

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

1. Call to Order, Roll Call

President Wolff called the meeting to order at 9:30 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 March 16, 2018 SWAN Board Meeting Agenda

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

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

Motion carried by unanimous voice vote.

4. ACTION ITEM

Approval of SWAN Finances for February

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

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR FEBRUARY 1
THROUGH FEBRUARY 28, 2018 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF
EXPENDITURES FOR FEBRUARY 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.

5. ACTION ITEM

Acceptance of the November 30, 2017 SWAN Board Finance Committee Meeting Minutes

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

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 30, 2017 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

6. ACTION ITEM

Acceptance of the February 16, 2018 SWAN Board Meeting Minutes

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

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

Motion carried by unanimous voice vote.

REPORTS

a. Board President Report

Wolff thanked Wittmann for hosting the Quarterly meeting in March during his absence.

b. Executive Director Report

Skog gave an overview of his report, including details on the libraries and groups that have expressed interest in joining SWAN in the future or who have requested further information on our consortium. Skog asked about how the Board wants to proceed with sharing this information and opening discussions with the membership. Bukovac stated that we can share this info at the June Quarterly Meeting. Discussion was held on when best to present new libraries for consideration. This can be a part of our Strategic Planning discussion as well. Doing this mindfully with the upcoming migration, determining a limit for our growth, and staff impact will be important considerations. Losey noted that we will also need to take a look at the impact on membership fees as well. Bukovac brought up the idea of creating a points or parameters system: whether they are on SirsiDynix already, the size of the library, the proximity to other SWAN libraries, and the impact on SWAN to add them should all be considered in helping to us to make these decisions. The Board noted it will be important to have the New19 migration complete, evaluate everything, and allow the SWAN staff to settle in with the new workload and get a handle on that, before looking at adding new libraries. Skog will alert the interested parties that we will talk about this again in another 6 months, after the migration is complete and Strategic Planning process has begun.

c. Operations Report

Reviewed as presented. Overbey confirmed with the Board that for the auditor and actuarial valuation RFP review at next month's board meeting, an overview document rather than the full RFP documents should be included in the board packet.

d. Treasurer Report

None.

e. Board Calendar

Reviewed as presented.

7. ACTION ITEM

Ratify FY19 Budget Vote

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

RESOLVED, THAT THE SWAN BOARD APPROVES THE FISCAL YEAR 2019 BUDGET FOR JULY 1, 2018 THROUGH JUNE 30, 2019 AS VOTED ON BY THE SWAN FULL MEMBER LIBRARIES ON MARCH 1, 2018

Motion carried by roll call vote with the following results:
30 IN FAVOR, 0 NAY, 48 ABSENT, 0 ABSTAIN.

Motion carried by roll call vote with the following results:

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

8. ACTION ITEM

Executive Session – Review Executive Session Minutes Recommendation

Executive Session for the “for the purpose of approving Executive Session minutes per 5 ILCS 120/2.06(d) b. Determination of Executive Session Minutes per 5 ILCS 120/2.06 (d)

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

RESOLVED, THAT THE SWAN BOARD GO INTO EXECUTIVE SESSION AT 10:16 a.m.

Motion carried by unanimous voice vote.

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

RESOLVED, THAT THE SWAN BOARD RECONVENE AT 10:24 a.m.

Motion carried by unanimous voice vote.

Board reconvened at 10:24 a.m.

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

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE EXECUTIVE SESSION RECOMMENDATION FOR THE MINUTES TO REMAIN CLOSED AS REVIEWED

Motion carried by unanimous voice vote.

9. ACTION ITEM

Approve Batavia Public Library District, Bloomingdale Public Library, Carol Stream Public Library, Glen Ellyn Public Library, Messenger Public Library of North Aurora, National University of Health Sciences, Oak Brook Public Library, Saint Charles Public Library District, Sugar Grove Public Library District, Theosophical Society in America, Town and Country Public Library District, and Villa Park Public Library as SWAN Cataloging Libraries

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

RESOLVED, THAT THE SWAN BOARD APPROVES BATAVIA PUBLIC LIBRARY DISTRICT, BLOOMINGDALE PUBLIC LIBRARY, CAROL STREAM PUBLIC LIBRARY, GLEN ELLYN PUBLIC LIBRARY, MESSENGER PUBLIC LIBRARY OF NORTH AURORA, NATIONAL UNIVERSITY OF HEALTH SCIENCES, OAK BROOK PUBLIC LIBRARY, SAINT CHARLES PUBLIC LIBRARY DISTRICT, SUGAR GROVE PUBLIC LIBRARY DISTRICT, THEOSOPHICAL SOCIETY IN AMERICA, TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT, AND VILLA PARK PUBLIC LIBRARY AS SWAN CATALOGING LIBRARIES

Motion carried by unanimous voice vote.

Skog shared the impact of adding these new libraries as catalogers, and the benefit to SWAN. We are excited to have them join us in this capacity. Wolff asked if this should also be a part of Strategic Planning. Wittmann and Bukovac both noted what a benefit central cataloging would be, in terms of more accurate results and clean, quality data.

10. DISCUSSION ITEM

Circulation Policy & Maximum Renewals

Bukovac provided info on her discussion with directors of some of our member libraries about the desire for 3 renewals to be added to our options list. She felt that having a quick discussion on it now, and perhaps looking at it more closely down the road after migration, would be a good move. A survey can be utilized to get data from our membership to help us to make a decision. She feels that getting more input from the membership, beyond just the User Groups, would be beneficial. Skog did note that when adding a new renewal number, another option would need to be removed, due to the size of our current circ mapping and rules. Edith Craig shared that there have been collaboration meetings amongst the Fox River-area libraries regarding consolidating circ rules between those neighboring libraries, which she feels is a big benefit to patrons.

11. INFORMATION ITEM

Strategic Planning RFP

The document has been posted and shared with a number of consultants. Time has been scheduled after the April 20th board meeting to review the received results and begin to consider top contenders. It is hoped that a selection will be made and this person can be invited to the June board meeting.

12. Next Board Meeting

The next SWAN Board Meeting will be held on April 20, 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 11:05 a.m.

Minutes Prepared by Brande Overbey

Respectfully Submitted,

Tiffany Verzani
Board Secretary