

SWAN BOARD MEETING MINUTES
800 Quail Ridge Drive, Westmont, IL

December 21, 2018

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. Jamie Bukovac
- b. Ted Bodewes
- 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
Sharon Swanson, RAILS Staff Accountant
Dawne Tortorella, SWAN Assistant Director

There was no public comment.

3. Action Item

Acceptance of the December 21, 2018 SWAN Board Meeting Agenda

Wolff moved, seconded by Milavec that it be

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

Motion carried by unanimous voice vote.

4. Action Item

Approval of SWAN Financials for November

Losey moved, seconded by Bukovac that it be

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

Motion carried by roll call vote with the following results:

Ayes: Bukovac, Bodewes, Losey, Milavec, Verzani, Wittmann, Wolff

5. Action Item

Board packet included minutes from the October 12, 2018 Special Board meeting in error.

~~RESOLVED~~ TABLED THAT THE SWAN BOARD ACCEPTS THE OCTOBER 19, 2018 SWAN BOARD MEETING MINUTES AS PRESENTED.

Vote was tabled until January 2019 Board Meeting.

6. Action Item

Board packet included minutes from the November 1, 2018 Special Board meeting in error.

~~RESOLVED~~ TABLED THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 16, 2018 SWAN BOARD MEETING MINUTES AS PRESENTED.

Vote was tabled until January 2019 Board Meeting.

7. Reports

a. Board President Report

Bodewes expressed positive feedback he had received from directors after the December Quarterly on SWAN Managers update. Membership enjoyed hearing details about the projects they were leading and getting to know SWAN managers better through this interaction.

b. Executive Director Report

Skog will be reviewing the FY20 budget in January for presentation at the February Committee of the Whole meeting. Library visits will resume after the start of the year.

c. Operations Report

Skog welcomed Ginny Blake as SWAN's Office Manager.

d. Treasurer Report

Blake will be working with RAILS Accounting to provide monthly letters to delinquent libraries.

e. **Board Calendar**

Closed session review will occur in February; will prepare for this review in January. Skog will add all Strategic Planning dates to the Board Calendar.

8. Action Item

Ratify FY19 Budget Revision:

Wolff moved, seconded by 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 MEMBERS LIBRARIES ON DECEMBER 6, 2018: "LINE #5400 EQUIPMENT RENTAL, REPAIR AND MAINTENANCE AGREEMENTS BE REVISED FROM \$468,200 TO \$491,683 FOR THE SUBSCRIPTION OF BLUECLOUD MOBILE, AND THE FY19 BUDGET LINE #5430 CONSULTING BE REVISED FROM \$44,500 TO \$65,100 FOR THE ONE-TIME SETUP COST FOR BLUECLOUD MOBILE."

Motion carried by roll call vote with the following results:

Ayes: Bukovac, Bodewes, Losey, Milavec, Verzani, Wittmann, Wolff

9. Action Item

Approve RAILS LLSAP Support Grant for FY20

Wolff moved, seconded by Wittmann that it be

RESOLVED, THAT THE RAILS SUPPORT GRANT FOR FY20 BE APPROVED AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Bukovac, Bodewes, Losey, Milavec, Verzani, Wittmann, Wolff

10. Action Item

Reschedule January 18, 2019 SWAN Board Regular Meeting

Verzani moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD APPROVES RESCHEDULING OF THE JANUARY 2019 SWAN BOARD MEETING TO JANUARY 25, 2019 AT 9:30 A.M.

Motion carried by unanimous voice vote.

11. Discussion Item

Recommendations on Strategic Plan 2019-2023: Identity, Mission, Vision, Assessment, and Tactical Plan

General Discussion on Strategic Plan:

Board members stated that they expected more active feedback after the Quarterly presentation.

Milavec was contacted by Edith Craig, Director of the St. Charles Public Library with concerns about Objective 4 (Objective 4: Increase Presence of the Patron Perspective). The objective, as written, seems dismissive of library staff expertise and their ability to identify patterns in patron behavior. Objective 4 also seems to remove the role of Advisory Groups and how those voices are heard by SWAN staff. There is a need to address better communication between SWAN staff and member libraries.

Skog indicated that member feedback and communication is a key component of all objectives. Bukovec shared that these concerns will be addressed in the tactical plan. Bodewes stated that membership advisory groups and roles should be addressed in the tactical plan.

Verzani asked that 501c3 considerations be included in budget for any support required to review and change organization structure. She also mentioned that continued transparency is crucial in any organizational structure.

Based on discussion and feedback, the following change is made to the Strategic Plan –

Objective 4: Increase Presence of the Patron Perspective

Change Markers (bullet 3) from:

SWAN staff can cite data in their claims about patron needs, and not solely rely on anecdotal/subjective impressions from library staff.

to:

SWAN staff can cite data about patron needs which includes member library staff insights.

12. Next Board Meeting

The next SWAN Board Meeting will be held on January 25, 2019 at SWAN Quail Ridge at 9:30 a.m.

Adjournment

Rich Wolff moved, seconded by Jamie Bukovac

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

Motion carried, and the meeting adjourned at 10:26 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Tiffany Verzani
Board Secretary