

# SWAN BOARD MEETING MINUTES

May 22, 2020 9:30 a.m.

Held Remotely

## 1. Call to Order, Roll Call

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

- a. Ted Bodewes
- b. Dawn Bussey
- c. Jane Jenkins
- d. Julie Milavec
- e. Robin Wagner

## 2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director

Dawne Tortorella, SWAN Assistant Director

Ginny Blake, SWAN Office Manager

Jennifer Cottrill, Midlothian Public Library Director

No public comment

## 3. Action Item

Acceptance of May 22, 2020 SWAN Board Meeting Agenda

Milavec moved, seconded by Wagner that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE MAY 22, 2020 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote

## 4. Action Item

Approval of SWAN Financials April 2020

Wittmann moved, seconded by Milavec that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR APRIL 1, 2020 TO APRIL 30, 2020 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR APRIL 2020 AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Bodewes, Bussey, Jenkins, Milavec, Wagner

**5. Action Item**

Acceptance of the April 17, 2020 SWAN Board Meeting Minutes

Milavec moved, seconded by Wagner that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 17, 2020 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote

**6. Action Item**

Acceptance of the April 29, 2020 SWAN Committee of the Whole Meeting Minutes

Milavec moved, seconded by Wagner that it be

Motion carried by unanimous voice vote

**7. Reports**

**a. Board President Report**

Bodewes went over the process for Skog's annual review.

**b. Executive Director Report**

Skog discussed the libraries that will be doing curbside as well as the use of the Curbside Communicator App from Unique Management.

PPE supply orders have been going well. We have had approximately 20 libraries that have ordered so far.

Skog discussed the Tactical Plan (goals and objective when it comes to SyrsiDynix) and SWAN looking at Aspen.

RAILS had an online meeting with the 6 consortium and are looking at the potential of getting all bins out of storage and delivered to the libraries, most likely in June. Board members of SWAN are in favor of receiving material back from RAILS. A discussion continued regarding the Quarantine period of materials.

Skog discussed the SWAN100 Impact Study with regards to the three new libraries joining SWAN. The Library Director for Roselle Public Library District should have the last name changed to Johnson on the Impact Study.

Skog discussed with the board members what they would like to see on the Quarterly Agenda for June. They would like to see people discuss their experiences with the phases, how their curbside is going, what are their next steps after curbside.

Skog discussed the proposal from HR Source on the Member Satisfaction Survey. The board members agreed with the proposal and the cost and agree it is something we should do but the launch time will be determined. The board approved signing of the agreement.

**Operations Report**

Tortorella mentioned we have had a lot more communication with our members during COVID19. The roll-out of Unique Management’s Online Communicator has been going well.

**c. Treasurer Report**

No report

**d. Board Calendar**

Skog will send closed session minutes to Bussey if needed. The Board self -evaluation form will be set aside for now.

**8. Action Item**

Approve Updated SWAN Circulation Policy

Milavec moved, seconded by Wagner that it be

Motion carried by unanimous voice vote

**9. Adjournment**

The next SWAN Board Meeting will be held on June 19, 2020 at 9:30 a.m. At this time, the meeting will most likely be remote.

Robin Wagner announced her retirement. Her last SWAN Board Meeting will be August.

Adjournment: 10:41 a.m.

Milavec moved, seconded by Wagner that it be

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Dawn Bussey

Board Secretary