

**REGULAR MEETING
SWAN BOARD
Burr Ridge, IL – January 20, 2012
MINUTES**

Call to Order, Roll Call

Vice President Gardner called the meeting to order at 9:31 A.M. The following Board members were present to establish a quorum.

Jamie Bukovac
Michael Davis
Jeannie Dilger – Hill

Melissa Gardner
Cindy Rauch (absent)
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 January 20, 2012 SWAN Board Agenda

Dilger-Hill moved, seconded by Bukovac that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 20, 2012 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote with the following results: 6 ayes, 0 nays, 0 abstentions.

ACTION ITEM 2

Acceptance of the December 16, 2011 SWAN Board Minutes

Discussion on this item

Changes to the minutes, which were proposed by Bukovac, are reflected in the official minutes to be signed by Dilger-Hill.

Bukovac moved, seconded by Sosnicki that it be

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

Motion carried by unanimous voice vote with the following results: 6 ayes, 0 nays, 0 abstentions.

ACTION ITEM 3

Acceptance of the January 6, 2012 SWAN Finance/Personnel Committee Minutes

One of the Board members stated that the Finance/Personnel Committee worked extremely hard and conducted a lot of research.

Bukovac moved, seconded by Dilger-Hill that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 6, 2012 SWAN FINANCE/PERSONNEL COMMITTEE MINUTES

Motion carried by unanimous voice vote with the following results: 6 ayes, 0 nays, 0 abstentions.

ACTION ITEM 4

Review notes draft from December SWAN Quarterly Meeting

Discussion on this item

Bukovac proposed changes and offered additions to the December SWAN Quarterly Meeting notes.

Bukovac moved, seconded by Dilger-Hill that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER SWAN QUARTERLY MEETING NOTES

Motion carried by unanimous voice vote with the following results: 6 ayes, 0 nays, 0 abstentions.

ACTION ITEM 5

SWAN Financials

- a. Balance sheet and detail of expenditures for December 2011
- b. Approval of the payment of bills for December 1, 2011 through December 31, 2011 in the amount of \$64,319.81

Additional categories will be added and SWAN's Executive Director Skog will identify debits that have been incorrectly classified. If the report is still not acceptable, then more details will need to be presented.

Dilger-Hill moved, seconded by Bukovac that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR DECEMBER 1, 2011 THROUGH DECEMBER 31, 2011 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR DECEMBER 2011

Roll was called with the following results: 6 ayes, 0 nays, 0 abstentions.

Ayes: Bukovac, Davis, Dilger-Hill, Gardner, Sosnicki, and Wolff

Nays: None. Abstentions: None. Motion carried.

REPORTS

- **Executive Director Report:**

The ED reported that the RAILS Controller is looking forward to establishing the lock box program. It is designed to be a time saving service and a major internal control benefit to both SWAN and RAILS. The costs are unknown at this time. The Finance/Personnel Committee reported that Elavon could bring a savings of as much as \$7,200 per year, retroactive to January 1, 2012.

The 12 gifts have been announced via SWANCom and posted to the SWAN Blog. One SWAN member requested that the functions be tested out in advance to support the library staff better.

In his visit with MAGIC's Services Manager and the RAILS IT Manager, the SWAN ED found Northern Illinois University's data center to be highly efficient and desirable. The RAILS IT Manager and the LLSAP Managers concur with this observation. The East Peoria facility would not be recommended as a primary data center as they have only two T1s. The administration is continuing to explore backing up to disc only and plans to go to East Peoria for further investigation. The SWAN Board Treasurer commended the group on a great job.

- **Project Summary Report:**

Work is being done with the Applications and Web Developer to implement the upcoming remaining three 12 Gifts: Freeze Holds, My Lists, and Email Preferred Searches. The upgrade to Encore 4.1 is scheduled for February 6, 2012. A print template workshop is scheduled for February 2, 2012. This workshop will be a general overview of how print templates work throughout all of the Millennium modules. The Project Team has re-prioritized their "on hold" projects with an emphasis on a manageable timetable for research, testing and implementation of lingering projects.

- **SWAN Board President Report:**

President Rauch was absent. There was no report.

- **LLSAP Meeting Report:**

Gardner attended the January 11, 2012 LLSAP Task Force meeting and offered to respond in writing to the resolution stated in the RAILS letter of support to the SWAN Board President. Gardner reported that the general perception is that SWAN encompasses large library populations and does not need the financial support of RAILS. Bukovac stated that all have worked exceptionally hard to keep the SWAN consortium together. In fact, some member libraries have budget challenges. The RAILS Board focused on SWAN's lack of school libraries. They asserted that including school libraries would make SWAN financially stable. However, schools already do have access to SWAN services.

The SWAN Board recommended a letter be sent in response to the RAILS Board resolution and highlight the following:

- Emphasize SWAN is a consortium of large libraries and small libraries with some properly funded and some with limited funds
- Highlight reasons why SWAN finds it valuable to hire and support its own staff
- State SWAN's longstanding vision to maintain the partnership with the system and the desire to support multi-type libraries of all sizes
- Declare that SWAN provides Internet access and services to the schools
- Reiterate that SWAN desires to maintain ties and to negotiate contracts with RAILS

It's imperative that SWAN:

1. Clear up misconceptions
2. Respond to the Resolution of the RAILS letter and move forward
3. Negotiate the FY13 contract regarding IT, facility, administration, etc.

- **SWAN Fees Committee Report:**

The SWAN Fees Committee has conducted research, identified fee schedules to create scenarios from and will begin work on a narrative report. The ED pointed out that many of the data points used are common. It was noted that other LLSAPs have unlimited licenses with SirsiDynix and that the fee chart

with Innovative Interfaces, Inc. can be changed. The ED and the Resource Sharing Manager are attempting to obtain recent Illinois Public Library Annual Reports (IPLAR) from the Illinois State Library.

- **RAILS Board & Committees Report:**

There was no report.

- **Downtime Report:**

There was no downtime reported for the month of December.

- **Communications and Correspondence Report:**

A letter in response to RAILS is being drafted by the SWAN Board Vice President and Secretary.

- **Database Advisory Group Report:**

The RAILS Assistant Executive Director suggested that if members consider group purchases important services to the membership, they need to be put in the FY13 Area and Per Capita Grant application.

The goals of the FY13 Database Purchase Advisory Group are:

1. To improve resource selection
2. To either save money or maintain current costs
3. To offer resources to a greater number of libraries

Based upon recent research, the group made the recommendation to discontinue the subscription to Grolier's Lands and Peoples. The Database Purchase Advisory Group recommended getting an estimate from Proquest for Culturegrams as a replacement. The group requests the SWAN Board to provide direction on whether to expand the purchase to libraries in other RAILS LLSAPs. The group also established a list of "must-have" resources that fall under Gale, EBSCO and Facts on File.

ACTION ITEM 6

Executive Director Goals 2012

Bukovac moved, seconded by Wolff that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE EXECUTIVE DIRECTOR GOALS 2012

Motion carried by unanimous voice vote with the following results: 6 ayes, 0 nays, 0 abstentions.

DISCUSSION ITEM 1

RAILS Letter of Support

A letter in response to the RAILS resolution is being drafted by the SWAN Board Vice President and Secretary.

ACTION ITEM 7

FY13 SWAN/RAILS Contract Proposal

The ED outlined that RAILS intends to support the LLSAPs. For SWAN, payment to RAILS would take the form of a "service fee" from the now current "reimbursement" model. The SWAN Board reviewed its approach to the FY13 contract with RAILS, identifying how it can balance RAILS "support" in terms of Area & Per Capita grant funds against the FY13 plans SWAN has for staffing. The areas of the SWAN operations noted for contract negotiations includes: OCLC, Telecom, facility, IT support, AirPac, Versatile and Preferred Languages.

The SWAN Board will hold a special meeting February 14, 2012 at 11:00 am to complete the contract proposal which will be presented to the RAILS Board Meeting February 17, 2012. If needed, the SWAN Board will go into executive session at the special meeting. SWAN attorney Kathie Henn will be informed that SWAN is moving forward with the plan to manage their own staff. A conference call can be scheduled February 14, 2012 at noon 12 pm. The drafted letter will be revised on the 14th in which SWAN will retain ownership. Appendix C of the FY13 SWAN/RAILS Contract Proposal will be examined.

DISCUSSION ITEM 2

SWAN Finance/Personnel Committee Report

- a. SWAN Organization and its Responsibility for Managing Employees under SWAN
- b. Investments

This discussion was tabled to the February 17th SWAN Board meeting.

The SWAN Board Secretary will provide a proposal in February regarding LIMRiCC insurance. At this point, the intention is to stay with LIMRiCC for continuity. The proposal will also be brought to the March 1, 2012 SWAN Quarterly meeting.

DISCUSSION ITEM 3

SWAN Reserve Cash Policy

It was reported that in March of each year the SWAN Board will review the projected balance of the current fiscal year. If the balance is projected to be more than 50% of the current year's operating budget, the board will prepare a recommendation as to management of the overage. This recommendation will be brought to the June 7, 2012 membership quarterly meeting for a membership vote.

DISCUSSION ITEM 4

SWAN Strategic Planning Process

The ED has approached six organizations and is waiting for response from five of them. Facilitator Kathryn Deiss responded and the ED shared the SWAN schedule with her concerning dates to work with the Board members. Even though costs are still required, the Board directed the ED to continue an inquiry with Kathryn Deiss for the SWAN strategic planning process. This will be approved at the February 17, 2012 SWAN Board meeting once costs are delivered.

DISCUSSION ITEM 5

February SWAN Board Agenda Items

The upcoming meeting agenda for the February 17, 2012 SWAN Board meeting was drafted.

DISCUSSION ITEM 6

February SWAN Committee of the Whole Meeting Agenda Items

The agenda for the SWAN Committee of the Whole meeting was drafted. The SWAN Committee of the Whole is meeting next on February 14, 2012 at 9:30 a.m.

NEXT BOARD MEETINGS

The next special SWAN Board meeting will be held on Tuesday, February 14, 2012 at 125 Tower Drive in Burr Ridge at 11:00 a.m.

The next regular SWAN Board meeting will be held on Friday, February 17, 2012 at 125 Tower Drive in Burr Ridge at 9:30 a.m.

ADJOURNMENT

There being no further business before the Board, Vice-President Gardner called to adjourn this meeting.
Motion carried and the meeting was adjourned at 1:08 P.M.

Minutes Prepared by Jazmina Baukys
Respectfully Submitted,

Jeannie Dilger-Hill,
Board Secretary