

**Minutes SWAN Committee C Meeting  
Tuesday, October 11, 2011**

**Call to Order:** 1:33 p.m. by Rich Wolff, Tinley Park Library

**Also Present:** Melissa Gardner, Broadview Library and SWAN Board Member; Rebecca Teasdale, Oak Park; Mary Beth Campe, Elmhurst; Jim Casey, Oak Lawn; Mary Weimer, Orland Park; Tammy Clausen, Berwyn; Jim Deiters, Blue Island; Rick Ashton, Downers Grove; and Susan McNeil-Marshall, Woodridge (notetaker)

**Formation of New Committees:** SWAN governance groups are being redesigned as committees and are following the Open Meetings Act guidelines which states that two members are a quorum. The purpose of the meetings is still to gather information to take back to the SWAN Board, but members should feel free to attend whichever group meets their schedule best.

**Retreat and Ground Rules:** The SWAN Board held a retreat with Kathryn Deiss, consultant, to help the organization “gel” as a group more since there are new members. Other topics covered at the Retreat were the Open Meetings Act and ground rules for Board meetings. These Ground Rules were distributed to the Committee, and it was mentioned that these would be good for both the Committee meetings as well as the Quarterly meetings. We will discuss their use more in the future after members look at them, as not all things are applicable to Committee meetings.

**RAILS Per Capita Grant Revisions:** The changes that the State Library wanted in the wording of the Per Capita Grant for the system were discussed. Anne Craig had asked that “support for LLSAPS” be removed. Cindy Rauch spoke to the RAILS Board, and the wording was included once again. We also discussed the wording about all the LLSAPS becoming “one” which appeared in the draft.

**OCLC Update:** Rich reported that Oak Park’s price for OCLC service, which was much higher than other SWAN member costs, is correct, according to OCLC which said that costs for the other SWAN members are artificially low. Dee Brennan is going to continue the fight with OCLC about the costs. A question was raised about why SWAN libraries were asked to send their contracts with OCLC to Aaron as opposed to sending them to the State. The answer is that we were trying to show that we were a unified group in terms of dealing with OCLC. Jim Casey wondered if there was negative reaction from the State about this, and the answer was No.

**Process for Welcoming New Directors:** SWAN staff as well as committee members feel there is a need and benefit to having some sort of orientation to SWAN for new directors. A plan is being worked on.

**Study on Lost Items:** Aaron and Kate are working on having a variety of services from which members could chose.

**Fees Committee:** A question was raised somewhere about why Scott Remmenga is on this committee when he is not a director. Response was that the Committee membership is not limited to directors only, and Mary Weimar felt he was a good finance person to be on in her place.

**RAILS Facilities Report:** Discussion of the report, which is on the RAILS website, took place. The LLSAPS are working on a shared data center plan at the moment. A concern was raised that if SWAN has to move, it would impact the budget that is being presented in December at the Quarterly. This and the ultimate delivery “financial unknowns” are especially hard for libraries that have a calendar year budget or that have to return any unspent funding to their municipality. Rich said that RAILS is in transition and will be for some time. State funding is not secure, nor will it be any time soon. There are just many questions that are hard to answer.

**Open Questions:** Jim Deiters asked about getting better access to the Sonic Wall to do testing of outside resources. The practical suggestion from several members was to get a second Sonic Wall for those processes. Mary asked again about progress on digital signatures and thin clients for use with SWAN. Rebecca asked if an information session On the Upgrade 2009B could be repeated since the scheduled time is during ILA and many people will not be able to attend.

**The meeting was adjourned at 3:10 p.m.**