

EXECUTIVE COMMITTEE MINUTES
CCS Office
3355-J N Arlington Heights Rd Arlington Heights, IL 60004
May 13, 2020

REMOTE PARTICIPATION

The Executive Committee 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

J. Conway	Highland Park	S. Murray	Algonquin
K. Hall	Northbrook	H. Smith	Park Ridge
A. Kim	Glencoe	A. Todd	Prospect Heights

Also present: R. Malinowski, CCS; B. Stoneburner, CCS; P. Leffler, Morton Grove
Absent: M. Jacobsen, Lake Villa

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Kim MOVED; Todd SECONDED to

APPROVE THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA

- a. Approval of March 11, 2020 meeting minutes
- b. Approval of April 8, 2020 meeting minutes
- c. Approval of April 2020 financial statements
- d. Approval of April 2020 Bills for Payment

Ayes: Conway, Hall, Kim, Murray, Smith, Todd

Nays: None

Absent: Jacobsen

MOTION CARRIED BY ROLL CALL VOTE

6. ESSENTIAL BUSINESS

a. COVID-19 Needs and Planning

- i. IMLS/OCLC Study Update – R. Malinowski reported that RAILS has revised their recommendation to quarantine items from three days to seven days and that additional information will be provided in coming months.
- ii. RAILS Update – RAILS met with consortia managers last week to discuss delivery. No date has been announced yet by RAILS as to when delivery will start but with the change in study timeline, RAILS might start delivery before results of study are received. R. Malinowski reported that she believes RAILS will require materials be quarantined for seven days prior to pick up but is not certain if RAILS will require or recommend libraries also quarantine materials after received from RAILS.
- iii. CCS Libraries Update – CCS has been working with libraries to understand their plans to re-open. Glencoe began a soft launch of curbside pick up on May 11. Fox River Valley’s board will be meeting to decide if will start curbside on May 20. A. Kim will give a presentation on Glencoe’s start of curbside pick-up at the May 20 Governing Board meeting. President Hall asked R. Malinowski to survey all libraries regarding their re-opening plans to share at the May 20 Governing Board meeting.
- iv. Restore Illinois impact on CCS – R. Malinowski shared her recommended five phase plan regarding services that is aligned to the Restore Illinois plan. President Hall asked the Executive Committee members their interpretation of the Restore Illinois plan and whether CCS libraries should move forward as a group or individually. After a lengthy discussion, the Executive Committee agreed it would be helpful to try to establish a coordinated approach of all libraries as best as possible, and agreed to discuss with Governing Board at the May 20 meeting the idea of a coordinated effort to open buildings and select criteria to determine when to open.
- v. CCS Staffing and Training – R. Malinowski recommends CCS plan for remote training and meetings through the end of the calendar year. Executive Committee and Governing Board will meet based on government direction as allowed by the Open Meetings Act. CCS staff are in the process of selecting a tool to provide remote training to libraries and R. Malinowski has notified Grayslake and Palatine that they will not have in person training leading up to go live. Executive Committee agreed that remote training was appropriate.

- vi. Reopening recommendations to Governing Board – After a lengthy discussion, the Executive Committee agreed to vote separately on each of the Executive Director recommendations regarding COVID-19 Reopening.

Todd MOVED; Murray SECONDED to

CCS STRONGLY RECOMMENDS THAT IN-PERSON SERVICES, INCLUDING CURBSIDE AND DELIVERY SERVICE, BEGIN RESUMING IN PHASE 3. ANY SERVICES ACTIVE IN PHASE 2 SHOULD BE DEEMED ESSENTIAL BY THE LIBRARY.

Ayes: Conway, Hall, Kim, Murray, Smith, Todd
Nays: None
Absent: Jacobsen

MOTION CARRIED BY ROLL CALL VOTE

Kim MOVED; Conway SECONDED to

CCS WILL CONTINUE TO BULK EXTEND DUE DATES THROUGH PHASE 2, REGARDLESS OF WHETHER A LIBRARY HAS IMPLEMENTED ESSENTIAL IN-PERSON SERVICES, UNLESS THE LIBRARY BOARD OF TRUSTEES HAS DETERMINED THAT TIMELY RETURNS/RECOVERY OF MATERIALS IS ESSENTIAL SERVICE.

Ayes: Conway, Hall, Kim, Murray, Smith, Todd
Nays: None
Absent: Jacobsen

MOTION CARRIED BY ROLL CALL VOTE

Todd MOVED; Smith SECONDED to

CCS LIBRARIES WILL FOLLOW A SHARED QUARANTINE PERIOD BASED ON RAILS GUIDANCE UNTIL THE NORTHEAST REGION REACHES PHASE 4 OR 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.

Ayes: Conway, Hall, Kim, Murray, Smith, Todd
Nays: None
Absent: Jacobsen

MOTION CARRIED BY ROLL CALL VOTE

Murray MOVED; Conway SECONDED to

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, BUT IT WILL NOT BE REQUIRED TO DO SO.

Ayes: Conway, Hall, Kim, Murray, Smith, Todd

Nays: None

Absent: Jacobsen

MOTION CARRIED BY ROLL CALL VOTE

Todd MOVED; Smith SECONDED to

ALL LIBRARIES WILL BE REQUIRED TO PARTICIPATE IN INTRA-CCS LOAN AND DELIVERY AFTER DELIVERY RESUMES IF EITHER THE IMLS/OCLC/BATELLE STUDY PROVIDES COMPELLING EVIDENCE THAT IT IS SAFE TO DO SO OR THE NORTHEAST, NORTH-CENTRAL, AND CENTRAL REGIONS REACH PHASE 4.

Ayes: Conway, Hall, Kim, Murray, Smith, Todd

Nays: None

Absent: Jacobsen

MOTION CARRIED BY ROLL CALL VOTE

- vii. Scenarios for the future - Due to time constraints, President Hall recommended to table this discussion for the next scheduled Executive Committee meeting.
- b. Innovative Update – R. Malinowski included in the packet a sample letter provided by Innovative in support of the Innovative merger with ProQuest. After a discussion and straw poll conducted by President Hall, the majority of Executive Committee agreed to have R. Malinowski draft a neutral letter to be reviewed by the attorney then sent.
- c. Governing Board Agenda Building – R. Malinowski sent the drafted agenda for review by Executive Committee prior to the meeting. There were no additional recommended changes to the agenda.
- d. Planning for Review of Closed Session Minutes – R. Malinowski asked the Executive Committee if they wished to review the closed session minutes at the June committee meeting or if the committee considered that to be non-essential. The Executive Committee agreed the review of closed session minutes was non-essential and would not be reviewed at the June committee meeting.

7. ADJOURNMENT

The meeting was adjourned by President Hall at 12:13 p.m.

Respectfully submitted,
Jane Conway, Secretary