

**REGULAR MEETING
SWAN BOARD
Westmont, IL May 18, 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. Jamie Bukovac |
| b. Doug Losey | e. Rich Wolff |
| c. Tiffany Verzani | |

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

3. ACTION ITEM

Acceptance of the May 18, 2018 SWAN Board Meeting Agenda

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

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MAY 18, 2018 SWAN BOARD MEETING
AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. ACTION ITEM

Strategic Planning Committee Recommendation to Board

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

RESOLVED, THAT THE SWAN BOARD APPROVES THE STRATEGIC PLANNING CONTRACT WITH
CONSULTING WITHIN REACH AS PRESENTED

Motion carried by unanimous voice vote.

The Strategic Planning Committee met last month and closely reviewed all RFP responses received. One clear front-runner became apparent, which is who they are recommending to the Board today. Consulting Within Reach created a non-traditional but very well-written plan that seemed like it would be an excellent fit for SWAN's needs. Discussion was held regarding determining stakeholders, CCS consortium's experience utilizing CWR for Strategic Planning, and

next steps for SWAN. Skog will find a date in June for the Committee to meet with Curtis of CWR and talk further.

5. ACTION ITEM

Recommend Revising the FY19 SWAN Budget

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

RESOLVED, THAT THE SWAN BOARD APPROVES AND RECOMMENDS TO THE MEMBERSHIP THE FY19 BUDGET LINE #5430 "CONSULTING" BE REVISED FROM \$18,500 TO \$44,500

Motion carried by roll call vote with the following results:

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

Bukovac requested to clarify whether this money would come from reserves or from membership fees. The Board determined that, if approved by the membership, this expense come out of our reserves fund.

6. ACTION ITEM

Review and Approve SWAN Sustainability Plan

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

RESOLVED, THAT THE SWAN BOARD APPROVES THE SWAN SUSTAINABILITY PLAN AS PRESENTED

Motion carried by unanimous voice vote.

The Board reviewed this document as presented and offered suggestions for edits. They also requested clarification regarding the reduction of funding and subsequent degradation of system security, which they did not feel was a viable option. Skog explained that in the event of all loss of funding, firewall maintenance could become the responsibility of the individual libraries though this is not an optimal or desirable consequence. Currently, SWAN provides this service for all libraries.

7. ACTION ITEM

Approval of SWAN Finances for April

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

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR APRIL 1 THROUGH APRIL 30, 2018 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR APRIL 2018 AS PRESENTED

Motion carried by roll call vote with the following results:

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

The Board inquired about the staff survey and training noted from Management Association. A staff engagement and satisfaction survey was administered to SWAN staff, the results of which will be presented to the Board at the June meeting. Harassment and Discrimination training will be administered to the SWAN staff in June as well, also provided by the Management Association. This training will also be a break-out session topic offered at this year's SWANstravaganza (SWANx18) conference.

8. ACTION ITEM

Acceptance of the April 20, 2018 SWAN Board Meeting Minutes

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

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 20, 2018 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

9. ACTION ITEM

Acceptance of the April 20, 2018 SWAN Board Strategic Planning Committee Meeting Minutes

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

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 20, 2018 SWAN BOARD STRATEGIC PLANNING COMMITTEE MEETING MINUTES AS AMENDED

Motion carried by unanimous voice vote.

REPORTS

a. Board President Report

Wolff noted that he recently had lunch with RAILS Director Dee Brennan, which wasn't SWAN related but had an interesting discussion on issues such as advocacy on behalf of library directors.

b. Executive Director Report

Skog provided an overview of the last month and how go-live went for the SWAN team. The Board and visitors let Skog know how their teams have fared through the transition. Skog also spoke about the upcoming de-duplication process and Microsoft Azure project.

c. Operations Report

Skog and Swanson explained to the Board how CPL payments work for RBP. SWAN is the "middle man" in this arrangement. Bukovac recommended that this information be included on the June Board Meeting agenda. Bukovac clarified that the support site revamp will involve feedback from all levels of library staff, rather than just the current DUX Committee.

d. Treasurer Report

None.

e. Board Calendar

Reviewed as presented.

10. DISCUSSION ITEM

FY2020 RAILS LLSAP Support Grant Process and Application

Skog reviewed the document as presented.

11. DISCUSSION ITEM

Harvey Public Library Unpaid Obligations to SWAN

Skog shared that Paul Mills had reached out to him about this issue, which was also being experienced by LIRA and LIMRiCC. A special meeting agenda was shared for Harvey, including the resignation of their library director. This is a challenging situation for SWAN as Harvey owes back fees for four quarters. Skog will reach out to the Harvey Board President directly. Various options to help Harvey catch up with their delinquent SWAN fees were discussed.

12. DISCUSSION ITEM

SWAN Executive Director Review Document

This document was sent out to the Board and a completion date of June 7th assigned. The Board will send their completed documents to Wolff and Overbey for compilation, and results will be delivered to Skog at the June Board Meeting via Executive Session.

13. DISCUSSION ITEM

SWAN June 7 Quarterly Meeting Agenda

A discussion was held about VTEL and electronic voting for the consortium. Other items were added for discussion such as a final migration recap, SWANstravaganza conference, and the Sustainability Plan.

14. DISCUSSION ITEM

MAGIC Library Sustainability Plan and Support

Skog reviewed the document as presented.

15. Next Board Meeting

The next SWAN Board Meeting will be held on June 15, 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 10:23 a.m.

Minutes Prepared by Brande Overbey

Respectfully Submitted,

Tiffany Verzani
Board Secretary