

# SWAN Board Meeting Minutes

**March 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 9:33 a.m. The following Board members were present to establish a quorum.

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

## **2. Introduction of Visitors/Public Comment**

No public comment

## **3. Action Item**

Acceptance of the March 19, 2021 SWAN Board Meeting Agenda

Milavec moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE MARCH 19, 2021 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by roll call vote with the following results:

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

Absent: Bussey

## **4. Action Item**

Approval of the SWAN Financials, February 2021

Milavec moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD APPROVES PAYMENT OF BILLS FOR FEBRUARY 1, 2021 THROUGH FEBRUARY 28, 2021 AND ACCEPTS THE BALANCE SHEETS AND DETAIL OF EXPENDITURES FOR FEBRUARY 2021 AS PRESENTED

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

**5. Action Item**

Acceptance of the February 19, 2021 Board Meeting Minutes

Milavec moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE FEBRUARY 19, 2021 SWAN BOARD MEETING AS PRESENTED

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

**6. Reports**

a. Board President Report

None

b. Executive Director Report

Skog discussed the follow up that is being worked on for past due invoices. A small amount of past due that will most likely be written off. Self-nomination form is ready, and Skog will work with Bodewes on the process. The RAILS board library director spot will be open as well. Skog highlighted the budget approval along with sharing the final tallies. Skog gave an update on the learning experience for an Intern. The contract for Aspen was discussed. A suggestion was made for Skog to give presentations to other library Boards to discuss SWAN. This will be brought up at the next Quarterly.

c. Operations Report

Circulation is going up. Tortorella discussed the HOLD decline which we hope to see continue. Bibliographic Services staff are doing a lot in the whole management of serials. The Diversity and Inclusion in Metadata is moving along. The IT Team continues to work with tickets with 600-700 a month, continuing to keep up with them. The big project the IT Team are working on are migrating all of our legacy services that are on the RAILS infrastructure to our Azure environment. The survey for patrons in regard to Aspen has about 1 more week. SWAN staff have been going to conferences with ideas and feedback.

d. Board Calendar

We have one outstanding issue.

**7. Action Item –**

Ratify fiscal year 2022 budget vote

Milavec moved, seconded by Jenkins, that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE FISCAL YEAR 2022 BUDGET FOR JULY 1, 2021 THROUGH JUNE 30, 2022 AS VOTED ON BY THE SWAN FULL MEMBER LIBRARIES ON MARCH 12, 2021

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

**8. Action Item**

Approve ByWater agreement for 3-year support of Aspen Discovery

Milavec moved, seconded by Jenkins, that is be

RESOLVED THAT THE SWAN BOARD APPROVES THE AGREEMENT WITH BYWATER SOLUTIONS FOR APRIL 1, 2021 THROUGH MARCH 30, 2024

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

**9. Action Item**

Approve financial auditor for FY21 & FY22

Milavec moved, seconded by Jenkins, that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE FINANCIAL AUDITOR FOR FY21 AND FY22

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

**10. Adjournment**

Bodewes adjourned the meeting at 10:20 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Julie Milavec

Board Secretary