

SWAN Board Meeting Minutes

September 17, 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. Charity Gallardo - absent
- f. Tim Jarzemsky
- g. Jane Jenkins

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director
Dawne Tortorella, SWAN Assistant Director
Ginny Blake, SWAN Business Manager

3. Action Item

Acceptance of the September 17, 2021, SWAN Board Meeting Agenda

Cottrill moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 17, 2021
SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by roll call vote with the following results:
Ayes: Blazek, Bodewes, Bussey, Cottrill, Jarzemsky, Jenkins
Absent: Charity Gallardo

4. Action Item

Approval of SWAN Financials, July 2021

Cottrill moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JULY 1, 2021, THROUGH JULY 31, 2021, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR JULY 2021 AS PRESENTED

Motion carried by roll call vote with the following results:
Ayes: Blazek, Bodewes, Bussey, Cottrill, Jarzemsky, Jenkins
Absent: Charity Gallardo

Question in regard to VOIDED checks and an extra payment made on the SWAN credit card during July. Explanation was given.

5. Action Item

Approval of the SWAN Financials, August 2021

Cottrill moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR AUGUST 1 THROUGH AUGUST 31, 2021, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR AUGUST 2021 AS PRESENTED

Motion carried by roll call vote with the following results:
Ayes: Blazek, Bodewes, Bussey, Cottrill, Jarzemsky, Jenkins
Absent: Charity Gallardo

6. Action Item

Acceptance of the July 23, 2021, SWAN Board Meeting Minutes

Cottrill moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE JULY 23, 2021, SWAN BOARD MEETING MINUTES

Motion carried by roll call vote with the following results:
Ayes: Blazek, Bodewes, Bussey, Cottrill, Jarzemsky, Jenkins
Absent: Charity Gallardo

7. Action Item

Approve revised Holiday Policy

Skog gave an overview of how the SWAN Holiday Policy will be revised when a holiday conflicts with a SWAN recognized holiday as well as the Juneteenth holiday beginning in 2022. SWAN office closures will be noted publicly on the SWAN Support site.

Cottrill moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE UPDATED HOLIDAY POLICY AS PRESENTED

Motion carried by roll call vote with the following results:

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

Absent: Charity Gallardo

8. Reports

a. Board President Report

None

b. Executive Director Report

Skog gave an update on the External Funding Options. Tortorella & Skog worked on an application for an NEA ARPA grant and was submitted. Skog was able to appeal and receive a reduced fee invoice from OCLC. Skog was nominated to the HR Source Board of Directors. Skog also self-nominated for the OCLC Global Council election. A SWAN Board Strategic Planning Retreat was discussed. Skog will connect with some vendors as a first step and work with Bodewes & Cottrill to come up with an agenda. A Finance Committee meeting will be scheduled in the next couple months to discuss budget planning for the upcoming fiscal year.

c. Ops Reports

Tortorella & Scott Brandwein had a site visit with William Leonard Public Library District and things are getting on track for that library hit hard by the pandemic. Tortorella gave an overview of the automated monthly patron record removal. "Pseudo Libraries" are up and running. Tortorella, Scott Brandwein & Helen Pinder will be meeting with OCLC developers. The Book Club Reservation (Kit Keeper) Pilot is available to any SWAN Library. Circulation statistics overall show is healthy progress. A discussion on Diversity, Equity and Inclusion in metadata led by Scott Brandwein is entering a wider involvement of organizations other than SWAN. Oak Lawn Public Library has joined as a Catalog Library. We saw a drop in Support Tickets requests in August. The IT area is active in sonic wall replacements in our libraries. The UX team has a lot of activity in the Aspen rollout. An ESBSCO database statistics update by Skog will be given at the December Quarterly on user usage.

Treasurer's Report

Bussey gave an update on the first RAILS Consortia Committee LLSAP Sustainably Working Group.

d. Board Calendar

One remaining item that Skog & Jenkins will complete.

9. Action Item

Authority to pay bills for September 2021 through February 2022

Cottrill moved, seconded by Jenkins that is be

RESOLVED, THAT THE SWAN BOARD AUTHORIZES THE EXECUTIVE DIRECTORS TO SIGN ALL CHECKS AND PAYMENTS, AND FOR THE SECOND SIGNATURE WILL UTILIZE THE TREASURER'S STAMP WITH PRIOR APPROVALS ELECTRONICALLY, UNTIL FEBRUARY 2022

Motion carried by roll call vote with the following results:
Ayes: Blazek, Bodewes, Bussey, Cottrill, Jarzemsky, Jenkins
Absent: Charity Gallardo

10. Action Item

Approve purchase limit for SWAN organization credit card

Cottrill moved, seconded by Jenkins that is be

RESOLVED, THAT THE SWAN BOARD APPROVE A PURCHASE LIMIT FROM \$20,000 TO \$25,000 FOR THE SWAN ORGANIZATION CREDIT CARD

Motion carried by roll call vote with the following results:
Ayes: Blazek, Bodewes, Bussey, Cottrill, Jarzemsky, Jenkins
Absent: Charity Gallardo

11: Adjournment

Bodewes ended the meeting at 10:53 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Jane Jenkins

Board Secretary