



**MINUTES
CCS EXECUTIVE COMMITTEE
VIRTUAL LOCATION**

Wednesday, October 16, 2024

REMOTE PARTICIPATION

1. CALL TO ORDER

The meeting was called to order by President Bertucci at 10:06 A.M.

2. ROLL CALL

| | | | |
|-------------|------------|------------|--------------|
| A. Auston | Wilmette | B. Fyolek | Crystal Lake |
| J. Bertucci | Park Ridge | P. Leffler | Morton Grove |
| L. Dorfman | Glenview | S. Lempke | Lincolnwood |

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

Absent: R. Livergood

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. CONSENT AGENDA

Auston MOVED; Leffler SECONDED to

**APPROVE THE CONSENT AGENDA AS PRESENTED INCLUDING SEPTEMBER 11,
2024 MEETING MINUTES, SEPTEMBER 2024 FINANCIAL STATEMENTS, AND
SEPTEMBER 2024 BILLS FOR PAYMENT.**

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

Nays: None

Absent: Livergood

MOTION PASSED BY ROLL CALL VOTE



6. BUSINESS

- a. New and Potential Members
 - i. Mount Prospect and Waukegan – There were issues that temporarily delayed the go live but both libraries are now live on the system. The project review is in progress. The post go-live survey is now open for libraries to complete and a memo will be sent to library directors by the end of the month. CCS continues to troubleshoot issues with Innovative and is holding off on loading the libraries' Overdrive records until system issues can be resolved.
 - ii. Potential New Members – R. Malinowski met with D. Archer at Cook Memorial to discuss CCS. CCS is also speaking with Wauconda staff regarding Polaris and potential long-term options.
- b. Innovative Updates –
 - i. System Patch Applied – R. Malinowski reported that the 7.6 upgrade in August has created new system performance issues. Details of the system issues were noted in the packet. A patch was installed by Innovative on October 9 and there have been no issues reported since the patch was installed. Innovative is monitoring the system and R. Barth has set up internal email alerts for CCS staff. CCS is working with the Polaris development team to discuss how to ensure future upgrades do not impact the system or allow for testing prior to the upgrade.
- c. Find More Illinois – D. Wischmeyer reported that twenty-six libraries are now live on Find More Illinois with Highland Park and Northbrook scheduled to go live in January 2025. There are still outstanding issues being worked on by RAILS and AutoGraphics primarily related to a recent SHAREit upgrade that introduced a new bug. A fix was implemented on October 15 with a software rollout and D. Wischmeyer will follow up with libraries to see if this fix resolved the issue.
- d. Member Services Recruiting – D. Wischmeyer reported that CCS continues to work with HR Source to fill the open Member Services Associate position with V. Seward's upcoming retirement. There have been over ninety applicants so far, mostly through RAILS and Indeed. CCS hopes to have a new hire start the first or second week of December.

D. Wischmeyer left the meeting at 10:18 A.M.

7. ADJOURN TO CLOSED SESSION

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.

Leffler MOVED; Lempke SECONDED to

MOVE INTO CLOSED SESSION AT 10:19 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, Bertucci, Dorfman, Fyolek, Leffler, Lempke
Nays: None
Absent: Livergood

MOTION PASSED BY ROLL CALL VOTE

8. RECONVENE TO OPEN SESSION

The Executive Committee returned to open session at 10:28 A.M and the roll was taken.

| | | | |
|-------------|------------|------------|--------------|
| A. Auston | Wilmette | B. Fyolek | Crystal Lake |
| J. Bertucci | Park Ridge | P. Leffler | Morton Grove |
| L. Dorfman | Glenview | S. Lempke | Lincolnwood |

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

- a. Make determination about written minutes and recordings of closed sessions - The updated list of closed session minutes and recordings was included in the packet and R. Malinowski sent a non-downloadable link to the committee of the minutes for review prior to the meeting. There were no recordings eligible for destruction.

Bertucci MOVED; Fyolek SECONDED to

KEEP CLOSED THE MINUTES OF JANUARY 10, 2024.

Ayes: Auston, Bertucci, Dorfman, Fyolek, Leffler, Lempke
Nays: None
Absent: Livergood

MOTION PASSED BY ROLL CALL VOTE



- b. Make determination about the Executive Director review

Bertucci MOVED; Leffler SECONDED to

APPROVE THE EXECUTIVE DIRECTOR EVALUATION AND SALARY RECOMMENDATION OF \$146,625 EFFECTIVE MAY 1, 2024.

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

Nays: None

Absent: Livergood

MOTION PASSED BY ROLL CALL VOTE

9. REPORTS

- a. President – President Bertucci reminded the committee that Governing Board will meet on November 20 at Indian Trails Public Library District. A. Rasmussen from Vernon Area Public Library will be in attendance.
- b. Secretary – No report.
- c. Treasurer –A. Auston reported that he has reviewed the FY 23-24 audit working draft and the audit will be on the agenda for approval at the November Governing Board meeting.
- d. Committees and Groups – The Bylaws and Policy Committee met on October 15 to review new member investment and will have an update at the November Governing Board meeting.
- e. Executive Director – R. Malinowski reported that CCS is currently participating in a research project as part of an IMLS grant focusing on enhancing library metadata for the LGBTQ+ community. R. Fischer will serve as the liaison between the researchers and CCS. More information on how libraries can participate in this study will be provided at the November Governing Board meeting.

Malinowski also reported that CCS is currently conducting user experience testing with patrons and twenty interviews are currently scheduled to test multiple interfaces.

10. ADJOURNMENT

President Bertucci MOVED; A. Auston SECONDED to adjourn the meeting at 10:34 A.M.

Respectfully submitted,
Lindsey Dorfman, Secretary