

SWAN BOARD MEETING MINUTES

SWAN
800 Quail Ridge Drive, Westmont, IL 60559

September 20, 2019

Call to Order, Roll Call

President Bodewes called the meeting to order at 9:31 a.m. The following members were present to establish a quorum:

Jamie Bukovac

Julie Milavec (arrived at 11:08 a.m.)

Dawn Bussey

Stacy Wittmann

Robin Wagner

Introduction of Visitors/Public Comment

Edith Craig, St. Charles Public Library

Aaron Skog, SWAN Executive Director

Dawne Tortorella, SWAN Assistant Director

Ginny Blake, SWAN Office Manager

No public comment.

Action Item – Acceptance of the September 20, 2019 SWAN Board Meeting Agenda

Bukovac moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 20, 2019 SWAN BOARD MEETING AGENDA AS PRESENTED.

Motion carried by unanimous voice vote.

Action Item – Approval of SWAN Financials, August 2019

Bukovac moved, seconded by Bussey that it be

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

Motion carried by roll call vote with the following results:

Ayes: Bukovac, Bodewes, Wittmann, Bussey, Wagner

Action Item – Acceptance of the August 23, 2019 SWAN Board Meeting Minutes

Bukovac moved, seconded by Wagner that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE AUGUST 23, 2019 SWAN BOARD MEETING MINUTES AS PRESENTED

One correction was noted and incorporated.

Motion carried by unanimous voice vote.

Reports

a. Board President Report

Bodewes – Positive feedback from membership on the Mobile App.

Executive Director Report

Skog indicated that we are waiting on engagement letter from Lauterbach & Amen. He spoke with Wes Levy and the timeline was mutually agreed upon.

Bukovac asked if the Rep that resigned will be replaced on the Clarity Task Force. Skog said no, this is not a good time to do mid-stream.

Bukovac questioned Harvey Public Libraries being delinquent. What is the next step? Skog indicated he would reach out to them. They understand their issues and repercussions. Bukovac would like their payment history for the next board meeting. Continued conversation on Harvey's issues with nonpayment.

Skog mentioned that conversations with Warrenville Public Library joining SWAN have picked up again. Skog had a very good conversation with the technical services manager at the library regarding the SWAN membership fee quotation, our services, and the project timeline.

b. Operations Report

How is the Holds Test going? Tortorella mentioned that it is going well. A Dynamic Tool is needed so that at any point a report can be run. Edith Craig asked about a report for items in transit. Tortorella explained the purpose of the report.

Skog indicated hitting the pause button on Lynda.com. The general reaction has not been good. Several Board Members indicated they have cancelled subscription with them as well.

Wittmann asked about Apple feature regarding blocking Robo calls with the IOS13 starting in the fall. Will our calls to patrons be able to leave voice messages? Skog replied yes it will.

Bukovac asked about Tara's discussions on different OPAC's. Skog indicated we have hit pause on that until Enterprise 5.0.1 is released and is live in SWAN.

c. Treasurer Report

No report

d. Board Calendar

The October meeting will have the closed sessions review.

Discussion Item – Reconstitute as a Mission Driven 501c3 with Clear Representative Governance Practices, SWAN Strategic Plan Objective 3

Skog began with a summary to date. Three metrics where SWAN is at in size and scale. Service population. The overview is the research to date. Skog has put together a list of topics to discuss.

Bukovac discussed the letters from the attorneys and concluded that either way we do not get away from the OMA or FOIA rules that we must follow. The board agreed with that. At the December Quarterly the board suggested the members and directors be informed/updated on the conclusion that if we become a 501c3 we will have to comply with OMA/FOIA if the board

composition were to remain the same. SWAN would be a public body if we were made up solely of member directors per the lawyer's opinion.

Discussion continued the OMA and SWAN Bylaws for attendance, quorum, bylaws, and voting.

Discussion on donations and sponsorship we would receive as a 501c3 that we cannot now concluded the board would need more research into the viability of the idea. Suggestion was made to have a consultant be hired to inform us on fundraising before we decide. Would a 7-member library director only board be able to assist with fundraising activities? The board's answer to that is no, it would be an employee of SWAN.

Other types of entities were briefly discussed, including becoming a new Illinois Library System which would be a fundamental change to SWAN's structure and governance. Illinois statute does permit libraries to petition to form a library system. SWAN could create a library system that is more tailor made to this library service area, e.g. 7-day delivery all contracted out with more efficient hubs, provide library services essential to a metropolitan area, require consortia membership, etc. This is just an idea as an alternate to a 501c3.

Board decided that at the quarterly meeting in December we will have an update on membership participation within SWAN's current structure and what it mean to be a 501c3. The board has decided they are not ready to have discussions on the questions Skog presented until they have more vitality about fundraising. Bodewes did indicate we are making progress. Skog will bring more to the October & November meetings that is an overview of the discussion that can be shared at the December Quarterly.

Next Board Meeting

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

The meeting was adjourned by President Bodewes at 11:32 a.m.

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

SWAN Board Member	Library	Office	Term Expires
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2020
Jamie Bukovac	Indian Prairie Public Library	Treasurer	July 1, 2020
Stacy Wittmann	Eisenhower Public Library District	Vice President	July 1, 2021
Julie Milavec	Downers Grove Public Library		July 1, 2021
Dawn Bussey	Glen Ellyn Public Library	Secretary	July 1, 2022
Robin Wagner	South Holland Public Library		July 1, 2022
Jane Jenkins	Green Hills Public Library District		July 1, 2022

Minutes Prepared by Ginny Blake
Respectfully Submitted,

Dawn Bussey, Board Secretary