

**REGULAR MEETING
SWAN BOARD
Burr Ridge, IL – December 16, 2011
MINUTES**

Call to Order, Roll Call

President Rauch called the meeting to order at 9:34 A.M. The following Board members were present to establish a quorum.

Jamie Bukovac
Michael Davis
Jeannie Dilger – Hill

Melissa Gardner
Cindy Rauch
Sheila Sosnicki
Rich Wolff

Introduction of Visitors/Public Comment

RAILS Staff members in attendance were: Aaron Skog, Executive Director of SWAN; Susan Weinmann, RAILS Resource Sharing Manager, and Jazmina Baukys, RAILS Administrative Assistant. There were no public comments.

ACTION ITEM 1

Acceptance of the December 16, 2011 SWAN Board Meeting Agenda

Dilger-Hill moved, seconded by Wolff that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 16, 2011 SWAN BOARD
MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote with the following results: 7 ayes, 0 nays, 0 abstentions.

ACTION ITEM 2

Acceptance of the November 15, 2011 SWAN Board Minutes

Dilger-Hill moved, seconded by Sosnicki that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 15, 2011 SWAN BOARD
MINUTES AS PRESENTED

Motion carried by unanimous voice vote with the following results: 7 ayes, 0 nays, 0 abstentions.

ACTION ITEM 3

Balance Sheet and Payment of Bills

There was a question about the contractual services line. The RAILS Finance Department will provide the SWAN Executive Director with high level access into the Sage accounting software. Training on the software will also be

provided. The SWAN Board wants an understanding of what goes into each budget line. The RAILS Finance staff will attend the SWAN Finance Committee meeting in order to give explanation on the financial report.

Bukovac moved, seconded by Davis that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR NOVEMBER 1, 2011 THROUGH NOVEMBER 30, 2011 AND ACCEPT THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR NOVEMBER 2011

Roll was called with the following results: 7 ayes, 0 nays, 0 abstentions.
Ayes: Bukovac, Davis, Dilger-Hill, Gardner, Rauch, Sosnicki, and Wolff.
Nays: None. Abstentions: None. Motion carried.

ACTION ITEM 4

Ratify FY13 Budget

The SWAN Board ratified the membership vote approving the SWAN FY13 budget. It has been decided that paper score ballots will no longer be used for voting at SWAN Administrators' Quarterly meetings. Due to a discrepancy in the count, a roll call vote of the SWAN membership will be performed.

Dilger-Hill moved, seconded by Wolff that it be

RESOLVED, THAT THE SWAN BOARD RATIFIES THE VOTE OF THE MEMBERSHIP APPROVING THE FY13 BUDGET

Roll was called with the following results: 7 ayes, 0 nays, 0 abstentions.
Ayes: Bukovac, Davis, Dilger-Hill, Gardner, Rauch, Sosnicki, and Wolff.
Nays: None. Abstentions: None. Motion carried.

ACTION ITEM 5

Executive Session

Davis moved, seconded by Bukovac that the SWAN Board moves into Executive Session in order to:

Executive Session for the purposes of discussing "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body." 5 ILCS 120/2(c) (1).

The SWAN Board moved out of the Executive Session and no votes were taken. The regular meeting resumed at 10:44 a.m. The SWAN Executive Director will submit goals to the SWAN Board at January meeting.

ACTION ITEM 6

FY11 SWAN Audit

The letter was presented. The audit document itself was brought to the November SWAN Board meeting.

Bukovac moved, seconded by Dilger-Hill that it be

RESOLVED, THAT SWAN BOARD ACCEPTS THE FY11 AUDIT

Motion carried by unanimous voice vote with the following results: 7 ayes, 0 nays, 0 abstentions.

ACTION ITEM 7

2012 SWAN Meeting Dates

Each Committee group had different views on the meeting format and dates for 2012. It was concluded that SWAN members would choose a hybrid of committee meetings and Committee of the Whole Meetings with the following guidelines. The Whole meeting will occur about a month before the SWAN Quarterly meeting. The committee meetings will occur about a month after Quarterly. The SWAN Board meeting schedule will remain the same. Meetings will immediately be entered into L2 so that attendees can plan ahead.

Davis moved, seconded by Gardner that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PROPOSED 2012 MEETING DATES AS PRESENTED

Motion carried by unanimous voice vote with the following results: 7 ayes, 0 nays, 0 abstentions.

DISCUSSION ITEM 1

SWAN Organization and its Responsibility for Managing Employees under SWAN

The goal is to determine what the process will be. The SWAN Finance Committee will review the process and bring recommendations to the SWAN Board.

DISCUSSION ITEM 2

FY13 SWAN/RAILS Contract Negotiation Process

The SWAN Board wishes to find a different contract arrangement with RAILS. The current arrangement states that SWAN contracts with RAILS for staff. The SWAN Board identified the need for participation with the RAILS Board and will request this from the RAILS Board. The SWAN Board is in agreement that a communication avenue between the two Boards needs to exist. Needs will be identified and personnel from the SWAN Board and the RAILS Board will need to work directly.

The SWAN Membership has been supportive of SWAN Board managing its own staff for the past several years. There is strength in continuing to align SWAN with the system. The SWAN Board supports maintaining ties to the system.

OPAC, OCLC, LLSAP support, and any other resource sharing support could be written into the SWAN/RAILS contract as additional RAILS per capita support. The goal is to start the contract process in January and end in

February. The SWAN Board wishes to know what the RAILS Board's long-term vision of LLSAPS is within the RAILS organization.

DISCUSSION ITEM 3

SWAN ByLaws change and the July 2012 SWAN Board Election

SWAN Administrators will vote to change the SWAN Bylaws at the March Quarterly meeting. One change was the addition of 3 year Board member terms. Another change was the name of SWAN Administrative Council to SWAN Board. This by-laws change will be presented in the January Committee A, B, and C meetings.

The seats of Davis, Gardner, Rauch, and Wolff are up for election in June 2012. A nominating committee will be established for the June 2012 election process, which will begin in April. Specific information will be distributed at the February Committee of Whole Meeting.

The rotation would be as follows:

- 2013: Elect A, B, & C for a 3-year term
- 2014: Elect At-Large for a 3-year term
- 2015: Elect A, B, & C for a 3-year term
- 2016: Elect A, B, & C for a 3-year term
- 2017: Elect At-Large for a 3-year term
- 2018: Elect A, B, & C for a 3-year term
- 2019: Elect A, B, & C for a 3-year term
- 2020: Elect At-Large for a 3-year term

DISCUSSION ITEM 4

Communications OMA

- a. SWAN Blog
- b. Klein, Thorpe, and Jenkins Letter

In response to the information shared with the SWAN Board in the letter from Klein, Thorpe, and Jenkins on FOIA, the SWAN Board plans to move in the direction of having email under an organizational account designated for SWAN Board business. If the SWAN Board is presented with a FOIA request, it will be easier to provide access to messages. The RAILS attorney is working with the RAILS Board to provide a recommendation for FOIA and email.

The SWAN Executive Director will work with Klein, Thorpe, and Jenkins for guidance on establishing a blog policy. The SWAN Executive Director will also revise the current SWAN Blog policy.

DISCUSSION ITEM 5

Strategic Planning Process

The SWAN Executive Director is in the process of contacting strategic planning consultants. One Board member outlined the previous SWAN experience with a strategic planning consultant:

- Performed SWOT analysis of the organization
- Developed key points of initiatives: diversify and grow, provide excellent customer service
- Actions that would support the initiatives were addressed
- Final information was brought to the Board
- The entire process consisted of a full day with the consultant and a half day with Board.
- Lastly, the plan would be presented to members
- The staff were instrumental in carrying out the action steps, but did not participate initial discussions

Other ideas for strategic planning were shared:

- Focus groups with SWAN members
- Establish SWAN staff liaisons
- Focus group with SWAN staff
- Deliverables: facilitate focus group with members, SWAN Board, some staff, all staff, facilitate retreat with Board and/or committee to produce initiatives (facilitator would write)
- Action comes back to SWAN staff, SWAN Executive Director, and Board
- Focus group discussions are summarized into initiatives
- Create a vision statement
- Evaluate current SWAN mission and decide whether to revise
- Focus group feedback to: "What's your reaction to SWAN's mission statement in 2012" will determine whether SWAN's mission should be revised
- Develop a three-year plan and present plan at June 2012 Quarterly meeting
- SWAN Executive Director to provide recommendation to the Board on staff involvement in initiatives
- Consider consultants both inside and outside of library field

REPORTS

- **Executive Director Report:** Access to Sage will be provided to the SWAN Executive Director. As a result, more detail will be provided in the monthly financial reports. A memo explaining SWAN's move away from credits and toward refund checks was distributed. So far the response has been very favorable. The Circulation Advisory Group will meet on a quarterly basis, but the dates have not yet determined. The meetings will be conducted like panel discussions led by members and coordinated by SWAN staff. The ED will also be developing a continuing education program.

SWAN staff met with their Innovative rep, Chris Holly. Products were explored including the Encore Discovery OPAC. Training should be available for Encore Discovery enhancements. In addition, some new trends from the Library Journal Technology web conference were discussed.

- **Project Summary:** The report revealed that much of SWAN staff time within the past month was spent on the 2009B upgrade.
- **SWAN Board President Report:** No report.
- **SWAN Fees Committee:** Notes are up for anybody to review on website. The SWAN Executive Director participated in a meeting with three other RAILS LLSAP managers to discuss their fees formulas.
- **RAILS Board & Committees Report**

SWAN Board members will attend the December 19, 2011 RAILS Board meeting. The December 12, 2011 RAILS Board Committee meetings were briefly discussed.

- **LLSAP Meeting Report:** Discussion on the November 29, 2011 meeting minutes took place. Public comments were omitted from the minutes and the meeting was presented as an “official Board meeting” that was “called to order.” There was no RAILS Board quorum and Davidson was unable to call it to order for that reason.
- **Downtime Report:** There was minimal (1 hour, 49 minutes) downtime due to the upgrade to release 2009b on production and report servers.
- **Communications and Correspondence:** A letter dated November 11, 2011 addressed to the RAILS Board President and RAILS Interim Executive Director from the MAGIC, SWAN, PrairieCat, and RSA Presidents was part of the December 16, 2011 SWAN Board packet. This correspondence discussed RAILS LLSAPs intentions to partner with RAILS in “shaping the future of RAILS and of Illinois resource sharing.” Clarification on the process of participation was sought as well.

DISCUSSION ITEM 7

Upcoming meeting agendas were drafted. This included the January Committee A, B, C, meeting agendas, February Committee of the Whole meeting agenda, and the January SWAN Board meeting agenda.

NEXT BOARD MEETING

The next SWAN Board meeting is scheduled for January 20, 2011 in Burr Ridge at 9:30 a.m.

ADJOURNMENT

There being no further business before the Board, President Rauch called to adjourn this meeting. Motion carried and the meeting was adjourned at 2:50 p.m.

Minutes Prepared by Susan Weinmann,
Respectfully Submitted,

Jeannie Dilger-Hill,
Board Secretary