

# SWAN Board Meeting Minutes

**June 18, 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 – arrived at 9:40 a.m.
- d. Jennifer Cottrill
- e. Jane Jenkins
- f. Julie Milavec
- g. Stacy Wittmann

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

Aaron Skog, SWAN Executive Director  
Dawne Tortorella, SWAN Assistant Director  
Ginny Blake, SWAN Business Manager  
Tim Jarzemsky – Bloomingdale Public Library  
Christine Sporleder – Bloomingdale Public Library

## **3. Action Item**

Acceptance of the June 18, 2021, SWAN Board Meeting Agenda

Milavec moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE JUNE 18, 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, May 2021

Jenkins moved, seconded by Cottrill that it be

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

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

**5. Action Item**

Acceptance of the May 21,2021 Board Meeting Minutes

Milavec moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MAY 21,2021 SWAN BOARD MEETING MINUTES AS PRESENTED

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

**6. Reports**

a. Board President Report

Bodewes thanked both Julie Milavec & Stacy Wittmann for their time and dedication on the SWAN Board. Bodewes welcomed our new Board members elect, Tim Jarzemsky (BDD) & Charity Gallardo (LGS). Officer and committee assignments will be done at the July Board Meeting. The July meeting will also be held in person at the Thomas Ford Memorial Library.

b. Executive Director Report

Skog will have a new representative orientation with the two new board members. Skog & Tortorella attended the Evergreen International Conference and Skog gave an overview. Skog continues to monitor the ILA with reference to the PPC. Budget is looking good, and Skog do not see a reserve funds transfer necessary as specified within the SWAN FY21 budget. A written update on American Rescue Plan Act (ARPA) is enclosed in Skog's report.

c. Operations Report

A discussion on the user record purge parameters was given at the June 3, 2021 Quarterly meeting. An update was given as well with HOLDS, checkouts, curbside pickup and transits. Scott Brandwein has been doing a lot on the Diversity, Equity & Inclusion in Metadata Task Force. Of note, all our servers are transferred out of the RAILS data center. A Symphony ILS upgrade will be scheduled for July 24<sup>th</sup>. We have completed a self-checkout pilot with West Chicago Public Library using the BLUEcloud Mobile app. The UX team has been very involved in the Aspen Project.

We have some group purchases that we will be sharing more information after Robin Hofstetter has attended the meetings.

d. Treasurer's Report

Bussey noted SWAN received the RAILS funding agreement for FY23. We will need to keep an eye on LLSAP funding for the future as the RAILS Board is discussing changes to its budget after FY23.

e. Board Calendar

One remaining item that Skog & Milavec will complete.

7. Discussion Item – Executive Director annual review

Skog received his review and salary memo.

8. Discussion Item – American Rescue Plan Act Funding

Diane Foote with ILA discussed at the Quarterly meeting. Skog discussed the 6 common themes throughout the SWAN regions and the possible solutions. Tortorella discussed some of the other opportunities including the “Community Engagement through Technology” and what the group can do. An overview will be discussed at the next Fireside Chat. A brief discussion continued amongst the Board members with ideas, comments, questions.

9. Discussion Item – SWAN Information Security Risk Assessment

Skog discuss the idea of having an Information Security Consultant. Skog received a proposal from Sikich LLP and would like to receive one more. Skog will give more detail at the July Board meeting. A copy of the proposal from Sikich LLP will be sent to the Board.

10. Adjournment

Bodewes adjourned the meeting at 11:01 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Julie Milavec

Board Secretary