

SWAN Board Meeting Minutes

June 17, 2022, 9:30 a.m.
Bloomingdale Public Library
101 Fairfield Way
Bloomingdale, IL 60108

1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:30 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 – Executive Director – SWAN

Dawne Tortorella – Assistant Director - SWAN

Ginny Blake – Business Manager – SWAN

Julie Milavec – Library Director – Downers Grove Public Library

Colleen Waltman – Library Director – Homewood Public Library

Anna Wassenaar – Library Director – Blue Island Public Library

No public comment

3. Action Item

Acceptance of the June 17, 2022, SWAN Board Meeting Agenda

Bussey moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JUNE 17, 2022
SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried unanimous voice vote:

4. Action Item

Approval of SWAN Financials May 2022

Bussey moved, seconded by Cottrill that it be

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

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

5. Action Item

Acceptance of the May 20, 2022, SWAN Board Meeting Minutes

Jenkins moved, seconded by Cottrill that it be:

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE May 20, 2022, SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote

6. Reports

a. Board President Report

Bodewes thanked Dawn Bussey & Jane Jenkins for their service as SWAN board members. The Board will be replacing Bussey & Jenkins with the newly elected board members which will tentatively be held at Midlothian Public Library in July.

b. Executive Director Report

Skog gave an update on SWAN Activities as presented in the Executive Director Report: The Internal work that he has been doing on Steven Schlewitt's departure. Skog & Tortorella will revise the position description and plan to have a replacement by September. Skog also touched on Robin Hofstetter's letter of resignation. Skog went into detail on the HTML notice & text notification with Unique Management's MessageBee service. An update on the QR office lease was shared and the options available to SWAN on the lease were noted.

c. Operations Report

Presented as reported

Treasurer Report

Bussey thanked the SWAN board members and enjoyed her time on the SWAN Board.

- d. Board Calendar
Reviewed as presented.

- 7. **Action Item** - Write-off allowance doubtful accounts balance
The Harvey Public Library District's EBSCO fees for FY22 (\$2,853.00) will be written off.

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

- 8. **Action Item** - Approve salary increase for SWAN Executive Director
The SWAN Board agreed and approved a 5% increase for the Executive Director for FY23.

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

- 9. **Discussion Item** - SWAN Passport Program
A discussion on the Passport program was discussed and is in the initial stages amongst the Board members. The consensus was to move forward with the program idea with it being library lead and with a goal to have information about the program ready for National Library Week, April 2023.

- 10. **Adjournment**
Bodewes adjourned the meeting at 10:58 a.m.

Minutes Prepared by Ginny
Blake

Respectfully Submitted,

Jesse Blazek

Board Secretary