

SWAN Board Meeting Minutes

February 18, 2022, 9:30 a.m.

LaGrange Public Library

10 W Cossit Avenue, La Grange, IL 60525

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 - absent
- b. Ted Bodewes
- c. Dawn Bussey – absent
- d. Jennifer Cottrill
- e. Charity Gallardo
- f. Tim Jarzemsky
- g. Jane Jenkins

2. Introduction of Visitors/Public Comment

Aaron Skog – Executive Director – SWAN

Dawne Tortorella – Assistant Director - SWAN

Ginny Blake – Business Manager – SWAN

Kate Buckson – Executive Director - LaGrange Park Public Library District

No public comment

3. Action Item

Acceptance of the February 18, 2022, SWAN Board Meeting Agenda

Cottrill moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE FEBRUARY 18, 2022
SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried unanimous voice vote:

4. Action Item

Approval of SWAN Financials January 2022

Gallardo moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JANUARY 1, 2022, THROUGH JANUARY 31, 2022, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR JANUARY 2022 AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Bodewes, Cottrill, Gallardo, Jarzemsky, Jenkins

5. Action Item

Acceptance of the January 21, 2022, SWAN Board Meeting Minutes

Cottrill moved, seconded by Jenkins that it be:

RESOLVED, THAT THE SWAN BOARD APPROVES THE JANUARY 21, 2022, SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote

6. Action Item

SWAN's IT infrastructure-as-a-service is paid for monthly as a credit card expense. The growth of this infrastructure since July 1, 2021 with the addition of web services for Support, helpdesk ticketing, community forums, and the patron help website were transitioned from RAILS datacenter. Aspen Discovery server is now our largest server in SWAN's infrastructure, and the secondary Aspen test server was added 6 months ago. Additional services SWAN provides are subscription based and require payment via credit card. The increase to the limit will help avoid reaching the maximum each month. All credit card expenses are reviewed per our Internal Controls.

Approve raising SWAN credit card limit

RESOLVED, THAT THE SWAN BOARD APPROVE A PURCHASE LIMIT FROM \$25,000 to \$40,000 FOR THE SWAN ORGANIZATION CREDIT CARD

Motion carried by unanimous voice vote

7. Reports

a. Board President Report

Bodewes encouraged the board members to reach out to anyone they may know that would like to run on the RAILS Board for the upcoming open seat.

b. Executive Director Report

Skog updated the board in respect to the RAILS E-News dated February 9,2022.

The Board discussed letter from Anne Slaughter with RAILS regarding IHLS/SHARE meeting dedicated to “LLSAP Brainstorming”. Steven Schlewitt (SWAN) will be presenting with Sikich at the March 18th vendor meeting regarding the SWAN Information Security Audit.

c. Operations Report

Reviewed as presented.

d. Treasurer Report

None

e. Board Calendar

The April Board meeting has changed from April 15th to April 22nd.
One remaining item that Skog & Jenkins will complete.

8. Discussion Item

Baker & Taylor rental collection analysis report
Reviewed as presented.

9. Discussion Item

SWAN Fiscal Year 2023 draft budget

Skog presented the FY23 budget draft along with the timeline and highlights. This will be voted on at the March 3rd Quarterly meeting.

10. Information Item

SWAN board election 2022 process

Dawn Bussey, Jane Jenkins & Jessie Blazek’s terms end on 6/30/22. Bodewes outlined the election process.

11. Information Item

SWAN Quarterly meeting March 3, 2022, draft agenda

Several items will be added to the Agenda draft for the Quarterly meeting after discussion amongst the board.

12. Adjournment

Bodewes adjourned the meeting at 11:42 a.m.

Minutes Prepared by Ginny
Blake

Respectfully Submitted,

Jane Jenkins

Board Secretary