SWAN Board Meeting Minutes

March 18, 2022, 9:00 a.m.
Online Meeting
Per Illinois Public Act 101-0640
[**Meeting Recording**](#)

1. **Call to Order, Roll Call**

   President Bodewes called the meeting to order at 9:02 a.m. The following Board members were present to establish a quorum.

   a. Jesse Blazek
   b. Ted Bodewes
   c. Dawn Bussey
   d. Jennifer Cottrill – arrived at 9:18 a.m.
   e. Charity Gallardo
   f. Tim Jarzemsky
   g. Jane Jenkins – arrived at 9:12 a.m.

2. **Introduction of Visitors/Public Comment**
   Aaron Skog – Executive Director – SWAN
   Dawne Tortorella – Assistant Director - SWAN
   Ginny Blake – Business Manager – SWAN
   Tara Wood – User Experience Manager – SWAN
   Steven Schlewitt – IT Manager – SWAN
   Scott Brandwein – Bibliographic Manager – SWAN

   No public comment

3. **Action Item**
   Acceptance of the March 18, 2022, SWAN Board Meeting Agenda

   Jarzemsky moved, seconded by Bussey that it be

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

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

4. **Action Item**

Approval of SWAN Financials February 2022

Jarzemsky moved, seconded by Bussey that it be

> RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR FEBRUARY 1, 2022, THROUGH FEBRUARY 28, 2022, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR FEBRUARY 2022 AS PRESENTED

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

5. **Action Item**
   Acceptance of the February 18, 2022, SWAN Board Meeting Minutes

   Jarzemsky moved, seconded by Bussey that it be:

   > RESOLVED, THAT THE SWAN BOARD APPROVES THE FEBRUARY 18, 2022, SWAN BOARD MEETING MINUTES

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

6. **Reports**

   a. Board President Report
      A reminder that it is election time, with three seats open on the SWAN Board.

   b. Executive Director Report
      Skog updated the Board on the current activities going on in SWAN.

   c. Operations Report
      Reviewed as presented by Dawne Tortorella. Scott Brandwein gave an overview of the Bibliographic Services activities/projects. Steven Schlewitt gave an overview of the SWAN support & IT activities, the Sikich Risk Assessment and the projects that IT Group are working on. Tara Wood gave an overview of the three big projects the User Experience group are working on.

   d. Treasurer Report
      None

   e. Board Calendar
      One remaining item that Skog & Jenkins will complete.

7. **Adjournment**

Bodewes adjourned the meeting at 9:26 a.m.

Skog resumed the Board Meeting at approximately 2:00 p.m.

8. **SWAN Strategic Plan**

Skog presented an update on the SWAN Strategic Plan (2019-2023) and the six objectives. Tara Wood gave updates on the Aspen Project, the two Mobile App's (BLUEcloud and Aspen) and the Ongoing Membership Engagement. Dawne Tortorella gave an overview of the data shown of Aspen Holds by Staff – Masquerade Mode. The PayPal Integration was presented and discussed by Tara and Dawne. The final steps for Enterprise were laid out and explained by Tara. Scott Brandwein gave an overview of the BLUEcloud Acquisitions. He also gave an overview of the BLUEcloud Cataloging Pilot. Dawne gave an overview of BLUEcloud Circulation Pilot. Tara & Crystal Vela will be going on site visits to see how the Eisenhower Public Library will be using the circulation tool. SWAN will be doing a release update meeting on BLUEcloud (6-7) times a year. Steven gave an overview of the single sign-on pilot for secure authentication and user management in BLUEcloud Central. Steven wanted to go over the checklist on Cybersecurity and what we will be working on. A question was asked on how single sign on relate to our discussion about the use of L2 passwords. The last of the Associated projects was important to mention – Education & Partnership.

Skog completed the Strategic Plan with a discussion on several initiatives SWAN is involved in. He also did an overview of the activities SWAN is working on.

9. **Adjournment**

Bodewes adjourned the official part of the governance meeting at 2:57p.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Jane Jenkins

Board Secretary