



**MINUTES
CCS GOVERNING BOARD
SPECIAL MEETING
VIRTUAL LOCATION**

WEDNESDAY, April 22, 2020

The Governing Board met remotely, without a physical quorum present, authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

1. CALL TO ORDER

The meeting was called to order by President Hall at 10:00 a.m.

2. ROLL CALL

Algonquin	S. Murray	Lake Forest	C. Lemmer
Cary	D. McNulty	Lake Villa	A. Lentine
Crystal Lake	K. I. Martens	Lincolnwood	J. Tucci
Des Plaines	J. Bonell	McHenry	J. Scholtz
Ela	E. Christianson (alternate)	Morton Grove	P. Leffler
Evanston	H. Norborg (alternate)	Niles-Maine	S. Lempke
Fox River Valley	L. Rosenthal	Northbrook	K. Hall
Fremont	S. Davis	Palatine	J. Dilger
Glencoe	A. Kim	Park Ridge	H. Smith
Glenview	T. Room (alternate)	Prospect Heights	A. Todd
Grayslake	S. Brown	Round Lake	J. DiDonato
Highland Park	J. Conway	Wilmette	A. Auston
Huntley	Absent	Winnetka	E. Compton-Dzak
Indian Trails	B. Shepard	Zion	M. Jacobsen

Also present: R. Malinowski, CCS; B. Stoneburner, CCS; D. Wischmeyer, CCS; L. Firman, LVK, S. Harrod, library patron

Absent: F. Novak, HUK

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.



5. CONSENT AGENDA

Shepard MOTIONED; McNulty SECONDED to

ACCEPT THE CONSENT AGENDA AS PRESENTED INCLUDING APPROVAL OF THE MINUTES OF JANUARY 22, 2020 AND THE RESOLUTION AUTHORIZING LIRA MEMBERSHIP.

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

Nays: None

Abstain: None

Absent: Huntley, Lincolnwood, Prospect Heights

MOTION CARRIED BY ROLL CALL VOTE

6. BUSINESS

- a. COVID-19 Planning – Executive Committee will continue to meet monthly for essential business, including authorization of bills to pay. CCS extended Hold by dates to May 11 and will continue to extend due dates one month beyond the end date of the Stay at Home order. R. Malinowski reviewed ILS considerations for reopening, including the extension of due dates, autorenewal, items returned, pick list volume, quarantine materials and delivery.

After a lengthy discussion, President Hall summarized the areas of concerns and questions reviewed by the committee including:

- i. Should CCS have a system-wide quarantine period? Governing Board agreed to table their decision until more information is provided by RAILS and the IMLS/PLA/ULC studies.
- ii. Should the overdue notice delivery schedule change? Governing Board agreed to wait until quarantine is defined before specifying overdue notice.
- iii. When RAILS restarts delivery, will all CCS libraries participate in intra-CCS loan? Can libraries opt-in one-by-one? CCS can support either to resume all at once or one by one and will offer support and documentation as needed. President Hall conducted a straw poll of the two options regarding participation in intra CCS loans:
Option 1 – System wide deployment for intra-CCS loans. Fifteen libraries responded yes.
Option 2 – Opt in by library. Five libraries responded yes.

President Hall summarized that based on responses received, it appeared the preference would be to do all at once but that some libraries are still considering one by one.



- iv. Should all CCS libraries coordinate resuming hold pickup services? Three options were discussed by Governing Board including:
 - a. Coordinate resuming hold pick up
 - b. Temporarily move to manual notices
 - c. Adjust notice text

After a discussion there was agreement that the directors will review these options with their staff. R. Malinowski will send her presentation to directors and CCS will review with library staff on the member update scheduled for April 23.

- v. Are CCS members required to honor pick up anywhere for curbside service? Governing Board agreed libraries can decide whether to limit or allow, and that due to the extenuating circumstances, one option might not work for all libraries.

A. Lentine left the meeting at 11:00 a.m.

- b. Recommendation from Budget & Finance Committee regarding FY 20-21 Budget – A. Kim thanked R. Malinowski for her work on the budget. R. Malinowski requested libraries review their debt payment schedules and send any changes to her by the end of April. CCS is still waiting on OCLC numbers for the next fiscal year and estimates only were included in the budget. CCS will send the materials budget worksheet to libraries to complete.

Kim MOTIONED to

APPROVE THE PROPOSED FY 20-21 BUDGET.

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

Nays: None

Abstain: Lake Forest

Absent: Huntley, Prospect Heights

MOTION CARRIED BY ROLL CALL VOTE

The Budget and Finance Committee also recommended an increase in the previously budgeted Development rebate to libraries from \$125,000 to \$250,000.

Rosenthal MOTIONED, Auston SECONDED to

CHANGE THE DEVELOPMENT FUND REBATE FOR FY 19-20 TO \$250,000.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Round Lake, Wilmette,



Winnetka, Zion-Benton

Nays: None

Abstain: None

Absent: Huntley, Prospect Heights

MOTION CARRIED BY ROLL CALL VOTE

- c. Recommendation from Nominating Committee regarding FY 20-21 Elections – M. Jacobsen and A. Kim thanked all those who expressed interest in joining the Executive Committee. The Nominating Committee have put together the following slate of candidates for FY 20-21:
 - i. President Elect – Pam Leffler (Morton Grove)
 - ii. Treasurer – Mick Jacobsen (Zion-Benton)
 - iii. Member at Large – Anthony Auston (Wilmette)

President Hall asked if there were any other nominations from the group. There were none.

Murray MOTIONED to

APPROVE THE SLATE OF OFFICERS FOR FY 20-21 AS PRESENTED BY THE NOMINATING COMMITTEE.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Nilis-Maine, Northbrook, Palatine, Park Ridge, Round Lake, Wilmette, Winnetka, Zion-Benton

Nays: None

Abstain: None

Absent: Huntley, Prospect Heights

MOTION CARRIED BY ROLL CALL VOTE

- d. FY 20-21 Executive Committee & Governing Board calendar – With the changes to meeting frequency approved by Governing Board, CCS drafted a governance meeting schedule for FY 20-21 to move all governance meetings to the second Wednesday of the month. The earlier meeting date will allow CCS to maintain the current billing schedule and provide consistency for Executive Committee members.

Dilger MOTIONED, Leffler SECONDED to

ADOPT THE PROPOSED FY 20-21 MEETING CALENDAR.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Indian Trails, Lake Forest, Lake Villa, Lincolnwood, McHenry, Morton Grove, Nilis-Maine, Northbrook, Palatine, Park Ridge, Round Lake, Wilmette, Winnetka, Zion-Benton



Nays: None

Abstain: None

Absent: Huntley, Prospect Heights

MOTION CARRIED BY ROLL CALL VOTE

7. REPORTS

- a. President Hall announced that M. Jacobsen has accepted the director position at the Lake Villa District Library.

8. ADJOURNMENT

President Hall adjourned the meeting at 11:51 a.m.

Respectfully submitted,
Jane Conway, Secretary