

# SWAN Board Meeting Minutes

April 23, 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 - absent

## 2. Introduction of Visitors/Public Comment

No public comment

## 3. Action Item

Acceptance of the April 23, 2021 SWAN Board Meeting Agenda

Blazek moved, seconded by Cottrill that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE APRIL 23, 2021 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by roll call vote with the following results:

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

Absent: Stacy Wittmann

## 4. Action Item

Approval of the SWAN Financials, March 2021

Blazek moved, seconded by Cottrill that it be

RESOLVED, THAT THE SWAN BOARD APPROVES PAYMENT OF BILLS FOR MARCH 1, 2021 THROUGH MARCH 31, 2021 AND ACCEPTS THE BALANCE SHEETS AND DETAIL OF EXPENDITURES FOR MARCH 2021 AS PRESENTED

Motion carried by roll call vote with the following results:

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

Absent: Stacy Wittmann

## 5. Action Item

Acceptance of the March 19, 2021 Board Meeting Minutes

Blazek moved, seconded by Cottrill that it be

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

Motion carried by roll call vote with the following results:

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

Absent: Stacy Wittmann

## 6. Reports

### a. Board President Report

Skog to provide self-evaluation by the May Board Meeting. Bodewes will distribute to other board members with notes and instructions. Bodewes to have reports back by June 11<sup>th</sup>.

There will be one single evaluation from the Board and will coordinate a phone call with Skog to discuss evaluation.

### b. Executive Director Report

Skog discussed the Quail Ridge office space and the recommendation of the staff returning to the office September 1<sup>st</sup>. Skog also discussed the possibility of the office park being sold and what our option would be.

A meeting will be set up with Seldon Fox for FY21 audit.

Board election deadline is April 30<sup>th</sup>.

RAILS has delivered all SWAN records to Quail Ridge.

An update was given on the RAILS Consortia Committee.

(Bodewes left meeting at approximately 9:52 a.m. Dawne Bussey took over, Bodewes returned at 9:55 a.m.)

Skog discussed the invoices that Harvey Public Library District owe as well as the payment schedule that has been ongoing. An agreement has been made to allow another payment schedule which Skog will go over with Harvey.

c. Operations Report

The Aspen Discovery usability study in patron behavior was explained to the Board. The Aspen pilot is winding down and pilot libraries are meeting bi-weekly.

The IT group has been working on migrating all SWAN servers hosted at the RAILS data center.

d. Treasurer's Report

Bussey discussed the RAILS March Board meeting in regard to LLSAP Grants.

7. Discussion Item – ARPA Funding: American Rescue Plan Act.

This has been something Skog has been monitoring and ILA announced to keep an eye on funding and how it has been allocated. Skog continued to explain the funding procedure, etc. The SWAN Board agreed to have SWAN organize some meetings based on the county a library is located in.

8. Discussion Item – Purging Inactive User Records & Updating Change of Address

Tortorella explained the proposal criteria May 2021 patron record purge. An explanation of bills for long-inactive patrons, timeline & responsibilities and the 3 years of inactivity become a 1 year was proposed by Tortorella. A brief discussion continued amongst the board members.

9. Adjournment

Bodewes adjourned the meeting at 11:08 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

---

Julie Milavec

Board Secretary