

# SWAN BOARD MEETING MINUTES

January 17, 2020 9:30 a.m.

SWAN 800 Quail Ridge Drive, Westmont, IL

## 1. **Call to Order, Roll Call**

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

- a. Ted Bodewes
- b. Jamie Bukovac
- c. Dawn Bussey
- d. Robin Wagner
- e. Stacy Wittmann

## 2. **Introduction of Visitors/Public Comment**

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

There was no public comment.

## 3. **Action Item**

Acceptance of the January 17, 2020 SWAN Board Meeting Agenda

Wittmann moved, seconded by Wagner that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 17, 2020 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

## 4. **Action Item**

Approval of SWAN Financials, January 2020

Bussey moved, seconded by Wagner that it be

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

Motion carried by roll call vote with the following results:

Ayes: Wittmann, Bodewes, Bussey, Wagner, Bukovac

## 5. **Action Item**

Acceptance of the December 20, 2019 SWAN Board Meeting Minutes

Wagner moved, seconded by Bussey that it be

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

Motion carried by unanimous voice vote

**6. Action Item**

Acceptance of the November 15, 2019 Finance Committee Meeting Minutes

Bukovac moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 15, 2019 FINANCE COMMITTEE MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

**7. Action Item**

Acceptance of the January 8, 2020 ByLaws Committee Meeting Minutes

Wagner moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 8, 2020 BYLAWS COMMITTEE MEETING MINUTES

Motion carried by unanimous voice vote

**8. Reports**

**a. Board President Report**

No report

**b. Executive Director Report**

Skog recapped that the Clarity Task Force feedback is open until January 31<sup>st</sup> with discussion to follow at the February Board Meeting. Skog also recapped the ByLaws Review as well as the FY2021 budget. SWAN will have some down time on January 21, which is President's Day. The board would like to see a different day for this because libraries are very busy that day. Skog will follow up with IT to pick another day. The agenda for the COW meeting will include FY21 Budget & the ByLaws Revision.

**c. Operations Report**

There was a brief discussion on the BLUEcloud circulation desk observation report with some recommendations for clarification. Tara Wood to follow up.

**d. Treasurer Report**

No report

**e. Board Calendar**

Reviewed as presented

**9. Discussion Item**

Update on EBSCO Group Purchase for SWAN Libraries

Robin Hofstetter presented the EBSCO Group Purchase option. Robin worked with Leila Heath at RAILS to negotiate the pricing for SWAN. Robin discussed the cost to the members, the RAILS EBSCO package options A & B, the benefits to the members and the simplifying of the invoicing to the members. There is an option to use LLSAP Grant funds to offset the SWAN purchase in order to help the libraries that are small and do not have the extra funds to purchase. Skog discussed how the fees will be charged. Monthly statistics to all the libraries was discussed. Robin will reach out to the library contacts and the board members agreed that this discussion should be done at the COW meeting in February.

**10. Discussion Item**

SWAN ByLaws Revision

Skog included a memo outlying the changes. The board discussed the revisions for membership voting, advisory voting, dissolution and the ByLaws. The members would like an email from the attorney on paper ballot voting. Skog to follow up. Wittmann will revise the changes the board agreed on and will present at the COW meeting in February.

**11. Discussion Item**

FY21 Budget & Fees for Committee of the Whole Meeting.

Skog reviewed the FY21 Budget & Fees to the Board. Discussion on a few G/L Accounts and placement was discussed.

**12. Adjournment**

There being no further business before the Board, President Bodewes called to adjourn the meeting.

Motion carried and the meeting adjourned at 11:37 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Dawn Bussey

Board Secretary