



**MINUTES  
CCS GOVERNING BOARD  
VIRTUAL LOCATION**

**WEDNESDAY, July 8, 2020**

The Governing Board met remotely, without a physical quorum present, authorized by Executive Order of the Governor (COVID-19 Executive Order No. 7, extended April 30, 2020).

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Algonquin	S. Murray	Lake Forest	C. Lemmer
Cary	D. McNulty	Lake Villa	M. Jacobsen
Crystal Lake	K. I. Martens	Lincolnwood	J. Tucci (arrived 10:05)
Des Plaines	J. Bonell	McHenry	J. Scholtz (arrived 10:05)
Ela	E. Christianson (alternate)	Morton Grove	P. Leffler
Evanston	K. Danczak Lyons	Niles-Maine	S. Lempke
Fox River Valley	L. Rosenthal	Northbrook	K. Hall
Fremont	Absent	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	C. Clark (alternate)	Wilmette	A. Auston
Huntley	F. Novak	Winnetka	Absent
Indian Trails	B. Shepard	Zion	M. Womack

Also present: R. Malinowski, CCS; B. Stoneburner, CCS; D. Wischmeyer, CCS

Absent: S. Davis, Fremont; E. Compton-Dzak, Winnetka

K. Danczak Lyons commented during roll call that this was her first Governing Board meeting in a few months. There were comments included in the chat feature welcoming her back.

**3. ADDITIONS TO THE AGENDA**

None.

**4. PUBLIC COMMENT**

None.



## 5. CONSENT AGENDA

Hall MOTIONED; Leffler SECONDED to

**ACCEPT THE CONSENT AGENDA AS PRESENTED INCLUDING APPROVAL OF JUNE 10, 2020 MEETING MINUTES, JUNE FINANCIAL STATEMENTS, JUNE BILLS FOR PAYMENT, APPROVAL OF TRANSFER OF \$180,000 FROM THE OPERATING FUND TO THE DEVELOPMENT FUND AND APPROVAL TO WRITE OFF PAYROLL FRAUD LOSS IN THE AMOUNT OF \$7,461.88 DUE TO THE THIRD-PARTY PAYROLL FRAUD EXPERIENCED IN SEPTEMBER 2019.**

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

Nays: None

Abstain: None

Absent: Fremont, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

## 6. BUSINESS

### a. COVID-19 Response

- i. Updates from RAILS, IMLS, and other organizations – RAILS has adjusted their quarantine period from 7 days to 3 days after reviewing the first round of results from the REALM study. There were no additional questions from the Governing Board on the information included in the packet.
- ii. Reopening Survey Results – R. Malinowski shared results received from 6 libraries that responded to the reopening survey and included the link in the packet for any additional libraries that wished to complete the survey. There were no additional questions from the Governing Board on the information included in the packet.
- iii. Stacks Access Results – R. Malinowski shared results received from 16 libraries that responded to the stacks access survey. Of the respondents, all are planning to open in July. Most plan to allow regular stacks access to most materials, with 11 of 16 respondents allowing stacks access/browsing with no restrictions. There were no additional questions from the Governing Board on the information included in the packet.
- iv. Resource sharing at CCS – Governing Board previously voted to suspend reciprocal borrowing and pickup anywhere requirements until Phase 4 of Restore Illinois. R. Malinowski included in the packet a list of advantages and challenges to resuming interlibrary loan now that the state is in Phase 4 of Restore Illinois.



There was a discussion around whether libraries are ready to resume interlibrary loan services and whether the libraries should move forward as a group with delivery. There was agreement that libraries face different situations related to building space and staffing. During the discussion, the suggestion was made to set a date to communicate to the public when interlibrary loans would begin. There were comments included in the chat feature agreeing with this suggestion.

An additional consideration is the amount of work on CCS staff for libraries to begin interlibrary loan. R. Malinowski reported that it would be difficult for CCS staff if libraries were to opt in on a date of their choosing but could opt in by groups on designated dates. There was agreement that CCS would establish monthly opt in dates for libraries to notify CCS when ready to resume resource sharing. During this opt in period, libraries would only receive requests from other libraries that had opted into resource sharing. There was agreement this approach was a helpful way for libraries to move forward to best serve their patrons while also allowing libraries to decide when to open up to reciprocal borrowing based on their individual circumstances.

Shepard MOTIONED; Jacobsen SECONDED to

**ALLOW LIBRARIES TO OPT IN TO INTERLIBRARY LOAN ON A MONTHLY BASIS BY A SCHEDULE DICTATED BY CCS STAFF.**

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

Nays: Lake Forest, Northbrook

Abstain: None

Absent: Fremont, Winnetka

MOTION CARRIED BY ROLL CALL VOTE

R. Malinowski proposed July 20 as the first opt in date and will send a survey today for libraries to complete. She will also explore other days of the week if Mondays are the busiest and work with the Member Services team to establish additional monthly opt in dates to share with libraries.

- v. Other COVID-19 – R. Malinowski commented with RAILS adjusting their recommended quarantine period of materials from 7 days to 3 days, that should relieve some space concerns for libraries. R. Malinowski reminded libraries that CCS staff is on call for urgent issues on weekends and that CCS staff request advanced notice of changes when possible. The question was raised as to how libraries will respond if Illinois needs to go back to Phase 3 of the Restore Illinois plan and the suggestion was made to develop a plan just in case. R. Malinowski will summarize decisions made previously and send to the group, then at the next Governing Board meeting the group can decide if they want to tie ILL to Phase 4.



- b. Priorities for Q1 and Q2 of Fiscal Year 2021 – R. Malinowski reported that the current strategic plan is set to expire in December 2020. The Long Range Planning Committee will focus on strategic planning, the Budget and Finance Committee will focus on the Development Fund policy and the Bylaws and Policy Committee will conduct the annual review of bylaws and policy. All will have a voice in the strategic planning. R. Malinowski will send a request for committee changes to the group to see if any library would like to change which committee they are on for FY 20-21.

CCS staff priorities for Q1 and Q2 include Palatine and Grayslake migrations, strategic planning, website redesign and cataloging services analysis.

## 7. REPORTS

- a. President - S. Murray reported that is she is excited for her term as President and looks forward to working with the Governing Board on important decisions and future planning.
- b. Secretary – No report.
- c. Treasurer – No report.
- d. Executive Director – Nothing additional to report than what was included in the packet. There were no additional questions from the Governing Board.

## 8. ADJOURNMENT

President Murray adjourned the meeting at 11:10 a.m.

Respectfully submitted,  
Diane McNulty, Secretary