

**REGULAR MEETING
SWAN BOARD
Westmont, IL February 16, 2018
MINUTES**

1. Call to Order, Roll Call

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

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|----------------|--------------------|
| a. Ted Bodewes | d. Tiffany Verzani |
| b. Rich Wolff | e. Jamie Bukovac |
| c. Doug Losey | f. Stacy Wittmann |

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director
Brande Overbey, SWAN Operations Manager
Sharon Swanson, RAILS Staff Accountant
Edith Craig, Director of St. Charles Public Library
Dawn Bussey, Director of Glen Ellyn Public Library and LINC Board President

3. ACTION ITEM

Acceptance of the February 16, 2018 SWAN Board Meeting Agenda

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

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE FEBRUARY 16, 2018 SWAN BOARD
MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. ACTION ITEM

Executive Session – Executive Director 6 Month Review; Closed Session Minutes 6
Month Review

Executive Session for the purposes of discussing “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.” 5 ILCS 120/2(c) (1), and (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.”

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

RESOLVED, THAT THE SWAN BOARD GO INTO EXECUTIVE SESSION AT 9:35 a.m.

Motion carried by unanimous voice vote.

Mr. Bodewes moved, seconded by Mr. Losey, that it be
RESOLVED, THAT THE SWAN BOARD RECONVENE AT 9:44 a.m.

Motion carried by unanimous voice vote.

Board reconvened at 9:44 a.m.

Ms. Bukovac moved, seconded by Ms. Wittmann, that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE CLOSED SESSION MINUTES FOR JUNE
2017 AND DECEMBER 2017, AS AMENDED

Motion carried by unanimous voice vote.

5. ACTION ITEM

Approval of SWAN Finances for January

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

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JANUARY 1
THROUGH JANUARY 31, 2018 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF
EXPENDITURES FOR JANUARY 2017 AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Ms. Verzani, Mr. Losey, Mr. Wolff, Ms. Wittmann, Mr. Bodewes, Ms.
Bukovac.

Bukovac requested an update on MERGE and the ongoing usability study, which Skog provided.
Bukovac also noted that perhaps we could survey libraries about the yearly SWAN strip calendar
and their need for them before mailing them out, as her library does not use them.

6. ACTION ITEM

Acceptance of the January 19, 2018 SWAN Board Meeting Minutes

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

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 19, 2018 SWAN BOARD
MEETING MINUTES AS AMENDED

Motion carried by unanimous voice vote.

7. ACTION ITEM

Acceptance of the February 6, 2018 SWAN Board Committee of the Whole Meeting Minutes

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

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE FEBRUARY 6, 2018 SWAN BOARD COMMITTEE OF THE WHOLE MEETING MINUTES AS AMENDED

Motion carried by unanimous voice vote.

REPORTS

a. Board President Report

None.

b. Executive Director Report

Skog walked the Board through a few small changes he had made to the FY19 budget document since the last meeting, which ultimately produced lower fees for the membership.

c. Operations Report

Reviewed as presented. Skog provided additional details on the display work being done on Enterprise by the User Experience group. Bukovac stated that we could better advertise the DUX training sessions so that the membership knows what a valuable tool this is. The Board also discussed New19 marketing materials and the adaptability of those to the rest of our membership afterwards.

d. Treasurer Report

None.

e. Board Calendar

Reviewed as presented.

8. ACTION ITEM

Appoint SWAN Board OMA Officer

Ms. Bukovac moved, seconded by Mr. Losey, that it be

RESOLVED, THAT THE SWAN BOARD APPOINTS TIFFANY VERZANI TO SERVE AS THE SWAN BOARD OMA OFFICER

Motion carried by unanimous voice vote.

9. ACTION ITEM

Approve FY19 Intergovernmental Agreement between RAILS and SWAN

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

RESOLVED, THAT THE SWAN BOARD APPROVES THE FY19 RAILS AND SWAN INTERGOVERNMENTAL AGREEMENT AS PRESENTED

Motion carried by unanimous voice vote.

10. ACTION ITEM

Recommend FY19 Budget for Membership Approval

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

RESOLVED, THAT THE SWAN BOARD RECOMMENDS THE FY19 BUDGET DRAFT AS PRESENTED FOR MEMBERSHIP VOTE AT THE MARCH QUARTERLY MEETING

Motion carried by unanimous voice vote.

Bukovac clarified that potential Green Hills migration fees are included, but done so separately in order to make the document clean and easier to follow. A tentative timeline was discussed for membership vote, if Green Hills does opt to pursue SWAN membership. More discussion was held regarding bond payments and the fees formula.

11. DISCUSSION ITEM

eRead Illinois Participation for SWAN Libraries

An initial discussion was held with the membership at the recent Committee of the Whole meeting on February 6th. There was not a general interest in adding eRead for current SWAN members, but there was enthusiasm for investigating other group purchases. MAGIC and LINC are currently enjoying a 30% discount on eRead for their groups, but they will lose this discount upon joining SWAN since we do not have a consortium-wide membership, which is required. The Board discussed the usage at their various libraries who do or did have an eRead membership.

12. DISCUSSION ITEM

Strategic Planning RFP Draft, Next Steps

Bukovac walked the Board through the supplemental documents provided in the packet. Some of the RFP document will need additional input, from SWAN staff for example to better describe the organization.

What is our intent and our timeline? What will this process and final document look like? If we'd like to have this completed in time to start the fall budget process, the summer would be the time to bring everyone together to do strategic planning. SWAN staff and time commitments are important to consider, with our New19 libraries joining us in May. Verzani noted we can get started in the summer to get an idea of our direction, and Wittmann clarified that it was ok if it does trickle over into the budget planning in fall or even beyond, if needed. She feels that this will very much need to be a focus at the Quarterly in March and June, since there will be limited time if we are looking to have this completed or nearly completed for the fall budget planning. Skog asked about how deep we intend to get with the focus groups. Should it be directors, advisory groups? Bodewes feels that we should utilize the expertise of the facilitator that we hire to help us provide direction for this service and recommendations about factors like this. Visitor Edith Craig shared that expectations should be clear when interviewing consultants. Skog

felt that perhaps looking at a 5-year plan rather than 3 years would be a good idea. Mission/Vision/Values and philosophy, "What is SWAN" was also discussed. The SWANstravaganza event in August will be a great opportunity to talk to the membership at large and get them involved in this process. The Strategic Planning Committee (Bukovac, Milavec, and Bodewes) will do the legwork and make the decision/recommendation on which facilitator will be best. Skog will work with the group to provide background info to flesh out the RFP document with organizational information.

13. DISCUSSION ITEM

SWAN Board Election Timetable 2018

The nominating committee was previously struck from the bylaws, so that was removed from the draft document. This timeline for our 2018 election process will be shared with the membership at the March Quarterly meeting.

14. DISCUSSION ITEM

Yearly SWAN Bylaws Review

The Board discussed the need for a review and felt that it was not needed this year, since we just completed the review of this document and amendments later in the year for 2017.

15. DISCUSSION ITEM

March Quarterly Agenda Review

Wolff will not be in attendance so Wittmann will be leading this meeting. Strategic Planning was added as a Discussion Item to the agenda draft.

16. Next Board Meeting

The next SWAN Board Quarterly Meeting will be held on March 1, 2018 at RAILS Burr Ridge at 9:30 a.m.

The next SWAN Board Meeting will be held on March 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 11:42 a.m.

Minutes Prepared by Brande Overbey

Respectfully Submitted,

Tiffany Verzani
Board Secretary