

SWAN BOARD MEETING MINUTES
800 Quail Ridge Drive, Westmont IL 60559

May 17, 2019

Call to Order, Roll Call

President Bodewes called the meeting to order at 9:33 a.m. The following members were present to establish a quorum:

Ted Bodewes
Julie Milavec
Doug Losey
Stacy Wittmann
Rich Wolff
Tiffany Verzani
Jamie Bukovac (arrived at 9:45 am)

Introduction of Visitors/Public Comment

Edith Craig, Saint Charles Public Library
Dawn Bussey, Glen Ellyn Public Library
Aaron Skog, SWAN Executive Director
Ginny Blake, SWAN Office Manager

Public comment is allowed at SWAN meetings

Action Item – Acceptance of the May 17, 2019 SWAN Board Meeting Agenda

Wolff moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MAY 17, 2019 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

Action Item – Approval of SWAN Financials, April 2019

Wolff moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR APRIL 1 THROUGH APRIL 30, 2019 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR APRIL 2019

Motion carried by roll call vote with the following results:
Ayes: Losey, Bodewes, Milavac, Wolff, Wittmann, Verzani

Action Item – Acceptance of the April 12, 2019 SWAN Board Meeting Minutes

Losey moved, seconded by Verzani that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 12, 2019 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

Action Item – Acceptance of the April 12, 2019 SWAN Personnel Committee Meeting Minutes

Losey moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 12, 2019 SWAN PERSONNEL COMMITTEE MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

Reports

a. Board President Report

None

b. Executive Director Report

Skog provided a brief discussion on the new libraries that want to be a part of SWAN. There are 4 of them: Roselle Public Library, Warrenville Public Library District, Bartlett Public Library, and Glenside Public Library. They are all standalone libraries. The preference would be to libraries that are surrounded by other SWAN libraries. The Board agreed to continue to have discussions/updates with the membership at the Quarterly meetings.

Skog noted the board election concluded.

The next Clarity Meeting will discuss the membership survey conducted during the strategic planning process last year. Bussey (GED) asked if a list of issues has been developed yet. Discussion around what is the mission of this task force. There needs to be more communication. Bukovac noted we need to have bigger discussions around membership input. What is the “mission” of the task force. Skog noted that the SWAN Board reviewed the written charge for the group, and that we have work ahead of us. All meeting resources - agenda, notes, packets - are available on the SWAN Support Site.

A brief discussion about concerns with configuration issues with Explore More Illinois. Skog will have update in a few weeks after Dawne Tortorella meets with Jessica Barnes at RAILS.

Milavec asked if there are any updates on Harvey Public Library District & Calumet Park Library payments. Skog noted SWAN will continue with the procedure of “non-payment of membership dues”.

Verzani asked if Lisle Public Library responded to the Internet Access Letter. Skog replied they have not.

There was a brief discussion about BLUEcloud Analytics High Demand Holds report. More staff training and best practices as well as SWAN being more proactive are all positive from the Board. Tortorella will highlight BLUEcloud Analytics progress at the Quarterly meeting in June.

Operations Report

No discussion.

Treasurer Report

None.

Board Calendar

Skog noted we are waiting for the FY21 RAILS LLSAP Support Grant application.

Discussion Item – Accounting Services

Skog discussed the yearly cost for accounting services, use of a lock box, as well as the CCS visit and reaching out to our current auditing firm Lauterbach & Amen. The Board agreed Skog should proceed with sending Request for Information to potential accounting firms.

Discussion Item – Revised SWAN Holidays

A brief discussion explaining SWAN employees will receive either Martin Luther King Day or President’s Day as a Holiday, but not both. Board agreed to add as an Agenda Item on next month’s Board Agenda.

Discussion Item – New Parental Leave Policy

Milavec discussed that the committee wanted to bring this to the Board as a whole. There were questions, and because of that, Skog put together a Q&A document. Checking in with other library directors, some board members found the reaction to adding a policy to SWAN was positive. Bodewes would like to see the policy be more expansive. Discussion with how the policy will read. i.e. general medical leave, family leave, etc. The Board decided to have the Personnel Committee meet again to revise the policy and discuss with HR Source to form/recommend correct wording as well.

Discussion Item – Revised Harassment Policy

Board agreed to add as an Agenda Item on next month's Agenda.

Discussion Item – New Names and Preferred Pronouns Policy

A brief discussion on the New Policy. HR Source recommendation to have employees opt out when it comes to adding pronouns to email signature. Board agreed to add as an Agenda Item on next month's Agenda.

Discussion Item – Revised Travel Policy

Discussion around travel costs included comparison of transportation costs and employee choice of transportation. SWAN wants to find the lowest cost travel for sending staff to conferences and training that is not local. For example, transportation reimbursement for mileage should not exceed cost of air transportation. Board agreed to add as an Agenda Item on the next month's Agenda.

Discussion Item – SWAN June 6, 2019 Quarterly Meeting Agenda

Discussion on how to make the Quarterly Meetings of more interest. Let the members know how SWAN is moving forward and becoming more independent. The Board enjoys having SWAN Department heads speak. Reminder again the meeting begins at 10 a.m. at Oak Brook.

Discussion Item – Executive Session – SWAN Executive Director Yearly Review

The Regular Board Meeting adjourned at 10:45 a.m. for the closed Executive Session.

The Board reconvened at 12:30 p.m. The meeting was adjourned by President Bodewes at 12:33 p.m.

Next Board Meeting

The next SWAN Board Meeting will be held on June 28, 2019 at Thomas Ford Memorial Library at 9:30 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Tiffany Verzani, Board Secretary