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

President Wolff called the meeting to order at 9:30 a.m. The following Board members were present to establish a quorum.

   a. Ted Bodewes  
   b. Rich Wolff  
   c. Doug Losey  
   d. Tiffany Verzani  
   e. Jamie Bukovac  
   f. Stacy Wittmann

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

   Aaron Skog, SWAN Executive Director  
   Brande Overbey, SWAN Operations Manager  
   Sharon Swanson, RAILS Staff Accountant  
   Edith Craig, Director of St. Charles Public Library  
   Dawn Bussey, Director of Glen Ellyn Public Library and LINC Board President

3. **ACTION ITEM**

   Acceptance of the March 16, 2018 SWAN Board Meeting Agenda

   Ms. Bukovac moved, seconded by Ms. Wittmann that it be

   RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MARCH 16, 2018 SWAN BOARD MEETING AGENDA AS PRESENTED

   Motion carried by unanimous voice vote.

4. **ACTION ITEM**

   Approval of SWAN Finances for February

   Mr. Bodewes moved, seconded by Ms. Bukovac that it be

   RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR FEBRUARY 1 THROUGH FEBRUARY 28, 2018 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR FEBRUARY 2017 AS PRESENTED

   Motion carried by roll call vote with the following results:  
   Ayes: Ms. Verzani, Mr. Losey, Mr. Wolff, Ms. Wittmann, Mr. Bodewes, Ms. Bukovac.

5. **ACTION ITEM**

   Acceptance of the November 30, 2017 SWAN Board Finance Committee Meeting Minutes

   Mr. Losey moved, seconded by Ms. Verzani, that it be
RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 30, 2017 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

6. **ACTION ITEM**
   Acceptance of the February 16, 2018 SWAN Board Meeting Minutes

Mr. Bodewes moved, seconded by Ms. Wittmann, that it be

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

Motion carried by unanimous voice vote.

**REPORTS**

a. **Board President Report**
   Wolff thanked Wittmann for hosting the Quarterly meeting in March during his absence.

b. **Executive Director Report**
   Skog gave an overview of his report, including details on the libraries and groups that have expressed interest in joining SWAN in the future or who have requested further information on our consortium. Skog asked about how the Board wants to proceed with sharing this information and opening discussions with the membership. Bukovac stated that we can share this info at the June Quarterly Meeting. Discussion was held on when best to present new libraries for consideration. This can be a part of our Strategic Planning discussion as well. Doing this mindfully with the upcoming migration, determining a limit for our growth, and staff impact will be important considerations. Losey noted that we will also need to take a look at the impact on membership fees as well. Bukovac brought up the idea of creating a points or parameters system: whether they are on SirsiDynix already, the size of the library, the proximity to other SWAN libraries, and the impact on SWAN to add them should all be considered in helping to us make these decisions. The Board noted it will be important to have the New19 migration complete, evaluate everything, and allow the SWAN staff to settle in with the new workload and get a handle on that, before looking at adding new libraries. Skog will alert the interested parties that we will talk about this again in another 6 months, after the migration is complete and Strategic Planning process has begun.

c. **Operations Report**
   Reviewed as presented. Overbey confirmed with the Board that for the auditor and actuarial valuation RFP review at next month’s board meeting, an overview document rather than the full RFP documents should be included in the board packet.

d. **Treasurer Report**
None.

e. **Board Calendar**
Reviewed as presented.

7. **ACTION ITEM**
Ratify FY19 Budget Vote

Ms. Bukovac moved, seconded by Ms. Verzani, that it be

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RESOLVED, THAT THE SWAN BOARD APPROVES THE FISCAL YEAR 2019 BUDGET FOR
JULY 1, 2018 THROUGH JUNE 30, 2019 AS VOTED ON BY THE SWAN FULL MEMBER
LIBRARIES ON MARCH 1, 2018
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Motion carried by roll call vote with the following results:
30 IN FAVOR, 0 NAY, 48 ABSENT, 0 ABSTAIN.

Motion carried by roll call vote with the following results:
Ayes: Ms. Verzani, Mr. Losey, Mr. Wolff, Ms. Wittmann, Mr. Bodewes, Ms. Bukovac.

8. **ACTION ITEM**
Executive Session – Review Executive Session Minutes Recommendation

Executive Session for the “for the purpose of approving Executive Session minutes
per 5 ILCS 120/2.06(d) b. Determination of Executive Session Minutes per 5 ILCS 120/2.06 (d)

Ms. Bukovac moved, seconded by Mr. Bodewes, that it be

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RESOLVED, THAT THE SWAN BOARD GO INTO EXECUTIVE SESSION AT 10:16 a.m.
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Motion carried by unanimous voice vote.

Mr. Bodewes moved, seconded by Ms. Wittmann, that it be

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RESOLVED, THAT THE SWAN BOARD RECONVENE AT 10:24 a.m.
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Motion carried by unanimous voice vote.

Board reconvened at 10:24 a.m.

Ms. Wittmann moved, seconded by Ms. Verzani, that it be

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RESOLVED, THAT THE SWAN BOARD ACCEPTS THE EXECUTIVE SESSION
RECOMMENDATION FOR THE MINUTES TO REMAIN CLOSED AS REVIEWED
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Motion carried by unanimous voice vote.
9. **ACTION ITEM**
Approve Batavia Public Library District, Bloomingdale Public Library, Carol Stream Public Library, Glen Ellyn Public Library, Messenger Public Library of North Aurora, National University of Health Sciences, Oak Brook Public Library, Saint Charles Public Library District, Sugar Grove Public Library District, Theosophical Society in America, Town and Country Public Library District, and Villa Park Public Library as SWAN Cataloging Libraries

Ms. Bukovac moved, seconded by Mr. Losey, that it be

RESOLVED, THAT THE SWAN BOARD APPROVES BATAVIA PUBLIC LIBRARY DISTRICT, BLOOMINGDALE PUBLIC LIBRARY, CAROL STREAM PUBLIC LIBRARY, GLEN ELLYN PUBLIC LIBRARY, MESSENGER PUBLIC LIBRARY OF NORTH AURORA, NATIONAL UNIVERSITY OF HEALTH SCIENCES, OAK BROOK PUBLIC LIBRARY, SAINT CHARLES PUBLIC LIBRARY DISTRICT, SUGAR GROVE PUBLIC LIBRARY DISTRICT, THEOSOPHICAL SOCIETY IN AMERICA, TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT, AND VILLA PARK PUBLIC LIBRARY AS SWAN CATALOGING LIBRARIES

Motion carried by unanimous voice vote.

Skog shared the impact of adding these new libraries as catalogers, and the benefit to SWAN. We are excited to have them join us in this capacity. Wolff asked if this should also be a part of Strategic Planning. Wittmann and Bukovac both noted what a benefit central cataloging would be, in terms of more accurate results and clean, quality data.

10. **DISCUSSION ITEM**
Circulation Policy & Maximum Renewals

Bukovac provided info on her discussion with directors of some of our member libraries about the desire for 3 renewals to be added to our options list. She felt that having a quick discussion on it now, and perhaps looking at it more closely down the road after migration, would be a good move. A survey can be utilized to get data from our membership to help us to make a decision. She feels that getting more input from the membership, beyond just the User Groups, would be beneficial. Skog did note that when adding a new renewal number, another option would need to be removed, due to the size of our current circ mapping and rules. Edith Craig shared that there have been collaboration meetings amongst the Fox River-area libraries regarding consolidating circ rules between those neighboring libraries, which she feels is a big benefit to patrons.

11. **INFORMATION ITEM**
Strategic Planning RFP

The document has been posted and shared with a number of consultants. Time has been scheduled after the April 20th board meeting to review the received results and begin to consider top contenders. It is hoped that a selection will be made and this person can be invited to the June board meeting.

12. **Next Board Meeting**
The next SWAN Board Meeting will be held on April 20, 2018 at SWAN Quail Ridge at 9:30 a.m.

**ADJOURNMENT**

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

Motion carried and the meeting at adjourned at 11:05 a.m.

Minutes Prepared by Brande Overbey

Respectfully Submitted,

Tiffany Verzani
Board Secretary