

SWAN Board Meeting Minutes

October 16, 2020 9:30 a.m.
Online Meeting
Per Illinois Public Act 101-0640
Meeting recording

1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:32 a.m. The following Board members were present to establish a quorum.

- a. Jesse Blazek
- b. Ted Bodewes
- c. Dawn Bussey
- d. Jennifer Cottrill
- e. Jane Jenkins
- f. Julie Milavec
- g. Stacy Wittmann

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 October 16, 2020 SWAN Board Meeting Agenda

Wittmann moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE OCTOBER 16, 2020 SWAN BOARD MEETING AGENDA AS PRESENTED

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

4. Action Item

Approval of SWAN Financials, September 2020

The following was discussed and will be changed on Financials: Klein, Thorpe & Jenkins was applied to #5820 Accounting and should have been to #5810 Legal expense. Please note, 4 months of invoices from Unique Management for Curbside Communicator was paid at once due to corrections requested on Unique Management's invoices and a delay in getting those corrected.

Wittmann moved, seconded by Blazek that it be

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

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

5. Action Item

Acceptance of the September 18, 2020 Board Meeting Minutes

Wittmann moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE SEPTEMBER 18, 2020 SWAN BOARD MEETING AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

6. Action Item

Acceptance of September 18, 2020 SWAN Personnel Committee Meeting Minutes

Wittmann moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE SEPTEMBER PERSONNEL COMMITTEE MEETING MINUTES AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

7. Reports

a. Board President Report

A question has been raised amongst the membership about the status of the Quail Ridge office during the pandemic. How many employees are working at the office, what amounts of resources is being expended on space currently not being used. Skog explained the details in the lease agreement, SWAN's hybrid schedule and the decision at this time to wait until the lease expires to discuss other options.

Executive Report

Skog gave an update on the COVID-19 update. An update on the Grant Application from RAILS was discussed by Skog along with the funding formulas given. An explanation of the formula was given as well. Skog attended the Consortia Special Interest Group and gave an update. The ILA Annual Conference will have two Clarity Task Force members presenting this year. A question in reference to the workers compensation insurance budget line was discussed and Skog will look into.

Operations Report

Tortorella gave a brief overview of the status of SWAN100. We are on the 3rd order with Baker & Taylor for the Rental Collection. Item Type Consolidation recommended by The Clarity Task Force is moving very well. Support tickets are going down. Tara Wood has been working with her team with User Groups and blending discussion. Another round of usability testing has been completed. The Aspen pilot project will be kicked off in December with 5-7 libraries participating. There are a lot of new features with BLUEcloud mobile.

The Executive Director Goals for FY21 was discussed. Skog will update on how these goals are going.

The next SWAN Board Meeting will be November 20, 2020 at 9:30 a.m.

Adjournment

Board meeting adjourned at 10:36 a.m.

Wittmann moved, seconded by Blazek that it be

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Julie Milavec

Board Secretary