

SWAN Administrators' Quarterly Meeting

125 Tower Drive Burr Ridge, IL 60527

Notes

September 1, 2011 9:30 A.M.

Call to Order and Welcome

Called to order at 9:34 a.m. by President Rauch.

Introduction of New Library Directors

Eric Werthmann, Reference Librarian at Acorn Public Library District, is serving as Interim Director.

Approval of the June Quarterly Meeting Minutes – Action Item

Stoch moved, seconded by Kozak to approve the June Quarterly Minutes. Minor edits were suggested from the floor. Motion carried by unanimous voice vote.

Open Meetings Act, SWAN Quarterly Voting – Information

Council had questions for SWAN's attorney about OMA compliance. The results of this conference call, which took place at the August 19, 2011 Administrators' Council meeting, were shared with the membership. The process of voting at quarterly with a closed ballot does not comply with OMA. Essential changes to the voting process were explained to the SWAN membership.

Approval FY12 Revised SWAN Budget– Action Item

Stoch moved, seconded by Brennan that it be

RESOLVED, THAT THE MEMBERSHIP APPROVES THE PROPOSED
REVISED BUDGET FOR FY2012 AS PRESENTED

Scorecards were submitted with the following results: Alberts, River Grove PL – yes; Anastos, River Forest PL – yes; Amschl (for Schulten), Crete PL – yes; Berggren, Matteson PL – yes; Brayden, Forest Park PL – yes; Brennan, Oak Park PL – yes; Bukovac, Indian Prairie PL – yes; Casey, Oak Lawn PL – yes; Conkis, La Grange Park PL – yes; Craft, Clarendon Hills PL – yes; Davis, Chicago Heights PL – yes; Deiters, Blue Island PL – yes; Denney, Calumet City PL – yes; Dilger – Hill, La Grange PL – yes; Gardner, Broadview PL – yes; Maiello Gluecklich, Melrose Park PL – yes; Grosso, Beecher Community LD – yes; Hall, Worth PLD – yes; Harris, Riverdale PL – yes; Klinkow-Hartmann, South Holland PL – yes; Heard, Dolton PLD – yes; Horn, Lyons PL – yes; Huntington, Maywood PLD – yes; Kalman, Harvey PLD – yes; Keefe, Hinsdale PL – yes; Kozak, Thomas Ford Memorial Library – yes; Kuhn, Westmont PL – yes; Lifka, North Riverside PL – yes; Litland, Brookfield PL – yes; Losey, Hillside PL – yes; Mcneil – Marshall, Woodridge PL – yes; McSwain, Chicago Ridge PL – yes; Millen, Flossmoor PL – yes; Parker, Glenwood – Lynwood PL – yes; Rauch, Homewood PL – yes; Savage, Palos Heights PL – yes; Setzer, Schiller Park PL – yes; Sosnicki, Palos Park PL – yes; Schwanz, Westchester PL – yes; Seidl, Evergreen Park PL – yes; Sharples, Midlothian PL – yes; Starr, Prairie Trails PLD – yes; Stoch, Eisenhower PLD – yes; Strecker, Elmwood Park PL – yes; Swanson, Alsip-Merrionette Park PL – yes; Taylor, Bridgeview PL – yes; Totton, Cicero PL – yes; Tracy,

Prairie State College – yes; Vente, Thornton PL – yes; Weimar, Orland Park PL – yes; Werthmann, Acorn PLD – yes; Wolff, Tinley Park PL – yes; Wooten, Bellwood PL – yes; Young, Hodgkins PLD – yes.
Ayes: 54 ; nays: 0; abstentions: 0.

Executive Director Evaluation Committee – Information

Executive Director Evaluation Committee: Rauch, Wolff, and Dilger-Hill

The evaluation process for the SWAN Executive Director was explained. A committee was formed to create the evaluation tool. Results will be shared with RAILS.

SWAN Fees Committee – Information

The SWAN Fees Committee will consist of Sosnicki and representatives from the membership. The responsibilities of committee members will include: attendance at committee meetings, studying other LLSAPs, report findings/suggestions back to the Council. The Committee will conduct a lot of research and look at fee structures in other LLSAPs similar to SWAN.

It was added that if changes to the SWAN fee structure are recommended, the soonest it could happen would be for FY14. Such a change would need to be based on factors that will remain consistent for SWAN over time. The present SWAN Fee Structure is based largely upon usage and activity and there could be other measures to look at within SWAN. For members interested in serving on FeesCom, they should contact Sosnicki within the next two weeks. Contact information can be found on the SWAN Governance page.

Invoicing for Lost, Damaged, Lost-in-Transit—Information

The survey that was conducted revealed some unclear results and there was a range of opinions on some questions. There was overall agreement that libraries within SWAN should not assess each other for damaged items for a couple of reasons:

1. Difficult to know where damage occurred (in-transit or with patron?)
2. Requires library staff time

The recommendation that SWAN Council will endorse at the next meeting will be built into the Circulation policy. Some members have noticed that some Circulation Departments are returning items to the library that sent it out because it was damaged. This may reveal paranoia in the membership about getting charged. If Council votes to discontinue invoicing for damaged items, the change would go into effect in July 2012 (FY13). The reason that this change will not go into effect instantaneously, is that some libraries need to consider this change in their budget planning if they are dependent on this stream of revenue. It would also be beneficial to give library staff time to learn about this change.

Council will continue to look at the “lost items” issue, but will not make a recommendation at this time, as the survey did not give clear direction on this part of the question. SWAN staff will investigate this issue and bring information to Council. One member felt that libraries should work on this issue and give SWAN an idea of what true loss is. Members were encouraged to email Council with comments and will incorporate them into the study on lost items.

Executive Director Report

Skog gave his September 1, 2011 quarterly report, which can be found online on the SWAN Governance Page at: <http://www.mls.lib.il.us/swan/governance.asp>

Other Comments/Questions/Discussions:

- Southern Illinois LLSAPs are tied in with IHLS and are not independent as are RAILS' LLSAPs
- The situation with RiverShare libraries pulling out of PrairieCat was explained to the membership
- IHLS is including open source ILSs in its RFI and had responses from open source ILS vendors
- Discussions at LLSAP Directors' LLSAP North meetings about progress, statewide delivery, and statewide catalog were shared

Announcements

A suggestion from the floor was to rename the "Announcements" section to "Questions." Other suggestions involved the SWAN financial reports and excess cash. It was announced that the SWAN Council Financial Committee will meet on October 3, 2011.

The RAILS IFF Report is posted online for the membership to peruse. There is currently a committee in place to look at data centers for RAILS LLSAPs. It was recommended that members attend the upcoming RAILS videoconferences with questions about RAILS. Members were also encouraged to look for the announcement of the new RAILS Advisory Group, which was recently approved by the RAILS Board.

*Member Comment after each agenda item

The meeting was adjourned at 10:57 AM.

Next SWAN Administrators' Council Meeting Dates: 9/16/11, 10/21/11, 11/18/11

Next SWAN Administrators' Quarterly Meeting Dates: 12/1/11, 3/1/12