

SWAN BOARD MEETING MINTUES
800 Quail Ridge Drive, Westmont IL 60559

January 25, 2019

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

Wittmann was absent.

2. **Introduction of Visitors/Public Comment**

Aaron Skog, SWAN Executive Director
Scott Brandwein, SWAN Bibliographic Services Manager
Dawne Tortorella, SWAN Assistant Director
Tara Wood, SWAN User Experience Manager
Sharon Swanson, RAILS Staff Accountant
Dawn Bussey, Glen Ellyn Public Library
Edith Craig, St. Charles Public Library
Tuki Sathaye, Itasca Community Library

There was no public comment.

3. **Action Item**

Acceptance of the January 25, 2019 SWAN Board Meeting Agenda

Bukovac moved, seconded by Wolff that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 25, 2019 SWAN BOARD
MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. **Action Item**

Approval of SWAN Financials, December

Milavec moved, seconded by Verzani that it be

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

Motion carried by roll call vote with the following results:

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

5. **Action Item**

Acceptance of the October 19, 2018 SWAN Board Meeting Minutes

Wolff moved, seconded by Milavec that it be

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

Discussion: typo on #14, change to “The Board **discussed**...”

Motion carried by unanimous voice vote.

6. **Action Item**

Acceptance of the November 16, 2018 SWAN Board Meeting Minutes

Milavec moved, seconded by Verzani that it be

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

Motion carried by unanimous voice vote.

7. **Action Item**

Acceptance of the December 21, 2018 SWAN Board Meeting Minutes

Wolff moved, seconded by Milavec that it be

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

Motion carried by unanimous voice vote.

8. **Reports**

a. Board President Report

No report – Bodewes appreciates the support of neighboring libraries during the Thomas Ford building renovation.

b. Executive Director Report

Skog shared that Strategic Plan is in the packet. In today's meeting there is a draft of an advisory group to address Objective #1 and start of Objective #3. Discussion included the timeline for 501c3 consideration and how revision of bylaws fits into the timeline, as well as responsibility for this work. Skog will gather information from legal and have this available for the advisory group to review.

Budget updates are included in the packet. Skog was able to get all the bond information from county tax data.

RAILS provided an update on the Explore More Illinois project. RAILS recommended that SWAN libraries interested in the program reach out to SWAN. SWAN began work with the vendor Quipu back in August. Issues of delay in getting the connection working with the SWAN catalog are not so much technical as legal. We are working on resolving those concerns of the vendor and legal. SWAN requires vendors to sign our Board approved vendor agreement prior to setting up connections to our data. This is to ensure that private data is encrypted and not shared outside of the vendor/library relationship. Skog will continue to work with RAILS, the vendor, and legal to identify how to protect patron privacy while supporting vendors offering services our libraries wish to participate in.

c. Operations Report

Skog presented the Operations Report. Green Hills data is loading this week. Bib/Item data is being indexed in batches to remain on line through the indexing process. Scott came up with a great plan to remove duplicates pre-migration.

Last month has been rough in terms of Enterprise and Web Services. We did regroup and discuss whether we wanted to pause on our server migration and felt the best solution was to stay the course with our server migration. There have been many changes within a short period of time. The Enterprise search results display for holdings was turned back on Thursday, January 24th.

SWAN has worked with SirsiDynix to identify web services queries and their impact on the Symphony server. SWAN IT staff will put in place scripts to automatically recognize and perform triage in the event web service calls flood the server. In the December 26th and following week incidents, a likely source of this flooding was due to Public Web Browser license expiration at some member libraries.

Skog shared that SWAN staff have participated in two phone conferences with CLEVNET staff, sharing practice and solutions. Building stronger collaboration with our consortium peers has already proved beneficial.

Wood shared that we are working on an end of April roll out for BLUEcloud mobile. We hope to have a 3-4 week testing period. Libraries will have access to their app to test out before we launch. We will be looking for events RSS feeds, and information to include in the app description. All licensing will be covered by the SWAN-wide mobile app, which allows each library to have their own templated interface providing branding, library-

specific search scoping and eRC collections, and library content.

d. **Treasurer Report**

No report

e. **Board Calendar**

Skog will provide updates to the calendar, including February 5th COW for budget approval. The preparation for Board election timetable has started.

Discussion: “Approve funds for FY19 Audit” under March 2019 should be removed. In June, the calendar reflects Director evaluation, add self-evaluation earlier in the calendar, perhaps May.

9. **Action Item**

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

Verzani moved, seconded by Bukovac that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE SWAN STRATEGIC PLAN 2019-2023.

Motion carried by roll call vote with the following results:

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

Discussion included additional changes in language to more clearly identify intent. Board directed Skog to review sections for clarity including:

Objective 1 – rationale wording

Objective 2 – rationale wording (emphasis patrons); markers – clarify SirsiDynix renewal while working on larger issues of the plan and investigating future options

Objective 3 – rationale wording and note (emphasis exploration of options)

Objective 5 – markers – include vision, rationale and goals for events

10. **Discussion Item**

Review SWAN Tactical Plan

Skog presented the initial draft of that SWAN Tactical Plan which details FY2019 & FY2020 work. As the plan is developed and work ensues, Bukovac stressed the importance of identifying tools and mechanisms for tracking information and work related to the plan, as well as how to report this information to the membership. The Tactical Plan also needs to directly include under Objective 2: Long Range Plan, evaluation and agreements concerning SirsiDynix and the ILS platform.

11. **Discussion Item**

Review Governance Study Committee Written Charge

Skog shared the early draft of the committee charge. This committee will serve as an official committee of the Board. The committee should be chaired by a member of the Board. Committee work may run in parallel with work on revising the bylaws. The timeline for this work will require members to sign off on new agreements if SWAN becomes a 501c3. Bylaws to support the new organization will need to be in place before these agreements can be signed.

Skog will collect initial information on the process of converting to a 501c3 before we move forward. Planning timeline for committee work is May-October 2019. Announcement of the committee and outline of work to be conducted should be targeted for March Quarterly Meeting.

12. **Discussion Item**

Review Library Service Platform Advisory Group Written Charge

Discussion included recommendation to revisit name of the Advisory Group and to reword selection criteria to: *The selection criteria for individual will be based on their solutions-driven contributions to the SWAN membership.*

13. **Discussion Item**

Review Fiscal Year 2020 Budget, Membership Fees, and Reserves Worksheet

Bukovac asked that review of reserves should verify that BLUEcloud Mobile app is funded for two years out of reserves.

Skog was asked if a 6% increase is anticipated in operating expenses annually. This will depend on new SirsiDynix contract which previously had no escalation fees for a 5-year period. SWAN does not have long term agreements with EBSCO and OCLC, and these operating expenses went up significantly. Also impacting membership fees is the grant amount from RAILS. This award is calculated year-by-year, so we do not know what future funding will be. Personnel budget was capped for 2020.

The reserve plan after 2020 should reflect a 5% base increase for planning purposes.

14. **Discussion Item**

Review February 5, 2019 Committee of the Whole Meeting Agenda

The agenda for COW was reviewed and adjusted (remove Next Steps). Strategic Planning Committee members will present the approved Strategic Plan. There will be no discussion of the

tactical plan as that is an internal SWAN document.

In announcements, it is important to highlight the starting time of 10:00 a.m.

15. Next Board Meeting

The next SWAN Board Meeting will be held on February 15, 2019 at SWAN Quail Ridge at 9:30 a.m.

16. Adjournment

*All agenda items may be acted upon by the SWAN Board

SWAN Board Member	Library	Office	Term Expires
Jamie Bukovac	Indian Prairie Public Library	Treasurer	July 1, 2020
Julie Milavec	Downers Grove Public Library		July 1, 2021
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2020
Stacy Wittmann	Eisenhower Public Library District	Vice President	July 1, 2021
Rich Wolff	Tinley Park Public Library		July 1, 2019
Doug Losey	Hillside Public Library		July 1, 2019
Tiffany Verzani	Elmwood Park Public Library	Secretary	July 1, 2019

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Tiffany Verzani
Board Secretary