

# SWAN BOARD MEETING MINUTES

SWAN  
800 Quail Ridge Drive, Westmont, IL 60559

October 18, 2019

Call to Order, Roll Call

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

Jamie Bukovac

Julie Milavec

Dawn Bussey

Jane Jenkins

Robin Wagner

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 October 18, 2019 SWAN Board Meeting Agenda

Bukovac moved, seconded by Bussey that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 18, 2019 SWAN BOARD MEETING AGENDA AS PRESENTED.

Motion carried by unanimous voice vote.

Action Item – Approval of SWAN Financials, September 2019

Bukovac moved, seconded by Milavec that it be

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

Motion carried by roll call vote with the following results:

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

Action Item – Acceptance of the September 20, 2019 SWAN Board Meeting Minutes

Wagner moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 20, 2019 SWAN BOARD MEETING MINUTES AS PRESENTED

Two corrections were noted and incorporated.

Motion carried by unanimous voice vote.

Reports

a. Board President Report

Bodewes – ILA is next week in Tinley Park

Executive Director Report

Skog mentioned the first meeting with Lauterbach & Amen along with the Chart of Accounts they put together for us. He also mentioned the email he received from Jim Kregor at RAILS and Skog will get back to him as well as talk with Wes Levy at Lauterbach & Amen when he returns from vacation.

Skog discussed the Satisfaction Chart with SirsiDynix. He also discussed the overall satisfaction of libraries with their software platforms. Bussey asked why Evergreen is going down. Skog said he is not totally sure but that they have had to ~~sync~~ sink a lot of time in it more recently, going from a client base system to a web base system.

Brief discussion continued about the Enterprise release 5.0.1, the 5.0.3 and the 5.1. feature roadmap.

Skog discussed the Harvey & Dolton visits. Both visits were great. Long story short, Harvey is asking for 2 years (8 invoicing cycles) to catch up on their past due payments. The Board agreed with the payment schedule that Skog presented but want to be sure if Harvey falls behind SWAN puts the late payment process in force.

Board continued to discuss the Library Tax Distribution Analysis. The Board suggested this would be a good quarterly meeting topic.

b. Operations Report

Bukovac asked if SWAN can put together a unit of leader meetings or a tool for best practices for Swan Board meeting groups.

The board discussed workshops, best practices, training. Have the staff reach out to libraries. Recordings are being put online for easy access.

The Simply E Pilot for overdrive audio book support is being worked on along with Hoopla.

Skog discussed RAILS LLSAP Support Grant and the reason it went up.

c. Treasurer Report

No report

d. Board Calendar

Skog mentioned removing August & December from the Calendar for Regular Board Meetings. The Board is open to that idea but asked the meeting dates be scheduled just in case they are needed.

Action Item – Approve RAILS LLSAP Support Grant for FY21

Milavec moved, seconded by Bussey that the FY21 RAILS LLSAP Support Grant to SWAN be approved as presented.

Motion carried by roll call vote with the following results:

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

Action Item – Recommendation from SWAN Secretary on Closed Meeting Minutes

Milavec moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD APPROVES KEEPING EXECUTIVE SESSION MINUTES FROM

FRIDAY, NOVEMBER 15, 2013, FRIDAY, MARCH 21, 2014, MONDAY, NOVEMBER 17, 2014, FRIDAY, JUNE 19, 2015, FRIDAY, JUNE 17, 2016, FRIDAY, JUNE 16, 2017, FRIDAY, DECEMBER 15, 2017, FRIDAY, FEBRUARY 16, 2018, FRIDAY, JUNE 15, 2018, FRIDAY, MAY 17, 2019, AND FRIDAY, JUNE 28, 2019 CLOSED BASED ON REVIEW AND RECOMMENDATION OF SWAN BOARD SECRETARY PER ILCS/5 120.2.06 (D) (1) AND THE CONTINUED NEED FOR CONFIDENTIALITY OF THESE MINUTES;

~~AND BE~~ IT RESOLVED THAT THE SWAN BOARD APPROVES OPENING THE MINUTES FROM FRIDAY, SEPTEMBER 16, 2011, FRIDAY, OCTOBER 21, 2011, FRIDAY, DECEMBER 16, 2011, AND FRIDAY, MARCH 16, 2018 BASED ON REVIEW AND RECOMMENDATION OF SWAN BOARD SECRETARY PER ILCS/5 120.2.06 (D) (1);

~~AND BE~~ IT RESOLVED THAT THE SWAN BOARD APPROVES THE DESTRUCTION OF RECORDINGS OLDER THAN 18 MONTHS FROM THE DATE OF THIS RESOLUTION, OCTOBER 18, 2019, BASED ON THE REVIEW AND RECOMMENDATION OF SWAN BOARD SECRETARY, PENDING APPROVAL FROM THE STATE OF ILLINOIS.

Motion carried by unanimous voice vote.

Discussion on Chart of Accounts presented by Lauterbach & Amen.

Overall Skog did not think we needed to do much on the Revenue side. Discussion on descriptions, condensing and removing some of the accounts. Trying to simplify the current Chart of Accounts beginning with FY21. Board would like to see consistency with the accounts. Skog will bring a second version to Lauterbach & Amen.

Next Board Meeting

The next SWAN Board Meeting will be held on November 15, 2019 at SWAN Quail Ridge at 9:30 a.m.

The meeting was adjourned by President Bodewes at 10:41 a.m.

Minutes Prepared by Ginny Blake  
Respectfully Submitted,

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Dawn Bussey, Board Secretary