

SWAN BOARD MEETING MINUTES

September 15, 9:30 a.m.
Acorn Public Library District
15624 South Central Avenue
Oak Forest, IL 60452-3204

1. Call to Order, Roll Call

President Cottrill called the meeting to order at 9:30 a.m. The following Board members were present to establish a quorum.

- a. Jesse Blazek arrived at 9:31 a.m.
- b. Jennifer Cottrill
- c. Tim Jarzemsky
- d. Samantha Johnson
- e. Dorothy Koll
- f. Colleen Waltman arrived at 9:31 a.m.
- g. Anna Wassenaar arrived at 9:37 a.m.

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 September 15, 2023, SWAN Board Meeting Agenda

Koll moved, seconded by Jarzemsky that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 15, 2023, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Acceptance of the SWAN Financials, July 2023

Jarzemsky moved, seconded by Johnson that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JULY 1, 2023, THROUGH JULY 31, 2023, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR JULY 2023 AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Cottrill, Jarzemsky, Johnson, Koll, Waltman

5. Action Item

Acceptance of the SWAN Financials, August 2023

Jarzemsky moved, seconded by Koll that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR AUGUST 1, 2023, THROUGH AUGUST 31, 2023, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR AUGUST 2023 AS PRESENTED

Motion carried by roll call vote with the following results:

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

6. Action Items

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

Blazek moved, seconded by Koll that it be

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

Motion carried by unanimous voice vote.

7. Reports

a. Board President Report

Cottrill discussed the meetings with new directors along with some of the feedback board members have been receiving. Cottrill will generate a spreadsheet for all board members to update as they proceed with these meetings.

b. Executive Director Report

Skog will be submitting the LLSAP grant application today. The FY23 audit has begun. A Q&A ensued regarding the SirsiDynix renewal. Skog will draft a survey and discuss with board members to bring to the December quarterly with options/suggestions/concerns with SirsiDynix. Skog gave an update on SWAN Expo.

c. Operations Report

Brandwein reviewed the operations report. SWAN has hired an IT & System Support Network Administrator who will start on September 25th. Tara Wood will be returning from Maternity leave on September 18th.

d. Treasurers Report

None

e. **Board Calendar**

8. **Discussion Item**

September Quarterly feedback

A discussion ensued regarding the September Quarterly. The Board agreed that based on the agreement with SirsiDynix ending April 30, 2025, that two task force be created with board representatives. The first task force would assess the satisfaction of the solutions SirsiDynix provides SWAN. The second task force would take feedback from membership, and if needed, begin a research phase of solutions SWAN should consider. Waltman, Koll, Cottrill, and Skog would comprise the first task force, with Blazek and Wassenaar being representatives in the second task force.

9. **Discussion** Item

Review FY25 budget timeline

Skog discussed the FY25 budget timeline and will arrange a Finance Committee meeting.

10. **Adjournment**

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

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Jesse Blazek

Board Secretary