

SWAN Board Meeting Minutes

May 21, 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 9:35 a.m. The following Board members were present to establish a quorum.

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

2. Introduction of Visitors/Public Comment

Laura Van Cleve – Director, Richton Park Public Library

3. Action Item

Acceptance of the May 21, 2021, SWAN Board Meeting Agenda

Milavec moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE MAY 21, 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: Dawn Bussey

4. Action Item

Approval of the SWAN Financials, April 2021

Milavec moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD APPROVES PAYMENT OF BILLS FOR APRIL 1, 2021 THROUGH APRIL 30, 2021 AND ACCEPTS THE BALANCE SHEETS AND DETAIL OF EXPENDITURES FOR APRIL 2021 AS PRESENTED

Motion carried by roll call vote with the following results:

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

Absent: Dawn Bussey

Q & A: Why do we do the accounting on a Cash Basis vs. Accrual

Accrual for audit, but Cash for accounting

SWAN feels that is the way our accounting service (Lauterbach & Amen) has decided it would be the best way.

5. **Action Item**

Acceptance of the April 23, 2021 Board Meeting Minutes

Milavec moved, seconded by Wittmann that it be

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

Motion carried by roll call vote with the following results:

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

Absent: Dawn Bussey

Reports

a. **Board President Report**

Bodewes reviewed the procedure for Skog's performance evaluation.

Bodewes wanted to get the Boards thoughts on virtual vs. in person Board meetings going forward.

b. Executive Director Report

Skog discussed the September 1 return of SWAN staff to Quail Ridge. Skog gave an update on the SWAN Board election. The board action to write-off unpaid invoices is usually processed in June, but we would like to take care of this in May to be ready for year end. We are waiting to hear back from ProPay to integrate online payments within the Aspen Discovery pilot. Once this major integration is completed, we will be able to move forward with allowing libraries to sign-up to switch to Aspen Discovery. This next year for SWAN will be an important one for the major library services platform we manager. We are going into year 7 with SirsiDynix and we want the momentum on BLUEcloud Staff software development to have a targeted functionality so our libraries can begin using the new staff interface.

c. Operations Report

Tortorella reported the following:

The monthly Fireside Chat will begin again next week. We had a quick turn around on the Symphony ILS “Pseudo Libraries” and will detail the use of this as a feature for member libraries.

Within the Operations Report, you can see the monthly statistics are stable on all metrics. We are seeing the impact of Aspen in placing “holds” through our SirsiDynix Web Services, so there is an uptick in that method of how Aspen connects back to Symphony. There has been a small drop of “HOLDS” in April and transits of material between libraries overall is very strong and steady.

Scott Brandwein has been working a lot with his advisory teams and he has a new working group for diversity, equity and inclusion within SWAN’s metadata. The data cleanup of serial records in SWAN is going well. Scott and Rudy Host presented at the annual COSUGI conference with a lot of great feedback.

We have seen a small drop of support tickets in April. Next week we are migrating the SirsiDynix voice automation (SVA) and will be using Unique Management for our phone notification. This is the final major server that we can decommission in the RAILS data center.

The SOPPA requirements are underway between SWAN and the Bensenville School District.

All EBSCO subscription orders have been submitted and should be an easy change. Robin Hofstetter is working with RAILS and ELSUM members to create a VPAT to ensure online accessibility for library software providers.

d. Treasurer’s Report

None

e. Board Calendar

One remaining item

6. Write-off Allowance for Doubtful Account Balances

Milavec moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE WRITE-OFF ALLOWANCE FOR DOUBTFUL ACCOUNTS TO THE AMOUNT OF \$382.42

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

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

Tortorella gave an overview. A discussion on how to approach this at Quarterly. A panel discussion was recommended.

8. Discussion Item – June 3, 2021, Quarterly meeting agenda.

Be sure an introduction of newly appointed Board members are on the meeting agenda. A suggest poll for mask wearing policies at the libraries will be added to May 25th Fireside Chat .

9. Bodewes adjourned the meeting at 10:59 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Julie Milavec

Board Secretary