

## **SWAN Administrators' Quarterly Meeting**

**RAILS Burr Ridge  
125 Tower Dr.  
Burr Ridge, IL 60527  
March 1, 2018 9:30 A.M.**

### **Call to Order and Welcome**

Vice President Wittmann called the meeting to order at 9:31 a.m. Losey, Wittmann, Bodewes, Verzani, Bukovac and Milavec were present to establish a quorum.

### **Introduction of New Library Directors and Visitors – Public Comment –**

None.

### **Action Item: Approval of the December Quarterly Meeting Minutes**

Ted Bodewes moved to approve the December Quarterly meeting minutes, seconded by Tiffany Verzani. Motion carried by unanimous voice vote.

### **Action Item: Approve FY19 Budget & Fee Schedule**

SWAN Library roll call vote performed by Tiffany Verzani, SWAN Board Secretary

SWAN Bylaws: The proposed budget and Annual Fees Schedule shall be approved by a vote of two-thirds (2/3) of all of the Members present at the March Quarterly meeting where a quorum of Members are present. The Member Libraries that aren't present at the March meeting shall be deemed to have approved said budget.

Doug Losey moved to approve the FY19 budget, seconded by Jamie Bukovac.

SWAN Board Secretary Tiffany Verzani performed a roll-call vote on approving the budget and fees document; the motion passed with an affirmative of at least 2/3 of all members attending.

Motion carried by roll call vote with the following results:

30 IN FAVOR, 0 NAY, 48 ABSENT, 0 ABSTAIN.

Skog walked the membership through the budget and fees process, then opened the floor for questions.

He noted that the multiplier did change from the initial presentation; the fees have become lower due to this. Kathy Parker of Glenwood-Lynwood asked if we could anticipate roughly the same number for fees for the next few years; Skog agreed that these numbers could be used for budgeting, but Bukovac shared that this isn't a "true" base budget yet with the New19 joining us. We will likely need another year or two to settle out to the true baseline. RAILS funding could certainly also change in the future, as they are only currently locked into a one-year agreement with us. Deiters clarified that one new full-time SWAN

position will be anticipated for this upcoming fiscal year (and two possible part-time positions), and Skog shared that line 5310 is increasing due to moving to cloud service.

**Information Item: 2018 SWAN Board Election Process**

Wittmann explained the election process for 2018, where we will have two open seats on July 1<sup>st</sup>. The self-nomination process will open this Monday, March 5<sup>th</sup>. The full timeline is also included in the packet. Skog stated that the New19 libraries will be eligible to vote on May 1<sup>st</sup>, when they become official SWAN members.

**Discussion Item: Strategic Planning Process**

Bukovac gave a brief update regarding where the Board is at with this process. An RFP for a consultant is in the works, and the Committee hopes to issue this document soon. End of July, early August is when it is hoped that Strategic Planning will begin. The goal will be to have a document to present to the membership at the December Quarterly, though the timeline will be finalized once a facilitator is chosen.

**Information Item: Enterprise 5.0 Upgrade Announcement & Projects for March – May; New 19 Go-Live May 1, 2018 & Consortia Impact**

Skog walked the membership through a Power Point presentation of updates and projects that SWAN and our User Experience Manager Tara Wood are working on to improve Enterprise and our patron interface. He also provided the migration timeline to date, and discussed the anticipated downtime.

**Announcements and Questions**

Deiters asked for any new news on Brookfield Zoo. Skog shared that no info has received regarding them withdrawing from SWAN, but that is all the news that we have at this time.

Adjournment at **10:31 a.m.**