

SWAN Board Meeting Minutes

February 19, 2021
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

No public comment

3. Action Item

Acceptance of the February 19, 2021 SWAN Board Meeting Agenda

Wittmann moved, seconded by Cottrill that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE FEBRUARY 19, 2021 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 the SWAN Financials, January 2021

Wittmann moved, seconded by Cottrill that it be

RESOLVED, THAT THE SWAN BOARD APPROVES PAYMENT OF BILLS FOR JANUARY 1, 2021 THRU JANUARY 31, 2021 AND ACCEPTS THE BALANCE SHEETS AND DETAIL OF EXPENDITURES FOR JANUARY 2021 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 January 22, 2021 Board Meeting Minutes

Wittmann moved, seconded by Cottrill that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 22, 2021 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 February 9, 2021 SWAN Committee of the Whole Meeting Minutes

Wittmann moved, seconded by Cottrill that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE FEBRUARY 9, 2021 COMMITTEE OF THE WHOLE MEETING MINUTES AS PRESENTED

Motion carried by roll call vote with the following results:

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

7. Action Item

Approve SWAN Fund Transfers from Operating to M/M Account

Wittmann moved, seconded by Cottrill that is be

RESOLVED, THAT THE SWAN BOARD APPROVED THE FUND TRANSFER OF \$420,000 SWAN OPERATING ACCOUNT TO THE MAXSAFE MONEY MARKET ACCOUNT

Discussion: Per Skog's written Executive Director report, this transfer reverses the same amount into SWAN checking account in July 2020.

Motion carried by roll call vote with the following results:

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

8. Reports

a. Board President Report

Board elections are coming up with two seats vacating, of which are officer seats.

b. Executive Directory Report

Skog gave an update on SWAN activities: SWAN user agreement, the SWAN FY22 budget – with a few changes to review. The Aspen Discovery contract is ready to go

with an update to be given at the March Quarterly. Skog completed the New Director Orientation. A SWAN Com went out on the EBSCO opt-out.

c. Operations Report

Tortorella gave an update on Kitkeeper, Reciprocal Borrowing Limit Changes, RAILS update on quarantine time of materials. HOLDS remain steady. Scott Brandwein and his team have gone through a massive cleanup. Skog gave an update on the IT projects currently going on. Tortorella explained the Web Service Outage. Tara Wood will give an update on the Aspen project at the March Quarterly. The research on curbside pickup during the pandemic was very impressive.

d. Treasurer Report

None

e. Board Calendar

We have an outstanding item. Bylaws will be put on hold for now.

9. Action Item

Approve Library Use Policy

A few changes to the wording will be completed by Skog.

Wittmann moved, seconded by Cottrill that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE LIBRARY USE POLICY

Motion carried by roll call vote with the following results:

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

10. Discussion Item – EBSCO group-purchase year-2 renewal

Skog discussed the voting and results.

11. Discussion Item – SWAN Fiscal Year 2022 Budget

Skog went over the FY22 budget. An electronic ballot will be used for approval.

12. Discussion Item – March 4, 2021 SWAN Quarterly Meeting Agenda

The SWAN Use Policy will be added to the Agenda.

13. Information Item – Updated SWAN Internal Controls

Bill Pay will be added and will post updated Internal Controls on the SWAN support site.

14. Adjournment

The Board Meeting adjourned at 10:47 a.m.

Wittmann moved, seconded by Cottrill that is 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