

**REGULAR MEETING
SWAN BOARD
Westmont, IL August 10, 2018
MINUTES**

1. Call to Order, Roll Call

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

- a. Ted Bodewes
- b. Doug Losey
- c. Tiffany Verzani
- d. Stacy Wittmann

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director
Brande Overbey, SWAN Operations Manager
Sharon Swanson, RAILS Staff Accountant

3. ACTION ITEM

Acceptance of the August 10, 2018 SWAN Board Meeting Agenda

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

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE AUGUST 10, 2018 SWAN BOARD
MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. ACTION ITEM

Approval of SWAN Finances for July

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

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JULY 1
THROUGH JULY 31, 2018 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES
FOR JULY 2018 AS PRESENTED

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

The transfer made last month from savings to checking was not quite enough, so another transfer will be made to cover all SWAN expenses. Skog will email the Treasurer for authorization, and then Accountant Swanson will initiate the process. Discussion was held over how this process should occur going forward, and the recommendation was made to create an official Policy about this matter.

5. **ACTION ITEM**

Acceptance of the July 20, 2018 SWAN Board Meeting Minutes

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

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

Motion carried by unanimous voice vote.

REPORTS

a. **Board President Report**

Bodewes felt that the Strategic Planning Town Hall meetings were very informative, and will share more on this at the agenda item #8.

b. **Executive Director Report**

Skog outlined the next steps in the Strategic Plan, and his experience with CWR's on site visit. Skog also shared feedback on OCLC and other topics that Treasurer Bukovac shared with him prior to today's meeting, since she could not be in attendance, and comments shared with him by Wolff, who also was unable to attend. Extensive discussion was held on OCLC, RAILS, and Open Athens.

c. **Operations Report**

Reviewed as presented. SWANx conference and UX projects were discussed.

d. **Treasurer Report**

None.

e. **Board Calendar**

Reviewed as presented.

6. **INFORMATION ITEM**

Closed Session Minutes 6 Month Review

The Secretary recommends that all minutes remain closed. This will be an Action Item for next month's agenda.

7. **DISCUSSION ITEM**

September Quarterly Meeting Agenda Draft

This draft was discussed, and the Board provided feedback for various changes. Skog will adjust the draft accordingly for our 9/6 meeting.

8. **DISCUSSION ITEM**

Strategic Planning Update

The Board shared their experience (for those who attended) and Skog shared his experience with the on-site facilitators and the staff 1 on 1 meetings, as well as the phone interviews with our stakeholders.

9. DISCUSSION ITEM

Electronic Participation for Membership Meetings

This will be included on the September Quarterly Agenda. The attorney noted that our geographic area is not large enough for electronic voting to stay with OMA. Wittmann asked if our attorney could come and share this with our membership, and address questions.

10. DISCUSSION ITEM

Impact/Joining Fee for Green Hills Public Library District

The Board discussed Green Hills joining, and the recommendations regarding fees for them as noted in the packet. The Board advised that we check back with the attorney over some concerns that they had regarding voting and OMA, and getting more clarification on them about that. In the meantime, we will proceed as we have been in the past following our established bylaws. The Board recommends to the Membership that a 25% joining fee be established. This will be on the agenda for the September Quarterly Meeting.

11. DISCUSSION ITEM

SWAN Steps for Delinquent Member Libraries

Discussion was held on this topic based upon Skog's suggestions, with input from the Board and Swanson. An official policy draft will be presented. Swanson confirmed that no communication has been received yet from Harvey or Calumet Park. First notice goes out after 90 days for libraries going forward.

12. Next Board Meeting

The next SWAN Board Meeting will be held on September 21, 2018 at SWAN Quail Ridge at 9:30 a.m.

ADJOURNMENT

There being no further business before the Board, President Bodewes called to adjourn the meeting.

Motion carried and the meeting at adjourned at 11:52 a.m.

Minutes Prepared by Brande Overbey

Respectfully Submitted,

Tiffany Verzani
Board Secretary