

**REGULAR MEETING
SWAN BOARD
Westmont, IL September 21, 2018
MINUTES**

1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:30 a.m. The following Board members were present to establish a quorum.

- a. Ted Bodewes
- b. Jamie Bukovac
- c. Doug Losey
- d. Julie Milavec
- e. Tiffany Verzani
- f. Stacy Wittmann
- g. Rich Wolff

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director
Dawne Tortorella, SWAN Assistant Director
Curtis Chang, Consulting Within Reach
Karen Keefe, Hinsdale Public Library
Dawn Bussey, Glen Ellyn Public Library
Julia Cohen, Westmont Public Library
Edith Craig, St. Charles Public Library
Kate Buckson, LaGrange Park Public Library
Sharon Swanson, RAILS
Tuki Sathaye, Itasca Public Library
There was no public comment.

3. Action Item

Acceptance of the September 21, 2018 SWAN Board Meeting Agenda

Wolff moved, seconded by Wittman that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 21, 2018 SWAN BOARD
MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Discussion Item

The Strategic Planning Presentation Assessment Report: Identity, Mission, and Vision Clarification was presented by Curtis Chang, Lead Consultant for Consulting Within Reach.

The project includes 7 phases:

1. Background Research – completed
2. Discovery Interviews – completed
3. Identity, Mission, and Vision Clarification – presented at the meeting
4. Assessment – presented at the meeting
5. Strategic Plan
6. Tactical Plan
7. Executive Coaching

For purposes of clarification, the following definitions were presented:

Identity: How do you make decisions?

Mission: What is the problem in society that you are trying to solve?

Vision: What does your solution look like?

Issues that need to be clarified:

- Identity –
 1. Direct Democracy vs. Representative Democracy
 2. Member-centric vs. Mission-centric
- Mission –
 3. “Public Utility” problem vs. “Climate Change” problem
- Vision
 4. Software as End Product vs. Software as Transformative Platform

Discussion:

Direct Democracy vs. Representative Democracy - highlights need for participation and representation. In the legal form, SWAN has switched to a Representative Democracy, but in practice finds itself stuck between.

Member-centric vs. Mission-centric – agreement that the patron and patron experience is key and missing from the current mission statement. There will be some tension between defining patron experience as a shared/uniform experience vs. the experience patrons at a specific member library are seeking (whole vs within each member library).

“Public Utility” problem vs. “Climate Change” problem – SWAN members need to share a) technical infrastructure and b) resources. SWAN was formed to address a “Public Utility” problem and this needs to continue to be addressed and improved. Moving towards a “Climate Change” model relies on innovation and a common laboratory.

Software as End Product vs. Software as Transformative Platform – Currently membership wants an ILS that is reliable, has a rich feature set, and affordable. Most SWAN members only desire and expect delivery of a better end-product. How does SWAN meet, manage, and also transform those expectations?

Next Steps:

The SWAN Board discussed the presentation and agreed that the primary questions presented, are the right questions to be asking. SWAN Leadership (Board and Executive Director) shared need for facilitation in presenting to the full membership.

Skog suggested that the Board discuss the key questions and come to consensus before presenting to the full membership.

The Board set special Board Meetings to discuss the Identity, Mission, and Vision and next steps.

Special Board Meetings:

- Oct 12th all day – Strategic Planning (9:30)
- Nov 1st all day – reserve for possible follow-up, continued discussion

5. Action Item

Approval of SWAN Financials for August

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

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

Motion carried by roll call vote with the following results:

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

6. Action Item

Acceptance of the August 10, 2018 SWAN Board Meeting Minutes

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

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE AUGUST 10, 2018 SWAN BOARD MEETING MINUTES AS AMENDED

Motion carried by unanimous voice vote.

7. Action Item

Ratify Impact/Joining Fee for Green Hills Public Library District and New Member Libraries

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

RESOLVED, PER SWAN BYLAWS ARTICLE IX SECTION 2 (C), THE SWAN MEMBERS SET AN IMPACT FEE OF 25% OF THE ESTIMATED SWAN MEMBERSHIP FEE THAT WILL BE APPLIED TO ALL FUTURE LIBRARIES CONSIDERED FOR SWAN FULL MEMBERSHIP APPROVAL.

Motion carried by roll call vote with the following results:

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

8. Action Item

Recommendation from SWAN Secretary on Closed Meeting Minutes

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

RESOLVED, THAT THE BOARD KEEP ALL EXECUTIVE SESSION MINUTES CLOSED

Motion carried by roll call vote with the following results:

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

9. Reports

a. Board President Report

Bodewes reported that on a recent article from the Daily Southtown that the Calumet Park Library will be audited by the Illinois Secretary of State's Office. SWAN has received a new membership inquiry, from the Heartland Institute in Arlington Heights.

b. Executive Director Report

Skog announced that the Green Hills ballot will be released via SWANcom for membership to vote on admitting Green Hills. RAILS has announced reinstatement of the Catalog Grant to assist libraries joining an LLSAP; Joseph will be working on submission of the grant for Green Hills.

Skog will be attending COSUGI-SIG in Lehi next week. Engage HR is being used to help with HR functions and is actively helping in the recruitment of an Office Manager.

c. Operations Report

Updates on payments. Need to put a structure in place for non-payment of membership fees.

d. Treasurer Report

Updates on payments. SWAN is working to put a structure in place for non-payment of membership fees. Chicago Public Library has issued checks for outstanding balances.

e. Board Calendar

Add Finance Committee meeting to the calendar. SWAN Vendor Policy may be reviewed in upcoming meeting. Review calendar for date order sorting.

10. Information Item

Electronic Participation for Membership Meetings

The legal opinion as presented by Klein, Thorpe & Jenkins was reviewed. Based on the Illinois Open Meeting Act and SWAN Bylaws, a quorum of members is required for purposes of voting. If a quorum of members is not present, membership votes are advisory only.

Discussion concurred that further review of this is appropriate in context to the Strategic Planning process underway.

11. Next Board Meeting

The next SWAN Board Meeting will be held on October 19, 2018 at SWAN Quail Ridge at 9:30 a.m. October 12th 9:30

12. Adjournment

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

Ms. Verzani moved, seconded by Ms. Wittmann, that the meeting be adjourned.
Motion carried and the meeting at adjourned at 12:28 p m.

Minutes Prepared by Dawne Tortorella

Respectfully Submitted,

Tiffany Verzani
Board Secretary