

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

**February 15, 2019**

1. **Call to Order, Roll Call**

President Bodewes called the meeting to order at 9:35 a.m. The following Board members were present to establish a quorum.

- a. Jamie Bukovac
- b. Ted Bodewes
- c. Doug Losey
- d. Tiffany Verzani

Wittmann, Milavec and Wolff were absent.

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

Edith Craig, Saint Charles Public Library  
Dawn Bussey, Glen Ellyn Public Library  
Aaron Skog, SWAN Executive Director

There was no public comment.

3. **Action Item**

Acceptance of the February 15, 2019 SWAN Board Meeting Agenda

Bukovac moved, seconded by Losey that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE FEBRUARY 15, 2019 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. **Action Item**

Approval of SWAN Financials, January 2019

Verzani moved, seconded by Losey that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JANUARY 1 THROUGH JANUARY 31, 2019 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR JANUARY 2019

Motion carried by roll call vote with the following results:

Ayes: Bukovac, Bodewes, Losey, Verzani

5. **Action Item**

Acceptance of the January 25, 2019 SWAN Board Meeting Minutes

Losey moved, seconded by Verzani that it be

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

Motion carried by unanimous voice vote.

6. **Action Item**

Acceptance of the November 30, 2018 SWAN Strategic Planning Committee Minutes

Bukovac moved, seconded by Losey that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 30, 2018 SWAN STRATEGIC PLANNING COMMITTEE MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

Bodewes noted that all Board Minutes need to have adjournment time

7. **Reports**

a. **Board President Report**

Bodewes would like to host the June Board Meeting at Thomas Ford Library with a lunch afterward for the outgoing board members and the new incoming board members.

b. **Executive Directors Report**

Skog reported that the system issues that occurred due to the server migration are almost all worked out. Skog will bring up the issues with regards to MobileCirc with the library relations manager during his monthly call. Enterprise issues that happened over the holiday period have been fixed. We have also re-enabled and upgraded to the Novelist Select integration in Enterprise as well.

The SWAN Strategic Plan 2019-2023 has been posted on our website. Skog will do a final review before bringing the FY20 SWAN budget to the March 7<sup>th</sup> Quarterly Meeting.

Skog reported he has been hearing from other libraries the interest in Explore More Illinois. He has had good conversations with RAILS in respect to that. Dee Brennan at RAILS indicated they are getting their own legal opinion, which is what they needed to do. RAILS will make sure they are not violating any Illinois laws. Skog will give an update at the quarterly meeting. User Experience Manager Tara Wood will be giving an update on BLUEcloud Mobile at the Quarterly Meeting.

**c. Operations Report**

There was a real effort with the staff to keep open ticket reports under 100, Skog indicated he hasn't seen it this low in a while, in the 60's.

**d. Treasurer Report**

No report

**e. Board Calendar**

Board election timetable. Normally a yearly review of SWAN Bylaws is done at this time. Skog indicated it will be done in course of Strategic Plan.

**8. Action Item**

Recommendation from SWAN Secretary on Closed Meeting Minutes

Bukovac moved, seconded by Losey that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE RECOMMENDATION FROM SWAN SECRETARY ON CLOSED MEETING MINUTES BASED ON REVIEW AND RECOMMENDATION OF SWAN BOARD SECRETARY PER ILCS/5 120.2.06 (D) (1) AND THE CONTINUED NEED FOR CONFIDENTIALITY OF THESE MINUTES.

Motion carried by unanimous voice vote.

**9. Action Item**

Recommend FY20 Budget for Membership Approval

Bodewes moved, seconded by Bukovac that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE RECOMMENDATION FROM SWAN FOR FY 20 BUDGET FOR MEMBERSHIP APPROVAL

Motion carried by unanimous voice vote.

**10. Action Item**

Approve Purchase Limit for SWAN Organization Credit Card

Bukovac moved, seconded by Verzani that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS TO APPROVE THE PURCHASE LIMIT FOR SWAN ORGANIZATION CREDIT CARD

Motion carried by roll call vote with the following results:

Ayes: Bukovac, Bodewes, Losey, Verzani

**11. Action Item**

Approve Revision to SWAN Circulation Policy

Bodewes moved, seconded by Losey that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE REVISION TO THE SWAN CIRCULATION POLICY

Minor changes to Circulation Advisory coming from some of the more recent changes, i.e. delivery labels, multiple records in the systems, academic special library cards. This is the complete Circulation Policy and it is posted on the SWAN site, everything is in one place.

Motion carried by unanimous voice vote.

**12. Action Item**

Approve SWAN Internet Access Level Membership

RESOLVED THAT THE SWAN BOARD APPROVES THE SWAN INTERNET ACCESS LEVEL MEMBERSHIP

Discussion on libraries that have an established partner public library that is a SWAN full member. Do we move forward or end/discontinue service agreement with Public Service Libraries? Bodewes appreciated seeing the actual activity numbers, it was all very academic before that. Offering to schools is a nice thing. That is the purpose of it. It feels right for schools. Do we discontinue service for Orland & Lisle? SWAN has not raised the 605. Keep in mind for next board meeting. Possible on next renewal.

Motion carried by unanimous voice vote.

**13. Discussion Item**

SWAN Board Election Timetable 2019

SWANcom will be sent out before the Quarterly meeting.

**14. Discussion Item**

Review Governance Study Committee Written Charge

Will discuss at next Board Meeting.

Have Bodewes update everyone on Task Force Committee. Skog will update on Strategic Plan.

Skog indicated he will be starting 501c3 discussions with attorney next week.

**15. Next Board Meeting**

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

**16. Adjournment**

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Tiffany Verzani  
Board Secretary