

SWAN BOARD MEETING MINUTES

June 19, 2020 9:30 a.m.

Held Remotely

1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:35 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
- f. Stacy Wittmann

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 June 19, 2020 SWAN Board Meeting Agenda

Milavec moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE JUNE 19, 2020 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by roll call vote with the following results:

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

4. Action Item

Approval of SWAN Financials May 2020

Milavec moved, seconded by Jenkins that it be

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

Motion carried by roll call vote with the following results:

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

5. Action Item

Acceptance of the May 22, 2020 SWAN Board Meeting Minutes

Milavec moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MAY 22, 2020 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by roll call vote with the following results:

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

6. Reports

a. Board President Report

Bodewes has delivered Skog's review.

Officers will be voted upon in July. Bodewes is willing to continue as President, Wittmann is willing to continue as Vice President, Bussey is willing to take over as Treasurer and Milavec is willing to take over as Secretary.

b. Executive Director Report

Skog discussed the reopening plans by phases. Curbside pickup by some of the libraries was discussed as well.

SWAN does not have any A/R write-offs for FY20.

The new internal controls document will be shared online.

Skog received the FY22 grant application. An explanation of the formula was explained by Skog.

The Board will discuss in July whether an August Board Meeting will be necessary.

c. Operations Report

Operations report has a lot of detail. Skog noted we have had a very good turnout for our online meetings.

We are at about a 20% capacity on check ins compared to this time last year, which is encouraging since we do not have libraries open at this time.

SWAN staff have been utilizing the online chat to work through issues.

d. Treasurers Report

None

7. Discussion Item – Appointment for at-large SWAN Board representative Robin Wagner, vacating seat September 2020 (term expires July 1, 2022)

An action item will be on the July Agenda for the replacement.

8. The next SWAN Board Meeting will be held July 17, 2020 online at 9:30 a.m.

9. Adjournment – 10:21 a.m.

Milavec moved, seconded by Jenkins that it be.

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

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Dawn Bussey

Board Secretary