

**EXECUTIVE COMMITTEE MINUTES**  
**CCS Office**  
**3355-J N Arlington Heights Rd Arlington Heights, IL 60004**  
**November 11, 2020**

**REMOTE PARTICIPATION**

The Executive Committee met remotely, without a physical quorum present due to the COVID-19 public health emergency.

**1. CALL TO ORDER**

The meeting was called to order by President Murray at 10:02 a.m.

**2. ROLL CALL**

A. Auston	Wilmette	D. McNulty	Cary
K. Hall	Northbrook	S. Murray	Algonquin
M. Jacobsen	Lake Villa	H. Smith	Park Ridge
P. Leffler	Morton Grove		

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

**3. ADDITIONS TO THE AGENDA**

None.

**4. PUBLIC COMMENT**

None.

**5. CONSENT AGENDA**

Hall MOVED, Jacobsen SECONDED to

**ACCEPT THE CONSENT AGENDA AS PRESENTED INCLUDING THE APPROVAL  
OF SEPTEMBER 9, 2020 MEETING MINUTES, APPROVAL OF OCTOBER 2020  
FINANCIAL STATEMENTS AND APPROVAL OF OCTOBER 2020 BILLS  
FOR PAYMENT.**

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

**6. BUSINESS**

- a. CCS Salary Schedule and Benchmarking – R. Malinowski worked with HR Source to review and update job descriptions and complete an updated salary schedule and benchmarking. Most CCS employees are near midpoint for their

salary range. The proposed salary schedule would go into effective January 1, 2021. R. Malinowski recommended that CCS develop a wage scale policy to be adopted by Executive Committee no later than the end of Q1 calendar year 2021. R. Malinowski will draft for the next Executive Committee meeting.

Hall MOVED, Leffler SECONDED to

**ADOPT THE SALARY SCHEDULE AS PRESENTED IN THE HR SOURCE REPORT  
EFFECTIVE JANUARY 1, 2021.**

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

b. Innovative Updates –

- i. Development Partner Program – R. Malinowski provided an overview of the Innovative Development Partner Program (DPP) and outlined the cost, advantages, and disadvantages in the packet. Innovative is currently seeking partners for the development and launch of Vega Discover. Malinowski reported that this would be a good opportunity for CCS but is a significant commitment of CCS staff time and future costs. The contract is cancellable at any time and CCS would not pay anything until live in a production environment. If approved by Executive Committee, CCS would move forward with the contract then go to Governing Board for approval prior to going live.

Hall MOVED, Leffler SECONDED to

**MOVE FORWARD WITH THE DEVELOPMENT PARTNER PROGRAM, PENDING  
CONTRACT REVIEW BY THE CCS ATTORNEY, WITH A NOT TO EXCEED OF  
\$85,000 FOR YEAR ONE AFTER IMPLEMENTATION.**

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

- ii. Contract Renewal - The current contract with Innovative will expire April 2023. The current contract has an annual increase of 3.5% but if renewed by the end of this calendar year, the increase would be reduced to a maximum of 2.5%. This would require extending the contract to 2025 or 2026. After a discussion, the Executive Committee agreed that with this renewal it would allow CCS to focus attention on other projects.

Leffler MOVED, Smith SECONDED to

**APPROVE THAT CCS RENEW EXISTING CONTRACT WITH INNOVATIVE FOR FIVE YEARS, WITH AN ANNUAL INCREASE NOT TO EXCEED 2.5%**

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith  
Nays: None

MOTION CARRIED BY ROLL CALL VOTE

- c. Website Redesign – CCS has issued an RFP for the website redesign. The CCS attorney reviewed the document before it was posted on October 26. The deadline for written questions is November 13 and D. Wischmeyer and K. Weiss will conduct a formal bid opening on December 14.
- d. COVID-19 – There was no additional information included in the packet.
- e. RAILS Updates - RAILS has changed their recommended quarantine period to three days. RAILS has asked libraries if they should make any plans to stop delivery if mitigation status changes. There was a discussion of libraries' plans if move to Tier 2 or 3.

**7. ADJOURN TO CLOSED SESSION**

Hall MOVED, Jacobsen SECONDED to

**MOVE INTO CLOSED SESSION AT 11:00 A.M. AS PURSUANT TO 5 ILCS 120/2 C (21) DISCUSSION OF MINUTES OF MEETINGS LAWFULLY CLOSED UNDER THIS ACT, WHETHER FOR PURPOSES OF APPROVAL BY THE BODY OF THE MINUTES OR SEMI-ANNUAL REVIEW OF THE MINUTES AS MANDATED BY SECTION 2.06.**

**PURSUANT TO 5 ILCS 120/2 C (1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY.**

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith  
Nays: None

MOTION CARRIED BY ROLL CALL VOTE

**8. RECONVENE OPEN SESSION**

The Executive Committee returned to open session at 11:21 a.m. to make determinations about written minutes and recordings of closed sessions and Executive Director review.

Hall MOVED, Auston SECONDED to

**KEEP CLOSED THE MINUTES OF OCTOBER 18, 2017 AND NOVEMBER 8, 2017.**

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

Hall MOVED, McNulty SECONDED to

**DESTROY THE VERBATIM RECORDINGS OF CLOSED SESSION MEETINGS FROM APRIL 10, 2019 AND MAY 1, 2019**

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

Hall MOVED, Leffler SECONDED to

**APPROVE 3.5% INCREASE RETROACTIVE TO JULY 1, 2020 FOR R. MALINOWSKI.**

Ayes: Auston, Hall, Jacobsen, Leffler, McNulty, Murray, Smith

Nays: None

MOTION CARRIED BY ROLL CALL VOTE

K. Hall will meet with R. Malinowski after the meeting to go over her review.

**9. REPORTS**

- a. President – No report.
- b. Secretary – No report.
- c. Treasurer – No report.
- d. Committees and Groups
  - i. Forthcoming Records Discussion – At the October 14 meeting, SCRAP discussed whether CCS should allow member libraries to optionally add bibliographic records for forthcoming titles to the database and J. Dilger of Palatine reviewed their library's practice of adding these records to the database. After discussion, SCRAP unanimously voted to allow libraries to add forthcoming records. D. Wischmeyer took this decision to Database Management Committee due to the implications for Acquisitions

and PAS.

A. Auston shared his experience while at Palatine with this issue and reported that he was not in favor of adopting this practice on a universal scale at CCS. The Executive Committee agreed it was helpful to have Auston's input. R. Malinowski will share with CCS staff and K. Hall will share with A. Todd. The Executive Committee agreed that the decision lies with Database Management Committee.

- ii. Long Range Planning Committee – The committee met on November 2 and discussed feedback from Governing Board and the drafted mission and vision statements. The committee also reviewed the Jefferson County strategic plan and agreed to incorporate guiding principles in some way with the mission and vision statements and the strategic plan. The committee is scheduled to meet next on November 30.

H. Smith left the meeting at 11:36 a.m.

- e. Executive Director – Report was included in the packet. There were no additional questions from the Executive Committee.

## **10. ADJOURNMENT**

The meeting was adjourned by President Murray at 11:40 a.m.

Respectfully submitted,  
Diane McNulty, Secretary