

SWAN Board Meeting Minutes

December 16, 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 (left at 11:13 a.m.)
- e. Colleen Waltman

2. Introduction of Visitors/Public Comment

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

No public comment

3. Action Item

Acceptance of December 16, 2022, SWAN Board Meeting Agenda

Cottrill moved, seconded by Waltman that it be

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

Motion carried by unanimous voice vote:

4. Action Item

Approval of SWAN Financials, November 2022

Jarzemsky moved, seconded by Cottrill that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR
NOVEMBER 1 THROUGH NOVEMBER 30, 2022 AND ACCEPTS THE BALANCE SHEET

AND DETAILS OF EXPENDITURES FOR NOVEMBER 2022.

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Cottrill, Jarzemsky, Waltman

5. Action Item

Acceptance of November 18, 2022, SWAN Board Meeting Minutes

Blazek moved, seconded by Waltman that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE NOVEMBER 18 ,2022 SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote

6. Reports

a. Board President Report

None

b. Executive Director Report

Skog gave updates on the Addison Public Library joining SWAN. MessageBee Contract is now in place after approval at the Quarterly Meeting. The interviews for Bibliographic Services Manager position are underway. The FY2024 budget draft will be presented to the membership at the COW Meeting in February. The RAILS support grant came in and will be approved at the January board meeting. The Money Market account has been gaining interest and a discussion on possibly looking into CD's ensued.

c. Operations Report

Brandwein discussed the bullet points listed in the Operations Report.

d. Treasurer Report

None

e. Board Calendar

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

7. Action Item

Approval of SWAN Sick Time accrual for part time employees at the same rate as full time.

Cottrill moved, seconded by Blazek that it be

RESOLVED THE SWAN BOARD APPROVES THE SWAN SICK TME ACCRUAL FOR PART

TIME EMPLOYEES AT THE SAME RATE AS FULL TIME

NOTE: Board approved with modifications as discussed.

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Cottrill, Jarzemsky, Waltman

8. Action Item

Approval of the SWAN leave donation policy

Blazek moved, seconded by Cottrill that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE SWAN LEAVE DONATION POLICY

NOTE: Board approved with modifications as discussed.

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Cottrill, Jarzemsky, Waltman

9. Adjournment

Bodewes adjourned the meeting at 11:19 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Jesse Blazek

Board Secretary