



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

WEDNESDAY, May 20, 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 Hall at 10:01 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	Absent
Des Plaines	J. Bonell	McHenry	J. Scholtz
Ela	E. Christianson (alternate)	Morton Grove	P. Leffler
Evanston	T. Longo (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	C. Clark (alternate)	Wilmette	A. Auston
Huntley	F. Novak	Winnetka	E. Compton-Dzak
Indian Trails	B. Shepard	Zion	M. Brumbaugh (alternate)

Also present: R. Malinowski, CCS; B. Stoneburner, CCS; S. Harrod, library patron

Absent: J. Tucci, Lincolnwood

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.



5. CONSENT AGENDA

Shepard MOTIONED; Bonell SECONDED to

ACCEPT THE CONSENT AGENDA AS PRESENTED INCLUDING APPROVAL OF THE MINUTES OF APRIL 22, 2020.

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

Nays: None

Abstain: None

Absent: Fox River Valley, Lincolnwood, McHenry, Round Lake

MOTION CARRIED BY ROLL CALL VOTE

L. Rosenthal, J. Scholtz and J. DiDonato joined the meeting.

6. ESSENTIAL BUSINESS

a. COVID-19 Planning –

- i. Updates from RAILS, IMLS and other organizations – R. Malinowski provided updated information in the packet from RAILS regarding the reopening and delivery survey, curbside guidance and delivery, and the REALM study (Reopening Archives, Libraries and Museums). President Hall asked Governing Board if there were any additional questions on the information provided. There were no additional questions.
- ii. Update from Andy Kim regarding Glencoe curbside – A. Kim shared an overview of Glencoe's soft launch of curbside service and answered questions from the Governing Board.
- iii. Recommendations from Executive Committee – President Hall read off the five recommendations from Executive Committee regarding CCS's COVID-19 response and summarized how Executive Committee came to these recommendations. President Hall stated that each recommendation would be discussed and voted on separately.

Shepard MOTIONED; Leffler SECONDED to

CCS STRONGLY RECOMMENDS THAT CURBSIDE, DRIVE-THROUGH AND DELIVERY SERVICES RESUME NO EARLIER THAN PHASE 3. ANY CURBSIDE, DRIVE-THROUGH AND DELIVERY SERVICES ACTIVE IN PHASE 2 SHOULD BE DEEMED ESSENTIAL BY THE LIBRARY.

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



Zion-Benton
Nays: Fox River Valley
Abstain: None
Absent: Lincolnwood

MOTION CARRIED BY ROLL CALL VOTE

Lemmer MOTIONED; Davis SECONDED to

**RETURNS OF LIBRARY MATERIALS ARE DISCOURAGED BEFORE PHASE 3.
CCS WILL BULK EXTEND DUE DATES AS NEEDED.**

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

MOTION CARRIED BY ROLL CALL VOTE

C. Lemmer left the meeting.

Brown MOTIONED; McNulty SECONDED to

WHEN RAILS DELIVERY SERVICE RESUMES, CCS LIBRARIES WILL FOLLOW A SHARED QUARANTINE PERIOD BASED ON THE RAILS GUIDANCE UNTIL NEW RESEARCH CALLS FOR A REVISION TO EITHER THE LENGTH OF THE QUARANTINE PERIOD OR THE PHASES IN WHICH IT IS REQUIRED. THE CCS OVERDUE NOTICE SCHEDULE WILL BE ADJUSTED SO THE FIRST OVERDUE NOTICE IS SENT AN APPROPRIATE AMOUNT OF TIME AFTER THE QUARANTINE PERIOD RECOMMENDED BY RAILS.

Ayes: Algonquin, Cary, Crystal Lake, Des Plaines, Ela, Evanston, Fox River Valley, Fremont, Glencoe, Glenview, Grayslake, Highland Park, Huntley, Indian Trails, Lake Villa, McHenry, Morton Grove, Niles-Maine, Northbrook, Palatine, Park Ridge, Prospect Heights, Round Lake, Wilmette, Winnetka, Zion-Benton
Nays: None
Abstain: None
Absent: Lake Forest, Lincolnwood

MOTION CARRIED BY ROLL CALL VOTE

Shepard MOTIONED to

ACCEPT THE RECOMMENDATION FROM EXECUTIVE COMMITTEE THAT THE CCS POLICY REGARDING PICKUP ANYWHERE FOR CCS PATRONS WILL BE



SUSPENDED UNTIL PHASE 4. LIBRARIES MAY CHOOSE TO OFFER SERVICE TO CCS OR NON-CCS PATRONS.

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

Nays: None

Abstain: None

Absent: Lake Forest, Lincolnwood

MOTION CARRIED BY ROLL CALL VOTE

C. Lemmer rejoined the meeting. C. Clark left the meeting.

Todd MOTIONED, DiDonato SECONDED to

CCS LIBRARIES WILL NOT RESUME DELIVERY SERVICE UNTIL DISCUSSED AT THE NEXT GOVERNING BOARD MEETING. LIBRARIES MAY PARTICIPATE IN THE RETURN OF MATERIALS TO HOME LIBRARIES BY RAILS.

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

Nays: None

Abstain: None

Absent: Highland Park, Lincolnwood

MOTION CARRIED BY ROLL CALL VOTE

- iv. CCS Member Update – CCS will host a virtual member update on May 28 at 11:00 a.m. CCS will review the decisions made at today’s Governing Board meeting as well as discuss libraries reopening plans and take questions from library staff. The webinar will be recorded and shared via CCS News for those unable to attend live. R. Malinowski will send the revised wording of the Governing Board recommendations to directors to review with their staff.

7. REPORTS

- a. President Hall asked the Governing Board if there was a need for a June Governing Board meeting. There was agreement amongst the Governing Board to schedule a June meeting. CCS will reach out to directors to schedule this meeting.

President Hall recognized outgoing Executive Committee members Alex Todd (Past President), and Andy Kim (Treasurer), and thanked them for their service. The new slate of Executive Committee members will start July 1.



President Hall announced that M. Jacobsen has started as the new director of Lake Villa. The Governing Board congratulated Jacobsen on his new position. President Hall thanked the Governing Board for her time as President and stated she was looking forward to S. Murray as the next President of CCS.

8. ADJOURNMENT

President Hall adjourned the meeting at 11:45 a.m.

Respectfully submitted,
Andy Kim, Acting Secretary