SWAN BOARD MEETING AGENDA
125 Tower Drive - Burr Ridge, IL 60527

AGENDA July 1, 2014 - Time 1:00 p.m.
Conference Room A
630.734.5144

1. Call to Order, Roll Call

2. Introduction of Visitors/Public Comment

   Public comment is allowed at SWAN meetings

3. Action Item – Acceptance of the July 1, 2014 SWAN Board Meeting Agenda

   RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JULY 1, 2014 SWAN BOARD MEETING
   AGENDA AS PRESENTED

4. Information Item - Communication and Correspondence (Exhibit A1)

5. Action Item – Appoint New Board Member to Fill Vacancy

6. Discussion Item – Discussion on Setting ILL Lending/Borrowing at Home Library (Exhibits B1 –
   B9)

7. Discussion Item – Discussion on Consolidating Circulation Configuration

8. Discussion Item – Discussion on Creating Uniformity in the Way that Member Libraries Catalog
   Volumes

9. Discussion Item – Discussion on Standardizing Treatment of Boxed Sets

10. Discussion Item – Discussion on Pick Up Anywhere for All Public Libraries

11. Action Item – Acceptance of the June 20, 2014 SWAN Board Meeting Minutes (Exhibits C1 – C5)

    RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JUNE 20, 2014 SWAN BOARD
    MEETING MINUTES AS PRESENTED

12. Discussion Item – Committee of the Whole Agenda for July 8, 2014

13. Next Board Meeting

    The next SWAN Committee of the Whole meeting will be held on July 8, 2014 at Oak Lawn
    Public Library at 9:30 a.m.

    The next SWAN Board meeting will be held on July 18, 2014 at RAILS Burr Ridge at 9:30 a.m.

14. Adjournment

*All agenda items may be acted upon by the SWAN Board

SWAN Board,

Years ago when I was Assistant Director at the Glenwood-Lynwood Public Library District I was introduced to SWAN and attended all the meetings. I knew at that time I wanted to be a part of SWAN and serving on the board has been dream of mine. I am so proud to have contributed to this great organization. In the years that I have been a SWAN member SWAN has changed so much (for the better) and we are now in the midst of more great change.

I only have one year left on my term on the SWAN board and I know that the next year will be the start of a new era for SWAN. It is a great time to be on the SWAN board and we had three great candidates for the most recent board opening.   After that election I realized that now is the time for me to leave the board. Rather than wait a year when my time would be up I would like to capture the enthusiasm of those who are interested in serving on the board and allow them to lead SWAN through this next chapter.

I am therefore resigning from the SWAN board as of July 1st, 2014. This will allow the board an opportunity to appoint someone to my position.

I would like to thank the SWAN staff, my fellow board members and all of the membership for this wonderful experience.

Sincerely,

Melissa Gardner

Melissa Gardner

SYSTEM WIDE AUTOMATED NETWORK

SWAN Recommendations on Symphony ILS Profiling

Recommendations for July 2014 Adoption

6/26/2014

Introduction

Migrating to a new ILS offers SWAN the opportunity to configure the ILS from the ground up to provide the best possible service to our patrons. The new Symphony ILS is infinitely flexible with its configuration options. That said, we believe the SWAN consortium should design our next software platform to be "patron-centric." SWAN staff involved in configuring the next integrated library system (ILS) software Symphony are guided by the following principle:

"DON'T THINK ABOUT TODAY, DESIGN FOR TOMORROW"

Reciprocal borrowing within SWAN is 1.5 million circulations annually, and inter-library Loan (ILL) borrowing is 1.1 million annually. At 2.6 million combined circulations, resource sharing represents 19% of the overall circulation of the 13.5 million in the SWAN consortium. SWAN is not just a collection of standalone "islands" utilizing a centralized hosted service, but rather the most successful resource sharing project in Illinois. Not all library consortia share as SWAN does: we share patrons, we share collections, and we share our libraries. This whitepaper outlines the ways in which we can configure our Symphony ILS to improve the SWAN patron experience.

The window for configuring the Symphony ILS is a short one. We begin Symphony "profiling" work on July 7, 2014 and our final design is due on August 8, 2014. In order to reach our go-live date of April 2015, we request the SWAN Board take action on the following five recommendations. We believe that the consortium is ready for a bold, decisive step from its elected leadership. To delay the decision at length will push back the timeline of the project, and affect all of the resources and staff committed to the migration.

Background

In January 2012, the ILS Committee conducted a consortium-wide survey of library staff. The response to the first question of the survey was overwhelmingly clear: SWAN will need to focus on ease of use for patrons.

IF YOU HAD TO CHOOSE BETWEEN TWO ILS PROGRAMS; WOULD YOU PREFER EASE OF USE FOR THE STAFF OR EASE OF USE FOR PATRONS? (501 RESPONSES IN 515 RESULTS)
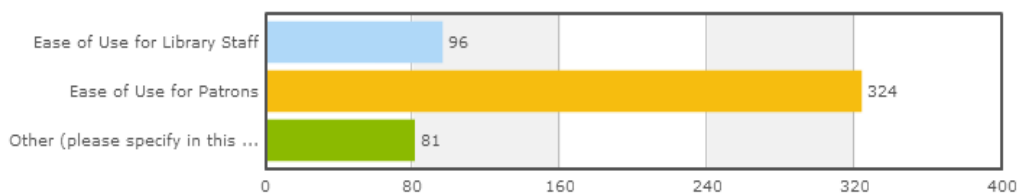
The **SWAN Strategic Plan 2013-2015** supports the need for a "patron-centric" approach to services within the consortium.

STRATEGIC DIRECTION 1: "USE TECHNOLOGY TO PROVIDE THE BEST PATRON EXPERIENCE"

GOAL # 8: ENHANCE PATRONS' USE OF SWAN AND SUPPORT OF SWAN

GOAL #9: DEVELOP LIBRARY STAFF EXPERTISE IN USING SWAN TO ENHANCE PATRON EXPERIENCE

The Member Input Sessions of the planning process brought out other themes for SWAN:

- Nimble Organizational Decision Making
- Implement Uniform Standards & Patron-centric Culture

PROVIDE STATE-OF-THE-ART ILS THAT IS USER-ORIENTED, INTUITIVE AND FLEXIBLE	EXPAND MEMBERSHIP SERVICES AND OPTIONS	EXPAND MEMBERSHIP TRAINING	NIMBLE ORGANIZATIONAL DECISION MAKING	IMPLEMENT INTEGRATED E-STRATEGIES	IMPLEMENT UNIFORM STANDARDS	USE TECHNOLOGY FOR IMPROVED COMMUNICATION	PLAN FOR SWAN'S FUTURE
Migrate to a more modern interface and platform	A la carte member options	More member driven groups – CE modeled after Circ du SWAN	Quick decision making process - proactive rather than reactive	SWAN's own e-content consortium	Uniform best practices everywhere	SWAN member website overhaul	Developing a plan for technological growth
New ILS platform Improve OPAC Plan, direction contract for new ILS	Add new members New IT consultant Maintain competitive pricing	Member ambassadors Online training for members	Acknowledgement of binding board decisions – can act more nimbly	Integrated e-content strategy	Implementing best practices: circ rules, reimbursement	Redo member services website to communicate existing services better	Plan for life after RAILS
Investigate migration to accomplish within 3 years	Centralized services: collection development, cataloging and ILL	Multi-level training	Less cumbersome decision making with stronger board and staff structure	Coordinate group purchases of e-products	Uniformity for patrons	Responsive communication from SWAN staff	Bring back E.T.C (Emerging Technology Committee)
Minimal downtime Add suggestion box to SWAN for patrons	Tiered services to enable expanded membership with more resources	Educating members on new trends	Be agile, be nimble, be quick				
Google-like search with Amazon-like Interface (FRBR that users recognize)		Create orientation for directors and department heads	Lead the way				

Outlined within this whitepaper are a number of significant changes for SWAN, to be configured in the new ILS software. The SWAN Board is encouraged to take action upon these recommended changes. Though SWAN recognizes that change is always difficult, these recommendations are proposed not only to provide uniformity and ease of processing at the member library level, but also to increase the overall satisfaction of the SWAN patrons – our ultimate goal.

#1 Set ILL Lending/Borrowing at Home Library

In May 2014, SWAN staff met with four SirsiDynix consortia that operate within the RAILS service area: CCS, LINC, MAGIC, and RSA. We were surprised to find out at this meeting that the basic configuration of all four consortia was contrary to SWAN: they allow the loan rules of the borrowing library to define the lending periods for ILL items. SWAN has always been the opposite: the item circulates based upon the loan rules of the lending library. Why do the other consortia do this?

The answer from the four consortia unanimously was that it provided a superior patron experience. Due to this configuration, home library patrons and staff have consistent lending policies and loan periods for all materials at checkout, rather than the combination of lending policies of the local library and lending libraries.

We then learned from the SirsiDynix profiling consultant that this is the default configuration of Symphony. Setting up Symphony to run as SWAN is presently configured, while possible, is not recommended. Affected areas of the Symphony ILS include bills, notices, default price policy, and checkout display. Presently, SWAN patrons do not understand why they receive overdue notices from libraries they have never visited, but if we allow the borrowing library to determine the rules at checkout, all Symphony notices to that patron will always be from the library where they checked out the material.

Thinking ahead for future consortia collaboration and consolidation, it would be preferable to align ourselves with the practices of our neighboring SirsiDynix Symphony consortia in this instance.

In summary:

- The default setting in Symphony allows the borrowing library to determine the loan rule
- For INNOPAC/Millennium it is the reverse – the owning library determines the loan rule
- Patrons have often expressed their dissatisfaction when they pick up materials and discover that the ILL materials circulate differently
- SWAN patrons do not understand how they receive overdue notices from libraries they have never visited

Recommendation: Opt for the Symphony software default setting & allow the borrowing library rules to define the circulation rule, instead of the lending library.

#2 Consolidate Circulation Configuration

We have over 318 lines of loan rules currently, but only 188 are actually being used by the libraries. Those rules that are used more consistently with the SWAN libraries are, for the most part, the rules endorsed as "best practices" by the SWAN Circulation Advisory Group (link to Member's Only document). SWAN has never mandated rules that libraries must use. We have cut back on variations over the years, having gained a lot of ground towards providing a more unified patron experience.

Lending periods are not the sole reason for the multitude of loan rules. SWAN must contend with varying grace periods (the number of days before an overdue item begins accumulating fines), fine amounts and permitted renewals. Putting all of the pieces together in Symphony will require careful construction. As illustrated in the Symphony Circulation Map below, there are six elements involved.

Symphony Circulation Map Elements
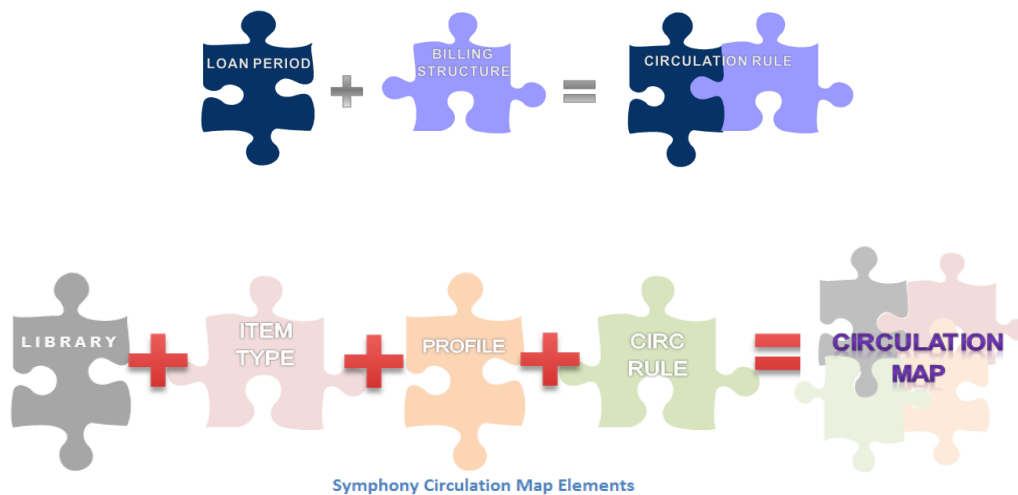
As noted in the introduction, 1.5 million patrons visit SWAN libraries annually. The Circulation Advisory Group's recommended best practices were a successful first step in creating a more coherent experience for patrons across member libraries. The ILS migration presents SWAN libraries with the opportunity to take another step towards creating a more positive, uniform patron experience by continuing to eliminate unnecessary permutations of loan rules.

SWAN should offer a variety of loan periods in Symphony, modeled on the best practices set. The Circulation Advisory Group should review the options for loan period length of 1, 7, 14, 21, and 28 days, along with the other recommendations below, and provide the SWAN Board a final recommendation for approval.

We recommend in Symphony using "unlimited renewals" coupled with the capability for the software to force patrons to return to the library to renew any item that has been renewed twice (called "unseen renewals").This uniform setting will benefit the patron but also allow the local library to check on the condition of the item before renewing the item again for the patron.

When SWAN Circulation Advisory Group came up with a set of recommended loan rules to use as a best practice, the use of grace periods from zero to three days alone doubled the permutations of rules within the best practices recommended rule set, from 40 rules to 79 total. We recommend using a two day grace period in Symphony for all loan rules.

Fines and fees within the loan rules should remain an area where libraries should retain local library choice, as SWAN recognizes this may impact a member library budget.

Within the Symphony ILS are some new and interesting approaches to managing loan periods and hold queues. For example, Alternate Loan Periods will allow a library to set a longer loan period for a group of items, but have the Symphony ILS monitor the request queue. Once a queue reaches a defined threshold, the loan period will automatically be shortened at checkout to manage the demand. In this example, let's have the software do what it does best.

Issues to consider with consolidating loan rules:

- Unlimited renewals in Symphony can manage a possible scenario of a patron infinitely renewing a non-requested item
- Grace periods have a logical impact on fines
- Fine rates are an area where local library control should be left in place
- Holds are controlled by the Item Type, so non-holdable items will be defined, rather than a unique loan rule

Recommendation: Create uniformity for the optimal patron experience – set all grace periods to two days, allow unlimited renewals, and provide alternate loan periods. Have the SWAN Circulation Advisory Committee make a final recommendation to the SWAN Board for approval in August 2014.

#3 Create Uniformity in the Way that Member Libraries Catalog Volumes

The new Symphony ILS requires particular attention to be paid to the entry of volumes within the catalog. Symphony allows a "volume level hold" to be placed, however the capitalization, spacing, and punctuation must be exactly the same in order for SirsiDynix Symphony to find a match to satisfy the hold. In addition, using a consistent naming convention within the ILS will allow a single bibliographic title with volumes 1, 2, 3, etc. under the record, with further holdings listed underneath.
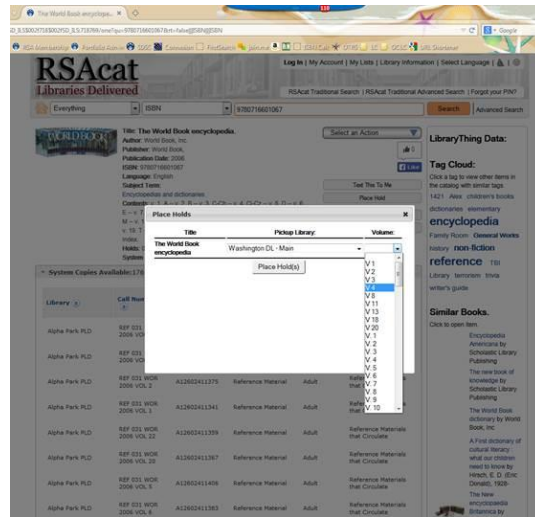
Two examples of volume inconsistency: SWAN Encore with inconsistent volumes & RSA's Enterprise showing an inconsistent volume list in the dropdown menu when a hold is being placed.

During our meeting with the four SirsiDynix consortia, we learned that RSA is moving forward with standardizing the volume and has created guidelines for catalogers within its group of libraries.

RSA cataloger Erica Laughlin noted the following via email:

"Since there is variation in how RSA member libraries designate the volume enumeration in their call numbers, multiple options for the same volume appear more than once (V 1, V.1, etc.) in the volume drop-down menu shown above. The duplicate volume selections in this menu for essentially the same few volumes is confusing to patrons. If the blank value at the top of the list is selected in the volume menu, the first available volume, regardless of its enumeration, will fill the hold. The use of standardized abbreviations and the placement of the |Z analytic in these call numbers for the World Book, as well as for other multi-part items, would ensure a more concise list on the place holds screen, reducing patron confusion."

During the SWAN ILS search, the SWAN Cataloging & E-Content Task Force Group report identified volume level entries as an area to focus on within Symphony. We agree. Standardizing our data entry will create a better patron experience – the volumes will be consistent as represented in the Symphony volume field.

Recommendation: Have the Bibliographic Services staff set the standard for data entry for multi-volume records for all cataloging libraries and non-cataloging libraries in SWAN.

#4 Recommendation: Standardize Treatment of Boxed Sets

Currently, within SWAN, "Boxed Sets" (music, TV series, etc.) either circulate as a complete set, or they are broken up into individual discs based on local library practices. These inconsistencies can lead to confusion for patrons. Consider the following scenario:

1. Library staff enter a "pre-cat" brief record for the complete boxed set based on ISBN
2. Patrons place holds on boxed set pre-cat record
3. Upon receiving their items, some libraries add the complete boxed set as a single item, while some add each disc as an individually circulating item
4. Millennium cannot distinguish between a boxed set or a specific disc for holds placed on a pre-cat, and patrons may end up receiving disc six instead of the boxed set or the first disc of the set

With Symphony we can have the boxed set circulate as an entire season, but use the software to count the individual discs in-box and provide the library with the checkout of each of those discs. So in other words, if the TV season has six discs and the patron checks out one boxed set, the library will get six checkouts.

Issues that SWAN will need to consider:

- Security cases for DVD and CDs at some libraries may not be of sufficient size to hold an entire boxed set
- Libraries using RFID will need to review security practices for boxed sets, as multiple items in a box set can be handled in varying ways by self-check and AMH software, e.g. tagging the case, tagging one disc,"parent-child" tag sets, chips that can be programmed with how many discs a case contains
- Libraries using vendor processing services to break apart sets will need to update their profile with vendors prior to January 1, 2015
- Libraries may reduce staff time and costs currently spent on repackaging

Recommendation: Have all boxed sets cataloged uniformly by SWAN libraries startingJanuary 1, 2015. Boxed sets will circulate for two weeks to allow patrons time to view the material. This applies only to new sets acquired by SWAN libraries. Existing collections will not have to be repackaged or re-cataloged (unless a library choses to do so).

#5 Pick Up Anywhere for All Public Libraries

The option to allow patrons to select a location other than their home library to pick up requested material was never a true option for SWAN prior to the Symphony ILS. In 2009, SWAN explored this option through a poll of member libraries, and the majority was supportive of it. The barrier to implementing Pick Up Anywhere was that academic and special libraries within the consortium would not be able to participate in the program, but the ILS lacked the capability to exclude them, and our vendor would not customize this setting for SWAN.

With Symphony it will be possible to configure the ILS and, more importantly, the Enterprise OPAC, to allow patrons to choose a pickup point from a set list of locations. Enterprise as the OPAC must make use of an individual "profile," or catalog instance, for each member library in order for this to be possible, which is a decision SWAN has already committed to in its agreement with SirsiDynix.

By designing for the future, this Pick Up Anywhere configuration will allow libraries to explore non-traditional pickup locations like lockers. Libraries will be better able to go where their patrons are by placing lockers in high-traffic areas of the community such as shopping centers and commuter train stations.

Issues the SWAN will need to consider:

- Some libraries may experience a heavier volume of holds due to patron preferences
- Increased patron visits at libraries unable to deal with demand

Reasons for supporting Pick Up Anywhere:

- SWAN must focus on its reciprocal borrowing experience, as it is higher than ILL within the consortium
- Creating greater flexibility in pick up locations will better serve patrons with diverse needs

Recommendation: All public libraries in SWAN should allow patrons within the OPAC to select a location other than their home library for pickup of materials.

REGULAR MEETING
SWAN BOARD
Burr Ridge, IL June 20, 2014
MINUTES

1. **Call to Order, Roll Call**

   Vice President Wolff called the meeting to order at 9:30 a.m. The following Board members were present to establish a quorum.

   a. Anne Kozak
   b. Rich Wolff
   c. Sheila Sosnicki (arrived at 9:40 a.m.)
   d. Jim Deiters

   e. Rodger Brayden
   f. Pierre Gregoire

2. **Introduction of Visitors/Public Comment**
   Aaron Skog, SWAN Executive Director
   Kate Boyle, SWAN Member Services Manager
   Rebecca Malinowski, SWAN Special Projects Coordinator
   Karen Bar, SWAN Bibliographic Services manager
   Steven Schlewitt, SWAN IT Manager
   Brande Redfield, SWAN Office Manager
   Kathy Parker, Director of Glenwood-Lynwood Library (only in attendance for 10 minutes)

3. **ACTION ITEM**
   Acceptance of the June 20, 2014 SWAN Board Meeting Agenda

   Ms. Kozak moved, seconded by Mr. Brayden that it be

   > RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JUNE 20, 2014 SWAN BOARD MEETING AGENDA AS PRESENTED

   Motion carried by unanimous voice vote.

4. **ACTION ITEM**
   Approval of SWAN Finances (Exhibits A1 – A3)

   Mr. Brayden moved, seconded by Mr. Gregoire that it be

   > RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR MAY 1, 2014 THROUGH MAY 31, 2014 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR MAY 2014 AS PRESENTED

   Motion carried by roll call vote with the following results:
   Ayes: Mr. Brayden, Ms. Sosnicki, Ms. Kozak, Mr. Deiters, Mr. Wolff, Mr. Gregoire.

Wolff asked Skog to provide an overview of Exhibit A2 – in particular, to explain the difference between the actual budget verses the year to date budget. The board discussed actual balance of finances and revenues YTD. The board requested that SWAN accountant Sharon Swanson attend an upcoming board meeting to provide an overview and clarification of how the financial report is set up. Sharon has been invited to attend the July 18th Board Meeting.

5. **Reports**
   a. **Board President Report**
      None.

   b. **Executive Director Report** (Exhibits B1 – B9)
      Skog highlighted the section on his report regarding migration, and introduced his staff in attendance, which would be presenting a separate report on what SWAN has learned to date regarding the migration.

      Boyle delivered a PowerPoint presentation on how the Strategic Plan has led the decision-making in the migration process so far, and where SWAN will be going with our new ILS in the future. She highlighted key areas to consider for a better patron experience: uniformity in the way that volumes are entered; having boxed sets circulate as full boxed sets, rather than individual discs; having items circulate under the checkout library agency rather than the lending library; and creating a set of uniform loan rules loan rules. Boyle also discussed "pick up anywhere" as an option for SWAN patrons in the future. Malinowski noted that SirsiDynix policy profile creation begins on July 7th, so a decision about these topics will need to be made near then so that we can properly build the policies. The board decided to call a special board meeting on July 1st for further discussion, and then hold a vote at the July 8th Committee of the Whole meeting. Boyle will provide a summary of the discussion topics that will be voted on for this meeting.

   c. **Treasurer Report**
      None.

   d. **Downtime Report** (Exhibit C1)
      As presented.

   e. **RAILS Consortia Committee Report**
      None.

   f. **Ambassador Committee Report** (Exhibits D1 – D2)
      Kozak provided an overview of the Ambassador meeting on June 5th. Libraries were randomly reassigned to all ambassadors. Kozak noted that Boyle has created a membership brochure for SWAN member libraries. An update on member library visits and overall experience to date will be provided at the August Committee of the Whole meeting. Another ambassador meeting will directly follow the Committee meeting.

   g. **Business Plan Committee Report**

Skog shared the preliminary work done to date on the business plan. A budget has been reviewed for different scenarios, such as loss of system funding, SWAN moving to its own location, etc. The narrative document is being updated as needed, with various portions delegated to SWAN staff members for update.

h. SWAN Calendars (Exhibits E1 – E2)

The board calendar of tasks and the SWAN administrative calendar were reviewed as presented. Skog noted that the SirsiDynix Consortia Special Interest Group conference will conflict with the board meeting on 9/19; moving this meeting (potentially to 9/26) will be voted on at the next board meeting. The board also discussed the necessity of having as many Committee of the Whole meetings as are currently held; Wolff suggested sending out a survey poll to membership to determine how often we should hold these meetings.

6. **Action Item**

CPL Balance Write Off

Discussion: presented last month in the Executive Director report for recommendation and for action at the June SWAN Board meeting.

Mr. Deiters moved, seconded by Mr. Brayden, that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE WRITE OFF OF THE BALANCE OWED BY CHICAGO PUBLIC LIBRARY OF $7,257.00

Motion carried by roll call vote with the following results:
Ayes: Mr. Brayden, Ms. Sosnicki, Ms. Kozak, Mr. Deiters, Mr. Wolff, Mr. Gregoire.

7. **Action Item**

Approval of EBSCO Novelist Select Contract (Exhibits F1 –F6)

Ms. Kozak moved, seconded by Ms. Sosnicki, that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE NOVELIST SELECT CONTRACT PURCHASE AS PRESENTED

Motion carried by roll call vote with the following results:
Ayes: Mr. Brayden, Ms. Sosnicki, Ms. Kozak, Mr. Deiters, Mr. Wolff, Mr. Gregoire.

Skog reviewed the official quote and license agreement for SWAN. Sosnicki noted that for those libraries that already have Novelist Select, a credit or another software program offer will be desired as an incentive.

8. **Discussion Item**

Yearly Employee Handbook Review (Exhibits G1 – G72)

The board reviewed the document and suggested edits as needed. Kozak noted that "manager" and "supervisor" should not both be used in the grievance policy section on G45. Wolff noted

that the OSHA handout does need to be reflected in the handbook as well now. Redfield will attend the September 30th Management Association Employment Law conference, then present suggested edits to the Personnel Committee in a future meeting thereafter. The handbook will then be reviewed again by Management Association, and then presented for Board final review and approval.

9. **Discussion Item**
    SWAN Fee Formula Title Counts & E-books (Exhibits H1 – H5)

    The board discussed how e-books are counted both for titles and for circ. This subject has come up for discussion at two committee meetings, so it was noted as an important topic to review. The SWAN staff will pay particular attention to how these items will affect counts and circ going forward, with the new system and SWAN fees.

10. **Action Item**
    Ratify SWAN Bylaw Committee Recommended Changes Vote (Exhibits I1 – I15)

    Ms. Sosnicki moved, seconded by Mr. Brayden, that it be

    RESOLVED, THAT THE SWAN BOARD APPROVES THE SWAN BYLAWS DOCUMENT AS PRESENTED AND APPROVED BY THE SWAN MEMBERSHIP AT THE JUNE 5, 2014 QUARTERLY MEETING BY UNANIMOUS VOICE VOTE

    Motion carried by unanimous voice vote.

11. **Action Item**
    Acceptance of the May 13, 2014 SWAN Board Meeting Minutes (Exhibits J1 – J4)

    Ms. Kozak moved, seconded by Mr. Deiters, that it be

    RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MAY 13, 2014 SWAN BOARD MEETING MINUTES AS PRESENTED

    Motion carried by voice vote, with one abstention by Mr. Wolff.

12. **Action Item**
    Acceptance of the May 13, 2014 SWAN Committee of the Whole Meeting Minutes (Exhibits K1 – K2)

    Ms. Kozak moved, seconded by Mr. Brayden, that it be

    RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MAY 13, 2014 SWAN COMMITTEE OF THE WHOLE MEETING MINUTES AS PRESENTED

    Motion carried by voice vote, with one abstention by Mr. Wolff.

13. **Next Board Meeting**
    The next SWAN Committee of the Whole meeting will be held on July 8, 2014 at Oak Lawn

Public Library at 9:30 a.m.

The next SWAN Board meeting will be held on July 18, 2014 at RAILS Burr Ridge at 9:30 a.m.

<u>ADJOURNMENT</u>
There being no further business before the Board, President Gardner called to adjourn the meeting.

Motion carried and the meeting at adjourned at 12:17 p.m.

Minutes Prepared by Brande Redfield

Respectfully Submitted,

_____
Sheila Sosnicki
Board Secretary