

SWAN Administrators' Quarterly Meeting

**RAILS Burr Ridge
125 Tower Dr.
Burr Ridge, IL 60527
June 7, 2018 9:30 A.M.**

Call to Order and Welcome

Vice President Wittmann called the meeting to order at 9:32 a.m. Losey, Wittmann, Bodewes, Verzani, Bukovac and Milavec were present to establish a quorum.

Introduction of New Library Directors and Visitors – Public Comment –

Pat Nevins, staff member representing Harvey. Mary Kay Stiff of River Forest, sitting in for Deb Sheehan today. Tammy Sheedy, interim director of Berwyn PL.

Action Item: Approval of the March Quarterly Meeting Minutes

Ted Bodewes moved to approve the March Quarterly meeting minutes, seconded by Doug Losey. Motion carried by unanimous voice vote.

Information Item: SWAN Election Results 2018

Wittmann announced that of the three candidates running, she and Milavec ultimately won to retain their seats on the SWAN Board for three additional years. She thanked Natalie Bazan, director of North Riverside, for running for this year's election as well.

Discussion Item: Strategic Planning Process

Skog utilized a Power Point to explain the Strategic Planning process to date, and how the recommended facilitator was chosen out of the twelve organizations that submitted their RFP. Bukovac, who served on the Strategic Planning Committee, shared that the Board's goal was to find a facilitator who would help us to really "dig deeper" in this process, not just provide a surface analysis. The Board was very impressed by CWR's proposal and felt that they were the company who would be able to do so best. CWR's impressive background in working with a variety of consortia and other library organizations, working to bring them together and meet their needs, made it clear that this was the stand out proposal. Bodewes echoed these sentiments; Milavec noted that some proposals were within the budget and some went over, but as the Committee made a detailed evaluation of all proposals, it was obvious that the level of analysis, support and unique approach that we want from our consultant made CWR's plan worth the additional cost. Verzani also added that she felt that this is an opportunity for SWAN to make strong strides in the right direction, that we can all be involved in, and take back to their own libraries. Kathy Berggren from Matteson shared that recently she checked pricing for strategic planning

and this is not out of line at all, especially considering the size of the SWAN consortium. Steve Bero from La Grange was working in CCS during their Strategic Planning process with CWR, and also emphasized that the process and product itself were very robust, and that he really enjoyed the 1 on 1 discussion he had with the consultant as well. The timeline would be to begin the process in July with the goal of wrapping it up in November, for a December Quarterly Meeting presentation.

Action Item: Revise FY19 Budget

THE FY19 BUDGET LINE #5430 "CONSULTING" BE REVISED FROM \$18,500 TO \$44,500.

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

SWAN Bylaws, Article IX Section 6 Voting - The following items require membership vote to pass: Budget & Revisions (In-person affirmative vote of 2/3 of all members present is required)

Tiffany Verzani moved to approve the amendment to the FY19 budget, line #5430 "Consulting" be revised from \$18,500 to \$44,500, seconded by Ted Bodewes.

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, 67 ABSENT, 0 ABSTAIN.

Information Item: Migration Final Recap

Skog recapped this process, which was concluded with the final migration on May 1st of this year. Skog thanked and congratulated the SWAN staff and the membership/new19 on their flexibility and hard work on this process. He shared some remaining issues that SWAN is hard at work clearing up as a part of the post-migration process, which will also be posted in his Power Point report.

Information Item: Projects for June through August

Skog shared the project plans for the upcoming months, which is also available in his Power Point presentation for review. Milavec shared that her staff is very concerned about the move to Blue Cloud Analytics reporting, including the issues they have had with replicating the reports for circulation from previous months. Skog noted that individually library

consulting will be the plan during the switch-over, to ensure that each library has what they need reporting-wise. We don't want to cut off Symphony reports until we are sure that BCA is really solid.

Information Item: SWANstravaganza Annual Conference Update

SWAN staff members Brande Overbey and Lauren Levaggi presented a Power Point on the planning process, event details, and registration for this year's conference.

Discussion Item: Member Suggestion for Electronic Participation

Kathy Berggren from Matteson PL requested this topic to be added to the agenda and is hopeful that we can bring SWAN into accordance with ILA, RAILS and other organizations currently using VTEL. With the large amount of space that SWAN now covers (St. Charles all the way down to Beecher), it makes it difficult for some libraries to attend meetings in person for both cost and convenience. She also asked about the requirement for a quorum to vote on membership topics. The most convenient solution as she sees it is to allow VTEL location voting in addition to "in person" voting at the RAILS Burr Ridge location where we typically hold our membership meetings. Berggren noted that we would just need to get on the schedule of the VTEL areas. Skog shared how this service is currently utilized by RAILS. The potential for online voting was also questioned; the legality of that would need to be examined. Other audience members expressed support for this idea, as the New Lenox location is more convenient for staff. Online comments included having meetings at different times or locations. Wittmann and Milavec felt that perhaps a poll could be taken; if this will get more membership participation it is definitely worth being investigated.

Announcements and Questions

We will investigate the VTEL and online voting idea, polling to see who would be interested, and discuss further at the Board level. Updates will be available at the next Quarterly meeting if not sooner. Steve Bero begins his renovation project for La Grange next Monday, which should run through September/October. There will also be a new director coming to La Grange, Charity Gallardo, who will be starting August 8th. She comes to them from the Rockford Public Library. Milavec just finished redoing the lighting in the children's room at Downers Grove.

Adjournment at **11:07 a.m.**