

SWAN BOARD MEETING MINUTES

March 20, 2020 9:30 a.m.

SWAN 800 Quail Ridge Drive, Westmont, IL 60559

1. Call to Order, Roll Call

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

- a. Ted Bodewes
- b. Dawn Bussey
- c. Jane Jenkins (arrived 9:37)
- d. Julie Milavec
- e. Robin Wagner
- f. Stacy Wittmann

2. Introduction of Visitors/Public Comment

Dawne Tortorella, SWAN Assistant Director

Ginny Blake, SWAN Office Manager

No public comment.

3. Action Item

Acceptance of March 20, 2020 SWAN Board Meeting Agenda

Wagner moved, seconded by Bussey that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE MARCH 20, 2020 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Approval of SWAN Financials, February 2020

Milavec moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR FEBRUARY 1, 2020 THROUGH FEBRUARY 29, 2020 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR FEBRUARY 2020 AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Bodewes, Bussey, Milavec, Wagner, Wittmann

5. **Action Item** - Acceptance of the February 21, 2020 SWAN Board Meeting Minutes

Wagner moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE FEBRUARY 21, 2020 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote

6. **Action item** - Executive Session

This was decided upon by Bodewes to remove from the Agenda

7. **Reports**

a. **Board President Report**

Bodewes made the decision not to have Action Item #6 Executive Session on the agenda.

b. **Executive Director Report**

Skog was not in attendance, Dawne Tortorella gave the report. All SWAN Staff will begin working from home at this time. SWAN will have a weekly fireside chat on Tuesdays at 11:00 for all members. Discussion amongst the board members on coordinating openings, when to turn holds back on, and how the current pandemic crisis affects libraries. The contract negotiations with SirsiDynix was discussed. Next steps will be to draw up, review by our attorney and ready for voting at the next board meeting. The EBSCO Group Purchase is moving forward per membership approval.

c. **Operations Report**

Tortorella discussed the surge report and the number of books patrons checked out prior to the closing of the libraries.

d. **Treasurer Report**

No report

e. **Board Calendar**

The calendar will be a little fluid for now.

8. **Action Item** -- Ratify SWAN FY21 Budget Vote

Wittmann moved, seconded by Wagner that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE FISCAL YEAR 2021 BUDGET FOR JULY 1, 2020 THROUGH JUNE 30, 2021 AS VOTED ON BY THE SWAN FULL MEMBER LIBRARIES ON MARCH 5, 2020

Motion carried by roll call vote with the following results:
Ayes: Bodewes, Bussey, Jenkins, Milavec, Wagner, Wittmann

9. Action Item – Authority to Pay Bills for March 2020 and April 2020

Bussey moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD AUTHORIZES THE EXECUTIVE DIRECTOR TO SIGN ALL CHECKS AND PAYMENTS, AND FOR THE SECOND SIGNATURE WILL UTILIZE THE TREASURER'S STAMP WITH PRIOR APPROVAL ELECTRONICALLY, UNTIL JUNE 30, 2020

Motion carried by roll call vote with the following results:
Ayes: Bodewes, Bussey, Jenkins, Milavec, Wagner, Wittmann

10. Discussion Item - SWAN COVID-19 Crisis & Future Actions

Robin Hofstetter is working to try and get as much access as possible to electronic content. Working with Leila at RAILS to see if we can get EBSCO to turn us on early. SWAN has a lot of information on the patron help site to make available to patrons. Bodewes indicated we would continue to have our board meetings online until the Governor changes OMA back or until it is safe.

11. Discussion Item – SWAN Bylaws Revisions

The revisions did not pass at the Quarterly Meeting on March 5, 2020. Milavec made a second recommendation to allow for in person voting. We will need to have the board election online. We should take another look at Bylaws down the line due to the current crisis. Dawne Tortorella read the revisions that were voted on at the Quarterly meeting and the definition of each. They will be added to the April Board Meeting as an Action Item.

12. Discussion Item – Updated Board Election Timetable

Currently only have one self-nomination. We may have to extend some of the dates so we can get more candidates.

13. Discussion Item - Review SWAN Executive Director Performance Document

The board agreed to use the same form as last year.

14. Discussion Item – Update on SirsiDynix Agreement Extension

Dawne Tortorella discussed in the Executive Report. Approval will be ready for April meeting.

The next SWAN Board Meeting will be held on April 17,2020 at 9:30 a.m.

Adjournment: 10:10 a.m.

Milavec moved, seconded by Jenkins that it be

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Dawn Bussey

Board Secretary