

# SWAN Board Meeting Minutes

November 18, 2022 9:30 a.m.  
Homewood Public Library  
17917 Dixie Highway  
Homewood, IL 60430-1794

## 1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:31 a.m. The following Board members were present to establish a quorum.

- a. Jesse Blazek
- b. Ted Bodewes
- c. Jennifer Cottrill
- d. Tim Jarzemsky
- e. Dorothy Koll
- f. Colleen Waltman
- g. Anna Wassenaar

## 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 - SWAN

No public comment

## 3. Action Item

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

Cottrill moved, seconded by Waltman that it be

Note: dollar amount should be a comma not a decimal on agenda

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

Motion carried by unanimous voice vote:

## 4. Action Item

Approval of SWAN Financials, November 2022

Wassenaar moved, seconded by Blazek that it be

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

## EXPENDITURES FOR OCTOBER 2022.

Motion carried by roll call vote with the following results:

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

### 5. Action Item

Acceptance of October 21, 2022 SWAN Board Meeting Minutes

Cottrill moved, seconded by Blazek that it be

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

Motion carried by unanimous voice vote

### 6. Action Item

Acceptance of the November 10, 2022 Finance Committee Meeting Minutes

Blazek moved, seconded by Koll that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE NOVEMBER 10, 2022 FINANCE COMMITTEE MEETING MINUTES

Motion carried by unanimous voice vote

### 7. Reports

#### a. Board President Report

Bodewes spoke about the upcoming year for SWAN Board to connect with it's members.

#### b. Executive Director Report

Skog gave an overview of Addison Public Library request to join SWAN. The SWAN Membership will be notified at the December 1<sup>st</sup> Quarterly meeting, and 2/3 membership approval is required to admit new libraries to the consortium. Skog & Blake attended the HR source annual conference in October. One recommendation based on the conference is to have a legal review and update to the SWAN employee handbook. SWAN has hired two part-time employees to the Bibliographic Service Team. SWAN is also in the beginning steps of the hiring process for the Bibliographic Service Manager, looking to hire for a January 2023 start date. The audit for FY22 is complete and is on the agenda for acceptance by the SWAN Board. A suggestion to have the auditor at November board meetings going forward was recommended. The FY24 budget draft is being prepared and Skog will provide an update at the December Quarterly meeting.

#### c. Operations Report

Tortorella and Brandwein discussed the operations report. Of note was the voting of MessageBee at the December Quarterly meeting. NCOA & GEO tagging is on track and in the budget.

Brandwein discussed his ILA presentation. As of next month, the inactive patron's data will be shifting from 9 years to 8 years. A review of the statistics was done with noting nothing unusual.

d. Treasurer Report

Jarzemsky was very pleased with the Finance Committee meeting that took place on November 10th.

e. Board Calendar

Blazek & Skog still have the task to complete the closed session review.

8. Action Item- Acceptance of the FY22 financial audit

Jarzemsky moved, seconded by Blazek that is be

RESOLVED THE SWAN BOARD ACCEPTS THE FY22 AUDIT

Motion carried by roll call vote with the following results:

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

9. Action Item

Approval of the board meeting dates for 2023

Waltman moved, seconded by Koll that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SWAN BOARD MEETING DATES FOR 2023

Motion carried by unanimous voice vote

10. Discussion Item

Presentation of the FY2024 draft budget

Skog reviewed the FY24 budget draft. The membership fees are not ready to present while we are waiting on Cook County Treasurer Office reports to be provided. The Board agreed with the recommendation to keep the salary budget flat for FY24. In time, the salary budget line will need to be increased. The EBSCO fees under account number 5440 has a 1.9% increase for the 3<sup>rd</sup> year of the project. The EBSCO Novelist Select agreement ends in FY25 will be discussed once we get into another year of Aspen in terms of display and how it is working with Novelist Select. The planned replacement of the SWAN helpdesk ticketing system has been added as a new expense. Consulting expenses for strategic planning was bought up in the Finance Committee meeting to be paid using SWAN excess cash reserve funds. Ted discussed the use of the office supply line and wanted to be sure employees are reimbursed for toner, etc. while working from home during the pandemic.

11. Discussion Item

SWAN Quarterly Meeting agenda for December 1, 2022

The MessageBee approval with SWAN staff giving a presentation. The FY24 budget draft will be discussed. Skog

will discuss the addition of Addison Public Library to SWAN.

**12. Adjournment**

Bodewes adjourned the meeting at 11:15 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Jesse Blazek

Board Secretary