

MAGIC



**Multitype Automation
Group in Cooperation**

MAGIC Executive Committee Meeting

Wednesday, March 28, 2018

10:00 am – 12:00 pm

Oak Brook Public Library

600 Oak Brook Road, Oak Brook, IL 60523-2202

Draft Minutes

1. Meeting Called to Order

President Yvonne Bergendorf called the meeting to order at 10:17 a.m.

2. Roll Call of Members of the MAGIC Executive Committee

Margae Schmidt called the roll with the following Executive Committee members physically present to establish a quorum:

- Yvonne Bergendorf, (Wood Dale Public Library District)
- David Sieffert, (Bensenville Community Public Library)
- Jacob Post, (Oak Brook Public Library)
- Susan Westgate, (Carol Stream Public Library)
- Patricia Genardo, (National University of Health Sciences)
- Kevin Davis, (Messenger Public Library of North Aurora)

3. Introductions and Recognition of Guests

- Margae Schmidt, RAILS Administrative Assistant
- Dawne Tortorella, LLSAP Services Manager

4. Public Comment

There were no public comments.

5. Adoption of the Agenda

Ms. Westgate moved, and Ms. Genardo seconded, that

THE AGENDA BE ADOPTED.

The motion carried.

6. Approval of Minutes

a. Approval of Minutes from the February 28, 2018 MAGIC Executive Committee Meeting

Mr. Post moved, and Mr. Sieffert seconded, that

THE MINUTES OF THE FEBRUARY 28, 2018 MAGIC EXECUTIVE COMMITTEE MEETING BE APPROVED AS PRESENTED.

The motion carried.

7. New Business

a. Approval of Invoices for Payment from February 21, 2018 – March 23, 2018

Ms. Westgate moved, and Mr. Davis seconded, that

INVOICES FROM FEBRUARY 21, 2018 – MARCH 23, 2018 BE APPROVED FOR PAYMENT.

A roll call vote was taken:

Ayes: Yvonne Bergendorf, David Sieffert, Jacob Post, Susan Westgate, Patricia Genardo, Kevin Davis

Nays: None

The motion carried.

b. Financial summary

Ms. Tortorella presented the financial summary.

c. Letter to Terminate FY 16-18 RAILS MAGIC Contract, effective April 30, 2018

Ms. Tortorella presented the letter to terminate.

d. Draft Resolution of Dissolution to present to full Board on April 25, 2018

“The Multitype Automation Group In Cooperation (“MAGIC”) Board of Directors resolves to dissolve the MAGIC intergovernmental cooperation, effective April 30, 2018 contingent on the successful transfer of library services to the System Wide Automated Network (“SWAN”) pursuant to the Bylaws of Multitype Automation Group in Cooperation (“MAGIC”), Article X, Section 3 – Procedure Upon Dissolution of MAGIC.”

The wording of the resolution was agreed upon by all members of the MAGIC Executive Committee, pending an attorney’s review.

e. Budget Line Item Transfer

Approve budget transfer of \$2,800 (Supplies and Printing) to Public Relations.

Ms. Westgate moved, and Ms. Genardo seconded, the approval of

THE BUDGET TRANSFER OF \$2,800 TO PUBLIC RELATIONS.

A roll call vote was taken:

Ayes: Yvonne Bergendorf, David Sieffert, Jacob Post, Susan Westgate, Patricia Genardo, Kevin Davis

Nays: None

The motion carried.

f. Recommendation on Equipment Distribution

The MAGIC Executive Committee agreed to let SWAN use MAGIC's spare equipment for approximately 3-4 months until their migration to Microsoft Azure Cloud Computing Platform is complete. Upon completion SWAN will determine final distribution of equipment. All equipment is fully depreciated and carries no book value at this time.

g. Recommendation on establishment of grant, payable to SWAN with quarterly distribution applied as a credit to member libraries across 60 payments.

There will be 20 quarterly payments, not 60.

h. Recommendation on cash distribution

There will be two separate distributions. The primary distribution will occur on May 1, 2018 and the remaining distribution of funds will occur at a later date. Checks will be hand-delivered to all MAGIC library members.

8. Adjournment

Mr. Davis moved, and Ms. Westgate seconded, that

THE MAGIC EXECUTIVE COMMITTEE MEETING BE ADJOURNED.

The motion carried. The meeting adjourned at 11:13 a.m.

**MAGIC Invoices for Approval -
March 24 - April 24, 2018**

Company	Date	Amount	Invoice #	Purpose	Notes
MARCIVE	3/31/2018	\$149.64	#380870 MAGIC BMO Harris credit card	3/9/18 Processing	Approved by Dawne Tortorella on 4/4/2018 Credit Card payment 4/4/2018
SWAN	4/10/2018	\$4,000.00	SWAN Materials	N19 Promotional material and collateral budget	Approved by Dawne Tortorella on 4/4/2018
RAILS	4/10/2018	\$5,758.00	#4878	April 2018 1/3 of total quarterly billing	Approved by Dawne Tortorella on 4/4/2018
	Total	\$9,907.64			