

**REGULAR MEETING
SWAN BOARD
Burr Ridge, IL – November 15, 2011
MINUTES**

Call to Order, Roll Call

President Rauch called the meeting to order at 9:32 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 (9:34)
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. There were no public comments.

ACTION ITEM 1

Acceptance of the November 15, 2011 SWAN Board Agenda

It was proposed to amend the agenda to approve the November 9, 2011 SWAN Board Committee of the Whole meeting minutes.

Gardner moved, seconded by Davis that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 15, 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 October, 2011 SWAN Board Minutes

Dilger-Hill moved, seconded by Gardner that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 21, 2011 SWAN BOARD MINUTES AS
PRESENTED

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

CONSENT AGENDA

Acceptance of SWAN Board Committee Meeting Minutes

Discussion ensued regarding the October 3, 2011 Committee meeting minutes.

Davis moved, seconded by Wolff that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SWAN BOARD COMMITTEE MEETING MINUTES AS PRESENTED

1. Acceptance of the October 3, 2011 SWAN Board By-laws Committee Meeting Minutes
2. Acceptance of the October 12, 2011 Committee A Meeting Minutes
3. Acceptance of the October 11, 2011 Committee B Meeting Minutes
4. Acceptance of the October 11, 2011 Committee C Meeting Minutes
5. Acceptance of the November 4, 2011 Evaluation Committee Meeting
6. Acceptance of the November 4, 2011 Finance/Personnel Committee Meeting Minutes
7. Acceptance of the November 9, 2011 SWAN Board Committee of the Whole meeting

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

The statement of revenue and expenses is displayed first at high level and then at a detailed level. The check register was updated to show monthly activity.

Bukovac moved, seconded by Gardner that it be

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

Approve FY13 SWAN Budget

- a. SWAN Excess Cash Worksheet 50%
- b. FY13 Capital Plan – ILS Migration Costs

Discussion ensued on what amounts should be budgeted for specific line items based upon the “Proposed Fiscal Year 2013 Operating Budget: 100% current staff, RAILS contract pays for facility + telecommunications, 50% Excess Cash in operating” document. This document was part of the November 15, 2011 SWAN Board packet. The Board proposed adjustments on certain line items. The SWAN Board will approve the budget and present it to the membership at the December SWAN Quarterly meeting.

Dilger-Hill moved, seconded by Bukovac that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE FY13 SWAN BUDGET AS PRESENTED

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 2

Approve Revisions to the SWAN By-laws

The SWAN Board recommends that this document be voted upon by the members at the March Quarterly Meeting. Members will receive the by-law changes at least 45 days in advance of voting. The By-laws change will take effect in March wherein a one year term will be added to each new Board rep that begins a term after March 2012. Present Board members were elected under the current SWAN by-laws, which state that length of their terms are two years.

At the next regular SWAN Board meeting on December 16, 2011 a discussion on the July 2012 election with the new by-laws (for March quarterly) will occur.

Gardner moved, seconded by Wolff that it be

RESOLVED, THAT SWAN BOARD WILL PRESENT THESE REVISIONS OF THE SWAN BY-LAWS FOR APPROVAL AT THE MARCH 2012 QUARTERLY MEETING

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 3

Approve Revisions to the SWAN Intergovernmental Agreement

This revised document will change the name of SWAN Council to SWAN Board and be presented to the membership at the March SWAN Quarterly meeting and will appear as an information item for the December SWAN Quarterly meeting.

Wolff moved, seconded by Dilger-Hill that it be

RESOLVED, THAT SWAN BOARD WILL PRESENT THESE REVISIONS OF THE SWAN INTERGOVERNMENTAL AGREEMENT FOR APPROVAL AT THE MARCH 2012 QUARTERLY MEETING.

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

SWAN Finance Committee Recommendation

- a. Approval of SWAN Excess Cash Policy pertaining to the retention of four months operating

The SWAN Board referred this issue to the Finance Committee for further investigation. The term, “reserves” has replaced the term, “excess cash.” The purposes of the reserves are for uses deemed by members as necessary, such as migration or moving costs.

RESOLVED, THAT THE SWAN BOARD APPROVES THE SWAN EXCESS CASH POLICY AS PRESENTED

Action was not taken on this item.

DISCUSSION ITEM 1

Further Development of the Excess Cash Policy

The SWAN Board referred this issue to the Finance Committee for further investigation.

DISCUSSION ITEM 2

Review SWAN Employment Checklist

The SWAN Employment Checklist document was included in the November 15, 2011 Board packet. The purpose of the document is to outline the process required for SWAN to manage its employees. The SWAN Board Personnel Committee and Finance Committee will study this document to decide what assistance a consultant may need to provide and define which steps should be completed by the SWAN Executive Director and which steps should be completed by the SWAN Board. The Committee will investigate the process further and bring recommendations to the Board. SWAN staff will be notified that members will be asked to approve a budget that includes costs of SWAN taking on its own employees at the December Quarterly meeting.

The Board commitment to moving forward on this issue is firm. The Board feels that the SWAN membership is better served if SWAN takes on its own employees. SWAN members are largely in favor of SWAN becoming responsible for managing its personnel.

DISCUSSION ITEM 3

Strategic Planning Process

Some ideas were:

- Invite consultants to assist with the process
- The process proposed will determine consultant that will be chosen
- SWAN Member focus groups
- Staff focus groups

DISCUSSION ITEM 4

RAILS FY2013 Contract Negotiation Process

Some questions and ideas shared by the SWAN Board were:

- How is resource sharing built into contract?
- Will it be an annual contract or multiyear contract?
- A multiyear contract would allow both organizations to move forward without having to revisit this issue every year
- Direction and goals will be shared with the RAILS Executive Director and RAILS Board President by the SWAN Executive Director and SWAN Board President

DISCUSSION ITEM 5

Assignment of RAILS Meeting Attendance

The schedule for upcoming RAILS Board and Committee meetings was discussed. It was recommended that SWAN Board members attend the meetings. For those who wish to have instant notification of RAILS meetings can set up a Google alert to be notified when an event has been added into L2. Also, all RAILS Board and Committee Meetings are found on the homepage of the RAILS website as soon as they are scheduled.

DISCUSSION ITEM 6

Committee Meeting Schedule for 2011-2012

Regarding the membership meeting schedule, some members felt that one meeting with the membership was more beneficial than breaking up into three groups every month. Some different meeting schedules were discussed and it was concluded that the Board will bring this to the membership at the December Quarterly meeting for an open floor discussion. It was pointed out that the number of meetings and minutes is becoming cumbersome and sharing a common message among three different meetings is difficult.

Governance groups were initially set up as an alternative to zone representation. Small, medium, and large groups were formed so "like" libraries could discuss issues. It was also stated that it was nice to hear from all of the libraries at the SWAN Board Committee meeting of the Whole meeting on November 9, 2011.

REPORTS

- **Executive Director Report:** This report was part of the November 15, 2011 SWAN Board packet. Topics included were: FY13 Budget planning, Upgrade to Millennium Release 2009B, IT projects, SWAN Bibliographic Services, SWAN Member Services, and Application Coordinator activity.
- **SWAN Board President Report:** President Rauch gave a verbal update on RAILS Committee meetings.
- **Committee Reports:**
 - **SWAN Fees Committee:** Assignments were delegated at the first meeting. Fee structures used by organizations other than library consortia were studied.
 - **SWAN Personnel/Finance Committee Meeting:** Minutes were included in November 15, 2011 SWAN Board packet.

- **SWAN Board Committee Meeting of the Whole:** Minutes were included in the November 15, 2011 packet. In lieu of the usual three, separate meetings, one SWAN Board Committee Meeting of the Whole was held on November 9, 2011.
- **RAILS Board & Committees Report**
Next Monday, 11/21 SWAN Board members will attend RAILS Committee and Board meetings.
- **LLSAP Meeting Report:** Was part of the Executive Director Report found in the November 15, 2011 SWAN Board packet. The LLSAP Board, RAILS Board, and ISL meeting that will be held on November 29, 2011 was discussed and the format was described.
- **Downtime Report:** There was no downtime reported for the month of October.
- **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 distributed as a handout at the November 15, 2011 SWAN Board meeting. 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

SWAN Quarterly Meeting Agenda Items

Items for the December SWAN Administrators’ Quarterly meeting were determined.

NEXT BOARD MEETING

The next regular SWAN Board meeting will be held on December 16, 2011 at 125 Tower Drive 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