

## **SWAN Administrators' Quarterly Meeting**

125 Tower Drive Burr Ridge, IL 60527

**December 1, 2011 9:30 A.M.**

1. Call to Order and Welcome
2. Introduction of New Library Directors
3. Approval of the September Quarterly Meeting Minutes – Action Item
4. Roles, Ground Rules, Communication Plan – Action Item
5. SWAN By-laws & Intergovernmental Agreement – Information Item
6. SWAN Fees Committee Update—Information Item
7. Strategic Planning Process—Information Item
8. Member Meeting Format & Schedule for 2012 – Discussion Item
9. Reserves Policy—Information Item
10. SWAN Organization and its Responsibility for Managing Employees under SWAN – Discussion
11. Reports
  - a. President's Report
  - b. Executive Director Report
12. Approval of the SWAN FY2013 Budget—Action Item
13. Announcements and Questions

\*Member Comment after each agenda item

Next SWAN Board Meeting Dates: 12/12/11 | 1/20/12 | 2/17/12

Next SWAN Administrators' Quarterly Meeting Dates: 3/1/12 | 6/7/12 | 9/6/12