

# SWAN Board Meeting Minutes

November 20, 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 9:33 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 November 20, 2020 SWAN Board Meeting Agenda

Cottrill moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE NOVEMBER 20, 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, October 2020

Cottrill moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD APPROVES PAYMENT OF BILLS FOR OCTOBER 1, 2020 THRU OCTOBER 31, 2020 AND ACCEPTS THE BALANCE SHEETS AND DETAIL OF EXPENDITURES FOR OCTOBER 2020 AS PRESENTED

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

Skog noted that these reports reflect the FY20 audit. Some lines are over budget, but Skog is looking into and will see these balance out.

## 5. Action Item

Acceptance of the October 16, 2020 Board Meeting Minutes

Cottrill moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE OCTOBER 16, 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. Reports

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

Bodewes would like to thank SWAN employees again for their excellent responses and dedicated work during this time.

### b. **Executive Report**

The FY20 audit is complete. There are several to- do items on the list which SWAN will keep an eye on and discuss when necessary. The FY22 budget was discussed with the addition of two new expenses: Niche Academy and KitKeeper. The highlights for the budget were explained more in detail. The LLSAP FY22 Grant Award was discussed with a suggestion to have RAILS explain/discuss the changes. The EBSCO renewal increase for FY22 will be coming in higher than last year due to the new three libraries added, with 3% increase at work case scenario.

### **Operations Report**

The SWAN100 project will be live on SWAN by beginning of December. A summary of trends would be nice to show at the Quarterly Meetings. Tortorella will work on putting together graphs for each library. "Holds" are holding steady. The new libraries will be using BLUEcloud Acquisition in a hybrid approach. SWAN is expecting to see a big jump in tickets in the next reporting cycle due to the recent set of closures. The Aspen Pilot is underway. SWAN had 13-14 libraries apply and will be selecting 5-7 for the pilot.

### **Board Calendar**

One outstanding action item for closed session minutes six-month review.

**7. Action Item**

Approve the SWAN Board and Membership meeting schedule for 2021

RESOLVED, THAT THE SWAN BOARD APPROVED THE SWAN BOARD AND MEMBERSHIP MEETING SCHEDULE FOR 2021

Cottrill moved, seconded by Wittmann that it be.

Motion carried by roll call vote with the following results:

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

**8. Action Item**

Acceptance of the SWAN Fiscal Year 2020 financial audit

RESOLVED, THAT THE SWAN BOARD APPROVED THE SWAN FISCAL YEAR 2020 FINANCIAL AUDIT

Cottrill moved, seconded by Wittmann that it be.

Motion carried by roll call vote with the following results:

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

**9. Discussion Item**

SWAN Fiscal Year 2022 draft budget

Skog and Bussey worked on the budget with a few adjustments to keep budget lines within the amount being spent. Skog continued to breakdown the budget highlights: Three new libraries, Aspen Discovery, Niche Academy and Kitkeeper. He also discussed the general ledger lines with some explanations on changes, etc. The Budget Summary was discussed with the December Board meeting as a time to discuss and complete the budget for the COW Meeting February 2021. The SWAN Reserves fee charts were explained by Skog as well.

**Discussion Item**

SWAN December 3, 2020 Quarterly meeting agenda

The draft agenda was discussed with a few additions/changes.

**Adjournment**

Board meeting adjourned at 10:49 a.m.

Cottrill moved, seconded by Wittmann 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,

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Julie Milavec

Board Secretary