



**MINUTES  
CCS EXECUTIVE COMMITTEE  
VIRTUAL LOCATION**

**WEDNESDAY, July 10, 2024**

**REMOTE PARTICIPATION**

1. CALL TO ORDER

The meeting was called to order by President Bertucci at 10:00 A.M.

2. ROLL CALL

A. Auston	Wilmette	P. Leffler	Morton Grove
J. Bertucci	Park Ridge	S. Lempke	Lincolnwood
B. Fyolek	Crystal Lake	R. Livergood	Warren-Newport

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

Absent: L. Dorfman

3. ADDITIONS TO THE AGENDA

R. Malinowski stated that Treasurer A. Auston would serve as Secretary in L. Dorfman's absence. B. Stoneburner will send draft minutes to Auston for review.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Leffler MOVED; Fyolek SECONDED to

**APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING JUNE 12, 2024 MEETING MINUTES, JUNE 2024 FINANCIAL STATEMENTS, JUNE 2024 BILLS FOR PAYMENT AND EMPLOYEE HANDBOOK CHANGES RELATED TO CHICAGO PAID LEAVE AND CHICAGO PAID SICK LEAVE ORDINANCES AND EXPENSE REIMBURSEMENT.**

Ayes: Auston, Bertucci, Fyolek, Leffler, Lempke, Livergood

Nays: None

Absent: Dorfman

MOTION PASSED BY ROLL CALL VOTE



## 6. BUSINESS

- a. Executive Committee Orientation – R. Malinowski sent the member roles and responsibilities document to the Executive Committee prior to the meeting for review. There were no questions from the Executive Committee.
- b. Update from Bylaws and Policy regarding membership and new member billing – The Bylaws and Policy meeting minutes and summary was included in the packet. R. Malinowski reported that previously the Executive Committee referred discussion on the new member investment in the Development Fund to the Bylaws and Policy Committee. The Bylaws and Policy Committee is currently considering two recommendations to either eliminate the investment requirement or revise the investment requirement to only be active when existing CCS members are actively growing the Development Fund. After a lengthy discussion, the Executive Committee agreed that the second option to maintain the option to request money for the Development Fund if needed was a better approach. R. Malinowski will take the feedback to the Bylaws and Policy Committee for next steps.
- c. New Reporting Tool Review and Discussion – D. Wischmeyer led a demonstration of a new interactive tool to meet the administrative reporting needs requested by the libraries. The tool is currently in beta form. R. Malinowski requested the committee send feedback or complete a survey on what they liked about the tool, potential improvements to the tool and additional features or enhancements they would like to see.
- d. New and Potential Members
  - i. Mt. Prospect and Waukegan – Project updates and timeline were included in the packet. There were no additional updates or questions from the Executive Committee.
  - ii. Vernon Area Public Library – R. Malinowski reported that a vote on membership is expected at the library's August board meeting and depending on that vote, the September Executive Committee would make the recommendation to Governing Board to vote in November.
- e. Innovative Updates – R. Malinowski reported that patches applied by Innovative are helping recent downtime issues. CCS continues to work with Innovative engineers on issues but are seeing improvements with the recent patches. Malinowski reported that for Staff Client Remote Access, most libraries that allow staff to work from home use a VPN or remote connection based on feedback from the Executive Committee and IT Group. CCS will follow up with any libraries that have staff that work from home without a VPN.



- f. Find More Illinois – D. Wischmeyer reported that seventeen libraries are scheduled to go live in August. CCS is working on additional documentation and training materials.
- g. October Executive Committee Meeting during ILA – R. Malinowski reported that October Executive Committee is scheduled for the same time as ILA. The Executive Committee agreed to move the meeting to October 16.

## 7. REPORTS

- a. President – J. Bertucci reported she is excited to assume the role as President for this fiscal year and thanked P. Leffler for stepping into the Past-President role.
- b. Secretary – No report.
- c. Treasurer – A. Auston reported that the year-end financials were part of the consent agenda. ILS Maintenance is under budget due to new accounting standards. R. Malinowski will confirm this with Lauterbach & Amen.
- d. Committees and Groups – Updates were included in the packet. There were no additional questions from the Executive Committee.
- e. Executive Director – R. Malinowski reported that the FY25 governance committee rosters were being finalized and would be emailed to directors.

## 8. ADJOURNMENT

President Bertucci adjourned the meeting at 11:01 A.M.

Respectfully submitted,  
Anthony Auston, Acting Secretary