

# SWAN Board Meeting Minutes

September 16, 2022, 9:30 a.m.  
Thomas Ford Memorial Library  
800 Chestnut Street  
Western Springs, IL 60558

## **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. Jennifer Cottrill – arrived at 9:43 a.m.
- d. Tim Jarzemsky – arrived 9:36 a.m.
- e. Dorothy Koll
- f. Anna Wassenaar
- g. Colleen Waltman

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

Aaron Skog – Executive Director – SWAN  
Dawne Tortorella – Assistant Director - SWAN  
Ginny Blake – Business Manager – SWAN  
Scott Brandwein – Bibliographic Services Manager

No public comment

## **3. Action Item**

Acceptance of the September 16, 2022, SWAN Board Meeting Agenda

Blazek moved, seconded by Waltman that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 16, 2022  
SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote:

## **4. Action Item**

Approval of SWAN Financials, July 2022

Waltman moved, seconded by Koll that it be

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

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Koll, Wassenaar, Waltman

## **5. Action Item**

Approval of the SWAN Financials, August 2022

Jarzemsky moved, seconded by Blazek that it be

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

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Cottrill, Jarzemsky, Koll, Wassenaar, Waltman

## **6. Action Item**

Acceptance of July 15, 2022, SWAN Board Meeting Minutes

Blazek moved, seconded by Wassenaar, that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE JULY 15, 2022, SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote

## **7. Reports**

### **a. Board President Report**

Bodewes welcomed Dorothy Koll (Acorn Public Library District) to the SWAN Board. Bodewes is on the Illinois State Library Advisory Committee (ISLAC) as a public library director representative, and he gave an update on the meeting he attended recently.

### **b. Executive Director Report**

Skog reviewed the two months of SWAN financials. Both operations & Max Savings accounts are in good standing. Skog announced the hiring of Olivia Montolin as the Electronic Resources Consultant and Scott Brandwein's promotion to Assistant Director (Dawne Tortorella will be retiring). The GIS mapping research has been going well. Skog gave an overview of the SWAN Support website and Drupal hosting recommendation with a discussion on

upgrading from version 7 to version 9. At this time, the board would like to see this process continue.

c. Operations Report

Tortorella discussed the revised approach to the operations report. The SWAN Expo feedback survey was discussed along with some planning groups for 2023. Tortorella gave updates as presented in packet.

d. Treasurer Report

None

e. Board Calendar

Skog will get together with Blazek to complete the closed session review. Skog will look over the SWAN policies and give an update the board for those that may need reviewing.

**8. Discussion Item**

SWAN proposal on MessageBee service with Unique Management Services  
MessageBee was well received at the September 1<sup>st</sup> quarterly meeting. The next step will be to discuss at the Committee of the Whole meeting on October 4<sup>th</sup>. Skog discussed the timeline for process, etc.

**10: Information Item**

Review budget process timetable

Skog discussed the first steps in the budget process. Will work with finance committee to begin process.

**11: Adjournment**

Bodewes adjourned the meeting at 10:45 a.m.

Minutes Prepared by Ginny  
Blake

Respectfully Submitted,

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Jesse Blazek

Board Secretary