

SWAN BOARD MEETING MINUTES

April 17, 2020 9:30 a.m.

Held Remotely

1. Call to Order, Roll Call

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

- a. Ted Bodewes
- b. Jamie Bukovac
- c. Jane Jenkins
- d. Julie Milavec
- e. Robin Wagner
- f. Stacy Wittmann

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director
Dawne Tortorella, SWAN Assistant Director
Ginny Blake, SWAN Office Manager

No public comment

3. Action Item

Acceptance of April 17, 2020 SWAN Board Meeting Agenda

Wittmann moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE APRIL 17, 2020 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Approval of SWAN Financials, March 2020

Wittmann moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR MARCH 1, 2020 TO MARCH 31, 2020 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR MARCH 2020 AS PRESENTED

Question: General Ledger Account #5070, (Health Insurance) shows a credit. Skog to follow up.

Motion carried by roll call vote with the following results:

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

5. Action Item

Acceptance of the March 20, 2020 SWAN Board Meeting Minutes

Wittmann moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MARCH 20, 2020 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote

6. Reports

a. **Board President Report**

Skog's review this time around will be done by having all board members fill out a form (as it was done in the past) and Bodewes will compile into a single document. Skog to complete the self-evaluation by May meeting.

b. **Executive Director Report**

Skog discussed the summary for the responses on the COVID19 crisis. Discussion for a director only meeting is needed.

SWAN looking into bulk orders of PPE's for the consortium. Several directors and libraries are looking into starting curbside pickup. SWAN can be a "pass thru" for the order of PPE and invoice libraries for their purchases.

A plan to be able to have libraries pick up materials from RAILS storage was discussed.

The option of "Fine Free for Now" is of interest with all consistent check out times for the immediate future.

Special meetings on "sustainability" is of interest and will be a focus of upcoming SWAN Board meetings.

The Board members felt SWAN employees should receive merit increases in the upcoming budget.

Skog touched on the Tactical Plan for 20-21 as part of the SWAN Strategic Plan. ByWater Solutions will be contracted for the Aspen Discovery setup.

The EBSCO subscription is still scheduled for July 1st.

The Governance Study Committee can be pushed back for now.

The three new potential libraries joining SWAN will be voted upon as an online membership approval.

Operations Report

No additional comments.

c. Treasurer Report

No report

d. Board Calendar

The calendar will be a little fluid for now, so some tasks such as a review of closed sessions could be delays.

7. Discussion Item

SWAN Tactical Plan 2020-2021: Skog discussed the plan objective. He also went through the objectives and discussed as well as the completed goals.

8. Action Item

Approve SirsiDynix Agreement Extension

Wittmann moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE SIRSIDYNIX AGREEMENT FOR MAY 1, 2020 THROUGH APRIL 30, 2025

Motion carried by roll call vote with the following results:

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

9. Adjournment

The next SWAN Board Meeting will be held on May 22, 2020 at 9:30 a.m.

Adjournment: 10:10 a.m.

Wittmann moved, seconded by Milavec that it be

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Dawn Bussey

Board Secretary