

# SWAN BOARD MEETING MINUTES

SWAN

800 Quail Ridge Drive, Westmont, IL 60559

July 19, 2019

## Call to Order, Roll Call

President Bodewes called the meeting to order at 9:34 a.m. The following members were present to establish a quorum:

Ted Bodewes

Jamie Bukovac (arrived at 9:36 a.m.)

Julie Milavec

Dawn Bussey

Stacy Wittmann

Jane Jenkins

Robin Wagner (absent)

## Introduction of Visitors/Public Comment

Sharon Swanson, RAILS Accountant

Edith Craig, St. Charles Public Library

Aaron Skog, SWAN Executive Director

Dawne Tortorella, SWAN Assistant Director

Ginny Blake, SWAN Office Manager

Public comment is allowed at SWAN meetings

## Action Item – Acceptance of the July 19, 2019 SWAN Board Meeting Agenda

Wittmann moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JULY 19, 2019 SWAN BOARD MEETING AGENDA AS PRESENTED.

Motion carried by unanimous voice vote.

## Action Item – Appoint SWAN Board Officers and Committee Members

Milavec moved, seconded by Wittmann that it be

RESOLVED, THAT TED BODEWES BE NOMINATED AS SWAN BOARD PRESIDENT

Bodewes accepted this nomination.

RESOLVED, THAT STACY WITTMANN BE NOMINATED AS SWAN BOARD VICE PRESIDENT

Wittmann accepted this nomination.

RESOLVED, THAT DAWN BUSSEY BE NOMINATED AS SWAN BOARD SECRETARY

Bussey accepted this nomination.

RESOLVED, THAT JAMIE BUKOVAC BE NOMINATED AS SWAN BOARD TREASURER

Bukovac accepted this nomination.

All motions carried by unanimous voice vote.

Skog will be the official rep to the RAILS Consortia Committee; Milavec will be the alternate.

Strategic Planning Committee will remain the same.

Personnel Committee: Milavec and Jenkins accepted the positions.

Finance Committee: Bukovac, Wittmann, and Bussey accepted the positions.

By-Laws Committee: Wittmann accepted the position. Wagner was appointed.

Nominating Committee: Discussion on whether this committee is still needed.

Bukovac moved, seconded by Wittmann that it be

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

Motion carried by roll call vote with the following results:

Ayes: Bukovac, Bodewes, Milavec, Wittmann, Bussey, Jenkins

Skog noted Financial Reports are preliminary with final audit numbers by November. Bussey noted SWAN carries a large benefit for vacation time accrued. Skog noted it is capped.

Action Item – Acceptance of the June 28, 2019 Board Meeting Minutes

Wittmann moved, seconded by Bukovac that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JUNE 28, 2019 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

## Reports

### a. Board President Report

Bodewes indicated he would like to change the August Board Meeting to the 23<sup>rd</sup> vs. the 9<sup>th</sup>. Board approved the change.

Bodewes mentioned it would be nice to have Board Members present at SWAN Expo on August 16<sup>th</sup> so be sure to sign up.

### b. Executive Director Report

Skog mentioned briefly the change to the Reserve Cash Policy as fund & Net Position Policy in compliance with GASB.

Brief discussion on Clarity Task Force Study, Time Study, Diary Studies, Interviews, Focus Groups.

Bussey commented on how libraries are selected for these groups.

The process will be repeated in targeted functional areas. Research findings may not depend on additional input, but members want the opportunity to provide input and therefore avenues need to exist to gather that.

Skog mentioned that the 501c3 discussion should be pushed to September. Skog will be discussing further points on this with Bodewes after today's meeting.

Skog indicated that OCLC, SirsiDynix, EBSCO annual renewals come in at this time of the year which explains the action item for transfer of monies from Money Market to Operating. SWAN was able to get the OCLC bill down about \$9,000 based on our improved relationship with OCLC.

Question on whether there is an update on Demand Management. Discussion and explanation were given by Tortorella & summarized by Skog.

c. Operations Report

The new Patron Email Lookup tool is very helpful. The Clarity Task Force identified email notification issues are an ongoing low-level issue so this tool will help library staff. SWAN would like a similar tool for text messaging. Skog noted we are having success in development on the platform in building the tools we need.

There was a question and brief discussion on the Simply E project.

SWAN now has 61 libraries connected with the Explore More Illinois. There was a brief discussion on Find More Illinois.

d. Treasurer Report

No report

e. Board Calendar

The September 5<sup>th</sup> Quarterly Meeting is not on the board calendar. Skog will add to calendar for next month.

Action Item – Approve SWAN Fund Transfer from Money Market Account to Operating Account

Bukovac moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE TRANSFER OF \$200,000 FROM MAXSAFE MONEY MARKET TO OPERATING ACCOUNT.

Motion carried by roll call vote with the following results:

Ayes: Bukovac, Bodewes, Milavec, Wittmann, Jenkins, Bussey

Action Item – Approve Revision to Vendor Access Policy

Bukovac moved, seconded by Milavec that is be

Motion carried by roll call vote with the following results:

Ayes: Bukovac, Bodewes, Milavec, Wittmann, Jenkins, Bussey

Discussion Item – Revision to Reserve Cash Policy, or Fund & Net Position Policy

This policy revision basically puts into policy what we have been doing in practice. How and when to transfer to capital reserves. Bukovac and Skog will review further and bring to a vote in August. Will work on the “wording”.

Next Board Meeting

The next SWAN Board Meeting will be held on August 23, 2019 at SWAN Quail Ridge at 9:30 a.m.

The meeting was adjourned by President Bodewes at 10:38 am.

Minutes Prepared by Ginny Blake  
Respectfully Submitted,

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Dawn Bussey, Board Secretary