

**REGULAR MEETING
SWAN BOARD
Westmont, IL June 15, 2018
MINUTES**

1. Call to Order, Roll Call

President Wolff called the meeting to order at 9:32 a.m. The following Board members were present to establish a quorum.

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|--------------------|-------------------|
| a. Ted Bodewes | e. Jamie Bukovac |
| b. Rich Wolff | f. Stacy Wittmann |
| c. Doug Losey | g. Julie Milavec |
| d. 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 June 15, 2018 SWAN Board Meeting Agenda

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

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JUNE 15, 2018 SWAN BOARD MEETING
AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. ACTION ITEM

Approval of SWAN Finances for May

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

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR MAY 1
THROUGH MAY 31, 2018 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES
FOR MAY 2018 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, Ms. Milavec.

5. ACTION ITEM

Acceptance of the May 15, 2018 SWAN Board Meeting Minutes

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

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MAY 15, 2018 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

REPORTS

a. Board President Report

Wolff met with Skog for lunch this week to preliminarily discuss the Executive Director Review results.

b. Executive Director Report

Skog reviewed his report as presented. A large portion of this was the Member Services department overview, and Skog invited questions on this topic. Bukovac asked if Skog was aware of any methods other consortia are using to provide support to their membership, that may differ from ours. Skog related a few different options/ideas about how support could be handled going forward. Bukovac noted the importance of communication between Member Services and Bibliographic Services regarding serials and acquisitions.

Skog also shared discussions that he had held with the Harvey library board, options regarding their delinquent balance with SWAN and the state that that library is in financially, and financial audit implications for SWAN with this delinquent balance. Bodewes noted that with any special arrangements that are made, precedence should be kept in mind, and Bukovac also stated that a step-by-step process be created if this situation occurs again in the future. The SWAN bylaws were reviewed by the Board. A delinquent balance process was discussed and will be shared with the membership at the September Quarterly.

c. Operations Report

Reviewed as presented.

d. Treasurer Report

None.

e. Board Calendar

Reviewed as presented.

6. ACTION ITEM

Ratify FY19 Budget Revision Vote

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

RESOLVED, THAT THE SWAN BOARD APPROVES THE ADJUSTMENT MADE TO THE FISCAL YEAR 2019 BUDGET FOR JULY 1, 2018 THROUGH JUNE 30, 2019 AS VOTED ON BY THE SWAN FULL MEMBER LIBRARIES ON JUNE 7, 2018: "THE FY19 BUDGET LINE #5430 'CONSULTING' BE REVISED FROM \$18,500 TO \$44,500."

Motion carried by roll call vote with the following results:
30 IN FAVOR, 0 NAY, 67 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, Ms. Milavec.

7. ACTION ITEM

Executive Session – SWAN Executive Director Yearly 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).

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

RESOLVED, THAT THE SWAN BOARD GO INTO EXECUTIVE SESSION AT 10:11 a.m.

Motion carried by unanimous voice vote.

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

RESOLVED, THAT THE SWAN BOARD RECONVENE AT 11:05 a.m.

Motion carried by unanimous voice vote.

Board reconvened at 11:05 a.m.

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

RESOLVED, THAT THE SWAN BOARD APPROVES THE EXECUTIVE DIRECTOR YEARLY REVIEW AS PRESENTED, AND APPROVES A 3% SALARY INCREASE FOR MERIT TO BEGIN WITH THE NEW FISCAL YEAR ON JULY 1, 2018

Motion carried by roll call vote with the following results:
Ayes: Ms. Verzani, Mr. Losey, Mr. Wolff, Ms. Wittmann, Mr. Bodewes, Ms. Bukovac, Ms. Milavec.

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

RESOLVED, THAT THE SWAN BOARD APPROVES THE EXECUTIVE DIRECTOR YEARLY REVIEW AS PRESENTED, AND APPROVES A 3% BONUS OF TOTAL BASE PAY FOR MERIT TO BEGIN WITH THE NEW FISCAL YEAR ON JULY 1, 2018

Motion carried by roll call vote with the following results:

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

8. ACTION ITEM

Approval to Write Off Allowance for Doubtful Accounts Balance

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

RESOLVED, THAT THE SWAN BOARD APPROVES THE WRITE OFF FOR THE ALLOWANCE FOR DOUBTFUL ACCOUNTS BALANCE FOR THE AMOUNT OF \$00.50

Motion carried by unanimous voice vote.

9. DISCUSSION ITEM

Strategic Planning: In-Person Interview Dates, Town Hall, At-Large Interviews, and Identifying External Stakeholders

Skog shared an update with the Board regarding a call that he had with our planning facilitator, Curtis Chang of CWR, last week. The Board discussed statistics and other factors to consider when ensuring that the membership is represented in these discussions. Verzani felt that providing the history of SWAN would also be helpful. Losey and Bukovac noted that discussing funding of libraries and different types of libraries in Illinois would also be helpful. The Board felt that two town hall meetings would be best. The Board reviewed potential dates for on-site interviews and town hall meetings, and the window of July 31st through August 2nd were considered to be the best options. Questions to be included on the surveys and interviews were discussed, and Bodewes asked about the breakdown of interviews, perhaps dropping down external stakeholder interviews but bumping up the count for internal ones. External stakeholder ideas included: RAILS, SirsiDynix, CPL, other similar consortia, the ILA lobbyist, and Miguel Figueroa. A Strategic Planning Committee Meeting will be set in the coming weeks.

10. DISCUSSION ITEM

Electronic Participation for Membership Meetings

Considerations to be researched include legal requirements, SWAN bylaws, tech recommendations, locations, and what is the measurement of success. Would we do this for every Quarterly, or just the voting/budget meetings? Skog stated that setting a clear level of success for a timeframe for evaluation would be important in rolling this out. Finding out which other electronic options besides RAILS videoconference would also be helpful. Once this research is done, we will have a report for the membership at the September or December Quarterly meeting.

11. DISCUSSION ITEM

Board Officers Election & Committee Appointments, July 20, 2018 Board Meeting

The Board discussed potential officers to be appointed in July.

12. INFORMATION ITEM
SWAN Staff Survey Results

Overbey delivered a Power Point presentation on a recent staff engagement and satisfaction survey, conducted by Management Association, and shared those results.

13. INFORMATION ITEM
Brookfield Zoo Terminating SWAN Membership

Reviewed as presented.

14. Next Board Meeting
The next SWAN Board Meeting will be held on July 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 12:06 p.m.

Minutes Prepared by Brande Overbey

Respectfully Submitted,

Tiffany Verzani
Board Secretary