

**REGULAR MEETING  
SWAN BOARD  
Westmont, IL January 19, 2018  
MINUTES**

**1. Call to Order, Roll Call**

Vice President Wittmann called the meeting to order at 9:31 a.m. The following Board members were present to establish a quorum.

- |                |                    |
|----------------|--------------------|
| a. Ted Bodewes | c. Tiffany Verzani |
| b. Doug Losey  | d. Stacy Wittmann  |

**2. Introduction of Visitors/Public Comment**

Aaron Skog, SWAN Executive Director  
Brande Overbey, SWAN Operations Manager  
Sharon Swanson, RAILS Staff Accountant  
Dawn Bussey, Director of Glen Ellyn Public Library and LINC Board President  
Tuki Sathaye, Director of Itasca Community Library  
Dawne Tortorella, SWAN Assistant Director (for Reports, Item C. only)

**3. ACTION ITEM**

Acceptance of the January 19, 2018 SWAN Board Meeting Agenda

Mr. Losey moved, seconded by Mr. Bodewes that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 19, 2018 SWAN BOARD  
MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

**4. ACTION ITEM**

Approval of SWAN Finances for December

Mr. Bodewes moved, seconded by Mr. Losey that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR DECEMBER 1,  
2017 THROUGH DECEMBER 31, 2017 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF  
EXPENDITURES FOR DECEMBER 2017 AS PRESENTED

Motion carried by roll call vote with the following results:  
Ayes: Ms. Verzani, Mr. Losey, Ms. Wittmann, Mr. Bodewes.

**5. ACTION ITEM**

Acceptance of the December 15, 2017 SWAN Board Meeting Minutes

Ms. Verzani moved, seconded by Mr. Bodewes, that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 15, 2017 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

## **REPORTS**

### **a. Board President Report**

None.

### **b. Executive Director Report**

Skog reviewed his report as presented in this month's packet, and then took questions from the Board. Verzani asked about staff time devoted to planning/running the SWANstravaganza each year. Bodewes asked how many libraries were represented at last year's SWANstravaganza meeting. Skog will compile that information for the Board. Discussion was held regarding the venue for the event, which has been generally well-reviewed. Wittmann shared feedback from her staff: they felt that there was not a lot there for tech services staff, and that reference was somewhat marginalized. A more robust offering for all would be helpful, and more advertisement as to how helpful this event will be for library staff training would also be beneficial. This would be a good opportunity for Susan to highlight certain areas (i.e. tracks for different areas/departments). Bodewes shared that asking the membership what they want, to generate topics and ideas for the event, might be very helpful.

Skog is interested how the Board and membership feels at this point about adding more libraries to SWAN in the future. If any interested libraries wanted to move forward, he would write up a formal analysis, go to the Board for recommendation and then the membership for a vote. If approved, he would then proceed with a formal project plan. Wittmann felt that the membership will want to see how the current New 19 project goes first; the other Board members echoed this sentiment. Bodewes also felt it was important to consider the staffing impact, and Verzani asked about associated costs for bringing in libraries who are currently on different platforms. Verzani also noted that Strategic Planning should come first. Visitor Dawn Bussey stated that if SWAN had an "open enrollment period" that interested libraries knew about, and could use in their own planning, that would be helpful. Losey felt that having an idea about how large we'd like SWAN to actually get (a maximum set point) would be beneficial; also, will adding more libraries make it cheaper for all members, or more expensive? Visitor Tuki Sathaye stated that it is important to ensure that the support is not compromised, so it would be helpful to allow the "dust to settle" after the current migration before considering adding more libraries. Skog will include Green Hills for the FY19 budget and work on the project timeline for adding this library and share that at the February COW meeting.

### **c. Operations Report**

Reviewed as presented. Tortorella joined the group to address questions that the Board had regarding the RBP project. The Board also expressed enthusiasm for the in-progress work and changes that Tara Wood noted in her UX section of this month's Operations Report.

**d. Treasurer Report**

None.

**e. Board Calendar**

Reviewed as presented. Skog asked about moving the agreement review on the timeline up a month, which will be further discussed in Item 8.

**6. DISCUSSION ITEM**

FY19 Budget Draft for Committee of the Whole Presentation

Skog incorporated all of the feedback and changes noted in last month's board meeting. Skog did factor in the potential addition of Green Hills PLD to the SWAN consortium for this year's budget, just in case, as that has been discussed at previous membership meetings. He invited thoughts regarding the current layout and presentation of the budget draft, in preparation for membership review at the Committee of the Whole meeting.

Scenarios with the bond reporting that were outside of the norms were discussed by the Board, and what to do in each instance. It is important to note that though this is for our FY19 budget and fees, we must use 2015 bond schedules since that is the most recent data available—the bond levied is not fully paid until the following year, which for SWAN's public library fee formula would be at the end of 2016. It was determined that certain rules for scenarios will need to be set; Skog and Treasurer Bukovac will further review and recommend these.

As a part of the RAILS funding of the New 19, we will need to have a discussion regarding eRead Illinois and SWAN's interest in being involved in this consortium-wide. Currently, about half of the 97 SWAN libraries participate. If all of SWAN does not participate in this program, the 30% discount will no longer be extended to those libraries utilizing this feature. Wittmann recommended reaching out to the current eRead libraries to see if they are still interested in continuing this feature.

**7. DISCUSSION ITEM**

SWAN Sustainability Plan Draft as Required by RAILS for FY20

Skog walked the Board through this document, and the rationale for his plan. This is a document that RAILS requested that we provide to them, in the event that RAILS funding was no longer available.

**8. DISCUSSION ITEM**

SWAN-RAILS Agreement for FY19

There was one clause that our attorney review advised that we add back in (it was in previous versions, and in this version had been removed). That is the only area that was discovered in

attorney review that caused concern. The Board felt that we should take the advice of our attorney and that this clause should be added back in, unless RAILS can provide compelling evidence as to why it was removed.

**9. Next Board Meeting**

The next SWAN Committee of the Whole meeting will be held on February 6, 2018 at RAILS Burr Ridge at 9:30 a.m.

The next SWAN Board Meeting will be held on February 16, 2018 at SWAN Quail Ridge at 9:30 a.m.

**ADJOURNMENT**

There being no further business before the Board, President Wolff called to adjourn the meeting.

Motion carried and the meeting at adjourned at 11:37 a.m.

Minutes Prepared by Brande Overbey

Respectfully Submitted,

---

Tiffany Verzani  
Board Secretary