

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

April 12, 2019

1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:33 a.m. The following members were present to establish a quorum:

Ted Bodewes
Julie Milavec
Doug Losey
Stacy Wittmann
Rich Wolff

Bukovac & Verzani were absent.

2. Introduction of Visitors/Public Comment

Sharon Swanson, RAILS Staff Accountant
Aaron Skog, SWAN Executive Director
Dawne Tortorella, SWAN Assistant Director

Public comment is allowed at SWAN meetings

3. Action Item – Acceptance of the April 12, 2019 SWAN Board Meeting Agenda

Wolff moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 12, 2019 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item – Approval of SWAN Financials, March 2019

Milavec moved, seconded by Wolff that it be

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

Bodewes asked if Skog expects support services staff line – Account # 5020 to go over budget this year. Account # 5010 is under budget. Skog replied the 3 categories are based on positions for education requirements. In general, Skog would like to put them altogether.

Motion carried by roll call vote with the following results:
Ayes: Losey, Bodewes, Milavac, Wolff, Wittmann

5. Action Item – Acceptance of the March 15, 2019 SWAN Board Meeting Minutes

Wolff moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MARCH 15, 2019 SWAN BOARD MEETING MINUTES AS PRESENTED

Wolff noted: Page 12 of the April Board Packet – Paragraph 3 - ~~the~~ than

Motion carried by unanimous voice vote.

6. Reports

a. Board President Report

Personnel Committee Meeting scheduled after board meeting today

b. Executive Director Report

Skog indicated the SWAN support site has the Ballot for the Board Elections which begins on April 29th. Bodewes is excited 5 people are on the ballot, 4 of which are from new libraries.

SWAN had their first Clarity Task Force Meeting. Tortorella facilitated the meeting. There was a lot of notes at the initial meeting.

Skog discussed the letter from our SWAN Attorney regarding the legal opinion on 501(c) (3). The attorney outlined 8 areas in the letter and Skog felt we should discuss individually as items of discussion at the upcoming board meetings. Skog felt College of DuPage case in the attorney letter was good in that it showed what avoid.

Planning for annual event SWANx19 is underway. We have had two meetings. Skog indicated we have had several great ideas for sessions, Downers Grove being one of them.

Skog indicated 3 SWAN staff members attended COSUGI Conference in Minneapolis. He summarized what went on at the conference in the packet.

Skog reached out to Dee Brennan at RAILS on Explore More & Find More for more clarification on the two programs. RAILS will get back to Skog. Tortorella indicated they met with developers at Quipu at the COSUGI conference. Wolff asked if there is anyone else expressing any interest in Find More besides Matteson Area Public Library. Skog indicated that Matteson is the only one he is aware of interested in Find More Illinois, but 5-6 libraries have reached out to Skog on Explore More Illinois.

Wolff's question from last month's Board meeting has been included in financial packet.

c. Operations Report

Skog indicated one director asked about the discontinuing of BookMyne and BookMyne + (plus). It is the BookMyne + that is being discontinued by SirsiDynix in July 2019. Skog will mention this in the SWAN newsletter update.

d. Treasurer Report

No report

e. Board Calendar

Skog indicated he expects the Consortia support grant application update from RAILS next week at RAILS Consortia Committee Meeting.

Review Evaluation form for the Executive Director is in the packet.

Skog and the Board members agree to delay the By Laws discussion.

Skog noted that OCLC has been renewed for 2 more years by the Illinois State Library, so we can take our time and plan during this period.

7. Action Item – Approve Eisenhower Public Library District as SWAN Cataloging Library

Moved by Wolff, seconded by Milavec that it be

Motion carried by unanimous voice vote.

Wittmann noted that Victoria Bitters is not comfortable at being a presenter for SWANx19 but has an idea for a session – can she propose vs. present? Skog: Yes, have her send in her idea.

8. Discussion Item – Legal Opinion on SWAN 501(c) (3) Conversion

The board discussion centered on two areas of concern, which are the organization as “public body” and the governance piece. The rest of the legal opinion is exactly what you would expect and none of it appears to be problematic. This legal opinion helps us identify the things we need to understand better. A few things for example, if we are not a public body, SWAN can't join IMRF? One idea regarding an expanded board is can bring in people with other points of view and expertise like Ryan Dowd who is associated with the homeless.

Bodewes foresees the selling of a SWAN governing board not made of constitute directors as an extremely difficult sell to the membership.

Wolff noted that HR Source is a nonprofit organization. Wolff is on HR Source governing board and is a member. The HR Source Board is around fifteen members who represent their customers, meets quarterly, reviews financials. The CEO of HR Source recruits individuals to serve on their board.

The SWAN Board identified questions to bring back to attorney:

Is the composition of the board mission critical or just a recommendation to keep us from the public body definition? Is it a deal breaker or is it not?

Can the attorney expand on the board composition? What is that recommendation based on?

And how does the board composition affect donations and fundraising?

Skog noted two questions from SWAN staff are:

If this conversion were to take place, what would be SWAN's eligibility for IMRF if we ever wanted to get back in.

Second question: what does this entity change mean for public service student loan forgiveness.

9. Discussion Item -- Executive Director Evaluation Form

Bodewes stated this is the document we give back to Aaron is a lot of information for him to go through and give action steps. The SWAN Board agreed to have a May 17th closed session for discussing the Executive Director Evaluation at the Board Meeting. Skog will send his self-evaluation before the meeting.

Wolff added Skog should provide the SWAN pay grade to Bodewes. And consider HR Source update the Executive Director position benchmark.

10. Next Board Meeting

The next SWAN Board Meeting will be held on May 17, 2019 at SWAN Quail Ridge at 9:30 a.m. Will include Executive Session.

11. Adjournment 10:30

Update calendar for 6/21 meeting.

*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

