

# SWAN BOARD MEETING MINUTES

July 17, 2020 9:30 a.m.

Held remotely, per Illinois Public Act 101-0640

## 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. Dawn Bussey
- c. Jennifer Cottrill
- 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 Business Manager

No public comment

## 3. Action Item

Acceptance of July 17, 2020 SWAN Board Meeting Agenda

Cottrill moved, seconded by Wagner that it be

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

Motion carried by roll call vote with the following results:

Ayes: Bodewes, Bussey, Cottrill, Milavec, Wagner

## 4. Action Item

Approval of Representative for Vacant Seat, September 2020

Cottrill moved, seconded by Wagner that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE VACANT SEAT TO JESSIE BLASEK, BEGINNING SEPTEMBER 1, 2020

Motion carried by roll call vote with the following results:

Ayes: Bodewes, Bussey, Cottrill, Milavec, Wagner

## 5. Action Item

Appointment of SWAN Board Officers and Committee Members

Cottrill moved, seconded by Wagner that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE OFFICERS AS FOLLOWS: TED BODEWES BE NOMINATED AS SWAN BOARD PRESIDENT

Bodewes accepted this nomination

RESOLVED, THAT STACY WITTMANN BE NOMINATED AS SWAN BOARD VICE-PRESIDENT

Wittmann accepted this nomination

RESOLVED, THAT DAWN BUSSEY BE NOMINATED AS SWAN BOARD TREASURER

Bussey accepted this nomination

RESOLVED, THAT JULIE MILAVEC BE NOMINATED AS SWAN BOARD SECRETARY

Milavec accepted this nomination

Skog will be the Official Representative to the RAILS Consortia Committee: Milavec will be the alternate

Personnel Committee: Cottrill accepted the position, Jenkins was assigned

Finance Committee: Bussey, Milavec & Wittmann accepted the positions

By-Laws Committee: Bodewes & Wittmann accepted the positions

Strategic Planning Committee & Nominating Committee will be removed

Motion carried by roll call vote with the following results:

Ayes: Bodewes, Bussey, Cottrill, Milavec, Wagner

**6. Action Item**

Approval of Financials, June 2020

Cottrill moved, seconded by Wagner that it be

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

Motion carried by roll call vote with the following results:

Ayes: Bodewes, Bussey, Cottrill, Milavec, Wagner

**7. Action Item**

Acceptance of the June 19, 2020 SWAN Board Meeting Minutes

Cottrill moved, seconded by Wagner that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JUNE 19,2020 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Bodewes, Bussey, Cottrill, Milavec, Wagner

## 8. Reports

### a. **Board President Report**

Bodewes wanted to thank the SWAN Board staff again for their support during COVID19.

### b. **Executive Report**

Skog discussed the Resource sharing restart. He also discussed the Hold pick up surge. Skog went through the funds transfer for the large payments that occur at this time of the year.

The last of the PPE orders are winding down and a decision to end the ordering has been decided upon.

The process for obtaining a new Auditing Firm was discussed by Skog with possibly the help of the Finance Committee. SWAN accounts receivable is looking good.

### c. **Operations Report**

SWAN 100 Planning was discussed with the three new libraries coming on board. Skog discussed the EBSCO data base links that were created. Robin Hofstetter is working with EBSCO to complete the Article Search configuration.

### d. Skog will provide an updated Board Calendar.

## 9. Action Item

Approve SWAN Fund Transfer from Money Market Account to Operating Account (\$420,000.00)

Cottrill moved, seconded by Wagner that it be

Motion carried by roll call vote with the following results:

Ayes: Bodewes, Bussey, Cottrill, Milavec, Wagner

## 10. Action Item

Authority to pay bills for July through December 2020

Cottrill moved, seconded by Wagner that it be

Motion carried by roll call vote with the following results:

Ayes: Bodewes, Bussey, Cottrill, Milavec, Wagner

**11: Discussion Item**

Cancel the August Board Meeting and reconvene in September

The Board agreed and there will not be an August Board Meeting

**Adjournment**

Board meeting adjourned at 10:22 a.m.

Cottrill moved, seconded by Wagner that it be

Motion carried by roll call vote with the following results:

Ayes: Bodewes, Bussey, Cottrill, Milavec, Wagner

Minutes Prepared by Ginny Blake

Respectfully Submitted,

---

Dawn Bussey

Board Secretary