wilmette Public Library District** | Michael Pocrnich |
| **Winnetka-Northfield Public Library** | Mark Swenson |
| **Zion-Benton Public Library District** |   |
| **Vernon Area Public Library** | John Frese, Stephen Territo, Tracy Rupany |

## Acceptance of the Minutes

The minutes for the June 17, 2025 meeting were accepted by unanimous consent.

## Reports from CCS Staff

Bob Barth introduced Molly Mansfield (mmansfield@ccslib.org) who provided a report on updates that she has been making to the CCS website. She requested that IT managers review the IT documentation for accuracy. In particular, CCS is collecting information about what vendors and tag formats each library is using. This information should be added to the vendor spreadsheet and will be on the CCS website.

After considerable discussion, it was requested that only the tag data format be entered into the spreadsheet.

At Smruti’s request, Bob also added a column to the vendor spreadsheet for the IT manager for each library.

## Old Business

Grayslake has started rewriting all of their RFID tags to correct formatting problems with their tags.

## New Business

### Vernon Migration

The general feedback from the group on the Vernon migration was that it went smoothly. Richard from Niles suggested that perhaps CCS could upgrade the kind of SQL license that we are using temporarily to increase migration speed.

Fox River Valley and Winnetka-Northfield reported that they had a problem with their FE Technologies self-checks during the migration.

### Vendors

Smruti requested that everyone update their information in the vendor spreadsheet.

There was a question asking if anyone was sharing the same vendor for physical security and security cameras. Vernon Area reported that they are using Verkada in this way.

There was also a question about recommended A/V vendors. Smruti said that she could provide some vendor names, but that project is not complete.

### Policies

Several libraries reported that they display their Internet access policy for people logging into public computers in response to a question from Wilmette.

Smruti asked if any libraries have implemented A.I. policies. Some libraries responded that they have considered policies to address concerns about how staff is using A.I., but they haven’t settled on any specific solutions.

### Renovations

Jon from Vernon Area asked for wisdom learned from building projects where things had not been asked for. Sean from Grayslake said they should have requested more data and power drops. Erin Maiero added that it’s important to consider the number of circuits as well, especially for makerspaces. Algonquin has also found they’ve needed less public desktop computer space over time. There were many other practical things to consider in a remodel which were mentioned. One recurring theme was that people will use library spaces in ways that are difficult to anticipate.

## Next Meeting

The next CCS meeting will be on December 16, 2025 @ 9:30 am via zoom.

## Adjournment

A motion to adjourn was made and seconded. The motion passed unanimously ending the meeting at 10:33 am.

## Link to Meeting Recording on YouTube

<https://youtu.be/KTBtFpoDI6A>

Submitted by Mark Swenson