

SWAN Board Meeting Minutes

December 18, 2020 9:30 a.m.
Online Meeting
Per Illinois Public Act 101-0640

1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:34 a.m. The following Board members were present to establish a quorum.

- a. Ted Bodewes
- b. Dawn Bussey
- c. Jennifer Cottrill, left at 11:30 a.m.
- d. Jane Jenkins
- e. Julie Milavec
- f. Stacy Wittmann

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director
Dawne Tortorella, SWAN Assistant Director
Ginny Blake, SWAN Business Manager
Jamie Paicely, Director – Flossmoor Public Library
Ricardo Hernandez, Staff – Prairie Trails Public Library
Laura Van Cleve, Director – Richton Park Public Library District
Jennifer Cutshall, Director – Steger-South Chicago Heights Public Library
Karen Keefe, Director – Hinsdale Public Library
Julia Coen, Director – Westmont Public Library, arrived at 9:41 a.m. and left at 9:43 a.m.
Brittany Smith, Staff – Westmont Public Library, arrived at 9:38 a.m. and left

No public comment

3. Action Item

Acceptance of December 18, 2020 SWAN Board Meeting Agenda

Milavec moved, seconded by Wittmann that it be

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

Motion carried by roll call vote with the following results:

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

4. Action Item

Approval of SWAN Financials, November 2020

Milavec moved, seconded by Wittmann that it be

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

Motion carried by roll call vote with the following results:

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

5. Action Item

Acceptance of the November 20, 2020 Board Meeting Minutes

Milavec moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE NOVEMBER 20, 2020 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by roll call vote with the following results:

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

6. Reports

a. Board President Report

None

b. Executive Report

Skog went over the "Update on Activities", The SWAN Budget FY22, Monthly Financials, the LLSAP FY22 Grant and Monthly Financials.

Operations Report

Tortorella announced we are now 100 total libraries, with the 3 new libraries having gone live in SWAN on December 9, 2020. The status of libraries during the pandemic was implemented as an interactive Google Map online. The Operations Report shows there has been a decline in circulation overall, which is not unusual. SWAN still active patrons that have kept holds placed at the prior year's levels. Another milestone was reached with the 3 new libraries are live in BLUEcloud Acquisition. We have about 600 support tickets a month, which is steady. The Aspen Discovery project pilot has been launched and updates will continued to be shared by the User Experience Manager, Tara Wood.

Treasurer Report

One item on the financials seems to have a large percentage already used up. Skog indicated the reason and does not see it increasing for the rest of FY21.

Board Calendar

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

7. Discussion Item

RAILS LLSAP FY22 Funding Agreement

Skog discussed the RAILS LLSAP FY22 grant reward. Changes along with a discussion amongst members was given at the December Quarterly meeting where Deidre Brennan along with several RAILS employees gave a breakdown of the changes. Skog discussed what the Board would like to do for next steps. The Board discussed and decided to have Skog draft a letter for Bodewes to send to Deidre Brennan. It was decided to send the letter from the entire board.

8. Discussion Item

EBSCO Group-purchase year – 2 renewal

Skog explained the Year 1 overview including the group pricing. The year 2 renewal, FY22 price negotiations. Skog discussed the options of opting out for libraries and what that will mean to remaining libraries. A graph showing data usage would be helpful, which Tortorella will provide.

Skog discussed the suggested process and resolution solutions for membership votes. There will be a COW meeting on January 12th with a discussion on this Group Purchase.

9. Discussion Item

SWAN Fiscal Year 2022 draft budget

Skog went over the Revenue & Expenses, reserves and membership fees for the FY22 budget. Budget summary and changes from last year to this year was shown.

10. Action Item

RESOLVED, THAT THE SWAN BOARD APPROVED THE RAILS LLSAP FY22 Funding Agreement

Milavec moved, seconded by Wittmann that it be.

Motion carried by roll call vote with the following results:

Ayes: Bodewes, Bussey, Jenkins, Milavec, Wittmann

Adjournment

Board meeting adjourned at 11:38 am

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Julie Milavec

Board Secretary