

SWAN BOARD MEETING MINUTES

SWAN

800 Quail Ridge Drive, Westmont, IL 60559

August 23, 2019

Call to Order, Roll Call

Vice President Wittmann called the meeting to order at 9:31 a.m. The following members were present to establish a quorum:

Jamie Bukovac (arrived at 9:43 a.m.)

Julie Milavec

Dawn Bussey

Stacy Wittmann

Jane Jenkins

Robin Wagner

President Bodewes was absent

Introduction of Visitors/Public Comment

Edith Craig, St. Charles Public Library
Aaron Skog, SWAN Executive Director
Dawne Tortorella, SWAN Assistant Director
Ginny Blake, SWAN Office Manager

No public comment.

Action Item – Acceptance of the August 23, 2019 SWAN Board Meeting Agenda

Milavec moved, seconded by Wagner that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE AUGUST 23, 2019 SWAN BOARD MEETING AGENDA AS PRESENTED.

Motion carried by unanimous voice vote.

Action Item – Approval of SWAN Financials, July 2019

Milavec moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JULY 1 THROUGH JULY 31, 2019 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR JULY 2019 AS PRESENTED

Motion carried by roll call vote with the following results:

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

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

Milavec moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE July 19, 2019 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

Reports

a. Board President Report

President Bodewes was absent – no report.

b. Executive Director Report

Skog indicated that the expenses for July were higher than normal due to the annual renewals for SirsiDynix, EBSCO & OCLC.

Skog indicated he would like to bring the Clarity Task Force updates to the November Board Meeting and then if all goes well, present an update at the December Quarterly meeting. Discussion continued regarding the library staff participating in focus groups, the timing for staff, and some of the staff not wanting to speak up.

Question about mobile app features. Tortorella responded with answers and solutions.

Question was asked to explain “what is the goal of the working group”? Tortorella explained: Answer the question, “is exposing consortia holdings of value and how”? We wanted to make sure people understood what consortia holdings are. To have a better understanding going forward. Skog noted the improvement the relationship has with OCLC over the last 18 months.

c. Operations Report

Skog briefly discussed the lower attendance at SWANx this year. Next year the plan is to get the sessions choices out to members earlier.

d. Treasurer Report

No report

e. Board Calendar

Skog will discuss how closed sessions work with the new Secretary, Dawn Bussey. Review Budget process timetable with the board beginning at the next meeting on September 20. Change Sunday May 17, 2020 to Friday May 15, 2020 for Regular SWAN Board Meeting.

Action Item – Accept Recommendation on SWAN Accounting Service

Skog discussed for the Board the 3 proposals that were received. Lauterbach & Amen came in at the lowest cost for what they outlined. With Lauterbach & Amen becoming our accountant, SWAN will need to send out RFP for new Auditors. The Budget Line Account # 5420 will need to be increased to cover the larger fees. This will be brought forward at the September Quarterly meeting as Agenda item to amend the budget. Skog outlined Lauterbach & Amen Proposal costs, and what is involved going forward.

Jenkins moved, seconded by Milavec that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE RECOMMENDATION ON THE SWAN ACCOUNTING SERVICES OF LAUTERBACH & AMEN

Motion carried by roll call vote with the following results:

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

Discussion Item – SWAN Quarterly Meeting Agenda

The Discussion Item – “What is BLUEcloud?” has been asked to change the wording to be more specific. Skog will re title for the quarterly meeting.

A brief discussion about remote access at quarterly meetings and the concerns some have of hearing the questions, comments. Skog will report add as a discussion item for feedback at next Board Meeting.

Next Board Meeting

The next SWAN Board Meeting will be held on September 20, 2019 at SWAN Quail Ridge at 9:30 a.m.

The meeting was adjourned by Vice President Wittmann at 10:40 a.m.

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

SWAN Board Member	Library	Office	Term Expires
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2020
Jamie Bukovac	Indian Prairie Public Library	Treasurer	July 1, 2020
Stacy Wittmann	Eisenhower Public Library District	Vice President	July 1, 2021
Julie Milavec	Downers Grove Public Library		July 1, 2021
Dawn Bussey	Glen Ellyn Public Library	Secretary	July 1, 2022
Robin Wagner	South Holland Public Library		July 1, 2022
Jane Jenkins	Green Hills Public Library District		July 1, 2022

Minutes Prepared by Ginny Blake
Respectfully Submitted,

Dawn Bussey, Board Secretary