

SWAN BOARD MEETING MINUTES

May 19, 2023, 9:30 a.m.
Palos Heights Public Library
12501 South 71st Avenue
Palos Heights, IL 60463

1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:32 a.m. The following Board members were present to establish a quorum.

- a. Jesse Blazek
- b. Ted Bodewes
- c. Jennifer Cottrill
- d. Tim Jarzemsky – arrived at 9:40 a.m.
- e. Colleen Waltman
- f. Anna Wassenaar

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director
Ginny Blake, SWAN Business Manager
Scott Brandwein, SWAN Assistant Director

There was no public comment.

3. Action Item

Acceptance of the May 19, 2023, SWAN Board Meeting Agenda

Discussion was to add an agenda item to review the SWAN Expo sessions.

Cottrill moved, seconded by Waltman that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS MAY 19, 2023, SWAN BOARD MEETING AGENDA AS AMENDED

Motion carried by unanimous voice vote.

4. Action Item

Approval of SWAN Financials April 2023

Blazek moved, seconded by Cottrill that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR APRIL 1, 2023, THROUGH APRIL 30, 2023 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR APRIL 2023 AS PRESENTED

Motion carried by roll call vote with the following results:

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

5. Action Item

Acceptance of the April 21, 2023, SWAN Board Meeting Minutes

Cottrill moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 21, 2023, SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote

6. Reports

a. Board President Report

Bodewes gave an update on the May 18th ISLAC meeting. It was suggested that Bodewes give an update at the June 1st quarterly meeting.

b. Executive Director Report

Skog discussed the departure of Rudy Host and the timeline for replacement of his position. He also discussed the ALA-Pre-conference with ByWater Solutions. The Finance Committee will be meeting virtually with IMET on May 23rd to learn more about investing SWAN funds. Skog will have SWAN accounting service update the budget to reflect the revised budget line for Notifications & Collections.

c. Operations Report

Brandwein updated the board on the recent SWAN activities for May as listed in the board packet.

d. Treasurers Report

None

e. Board Calendar

The action item: closed session minutes 6-month review needs to be reviewed.

7. Action Item

Write-off unpaid invoices for FY23

Waltman moved, seconded by Wassenaar that is be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE WRITE OFF OF DOUBBFUL ACCOUNTS (PHOENIX PUBLIC LIBRARY) PAST DUE INVOICES TOTALING \$132.00

Motion carried by roll call vote with the following results:

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

8. **Discussion Item**

Bootlegged material in SWAN catalog

A discussion on bootlegger material was given by Scott Brandwein.

9. **Discussion Item**

SWAN Board evaluation results

Bodewes went over the evaluation results.

10. **Discussion Item**

SWAN EXPO 2023

Skog went over the sessions for the SWAN EXPO in August. A discussion ensued with the board.

11. **Discussion Item**

SWAN June 1, 2023, Quarterly agenda

A discussion ensued on topics for the June Quarterly meeting.

12. **Adjournment**

The meeting was adjourned at 11:17 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Jesse Blazek

Board Secretary