

SWAN BOARD MEETING AGENDA

Thomas Ford Memorial Library
800 Chestnut Street, Western Springs, IL 60558

June 28, 2019 - Time 9:30 a.m.

Conference Room

708-246-0520

1. Call to Order, Roll Call
2. Introduction of Visitors/Public Comment

Public comment is allowed at SWAN meetings

3. Action Item – Acceptance of the June 28, 2019 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JUNE 28, 2019 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, May

- a. Balance sheet and detail of expenditures for May 2019
- b. Approval of the payment of bills for May 1, 2019 through May 31, 2019 in the amount of \$212,811.04

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR MAY 1 THROUGH MAY 31, 2019 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR MAY 2019

5. Action Item – Acceptance of the May 17, 2019 SWAN Board Meeting Minutes

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MAY 17, 2019 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Reports

- a. Board President Report
- b. Executive Director Report
- c. Operations Report
- d. Treasurer Report
- e. Board Calendar

7. Action Item – Approve Revised SWAN Holidays
8. Action Item – Approve Personal Paid Leave Policy

9. Action Item – Approve Parental Leave Policy
10. Action Item – Approve Revised Harassment Policy
11. Action Item – Approve Names and Preferred Pronouns Policy
12. Action Item – Approve Revised Travel Policy
13. Action Item – Approval to Write Off Allowance for Doubtful Accounts Balance
14. Discussion Item – Legal Opinion on 501(c)3 Governing Board and Donations
15. Discussion Item—Board Officers Election & Committee Appointments, July 19, 2019 Board Meeting
16. Action Item – Executive Session – SWAN Executive Director Yearly Review

Executive Session for the purposes of discussing “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.” 5 ILCS 120/2(c) (1).

17. Information Item – RAILS FY21 LLSAP Support Grant Application, Due August 1, 2019
18. Information Item – RAILS FY20 LLSAP Support Grant Allocations
19. Next Board Meeting

The next SWAN Board Meeting will be held on July 19, 2019 at SWAN Quail Ridge at 9:30 a.m.

20. Adjournment

*All agenda items may be acted upon by the SWAN Board

SWAN Board Member	Library	Office	Term Expires
Jamie Bukovac	Indian Prairie Public Library	Treasurer	July 1, 2020
Julie Milavec	Downers Grove Public Library		July 1, 2021
Ted Bodewes	Thomas Ford Memorial Library		July 1, 2020
Stacy Wittmann	Eisenhower Public Library District	Vice President	July 1, 2021
Rich Wolff	Tinley Park Public Library	President	July 1, 2019
Doug Losey	Hillside Public Library		July 1, 2019
Tiffany Verzani	Elmwood Park Public Library	Secretary	July 1, 2019