

SWAN BOARD MEETING AGENDA

May 17, 2024 9:30 a.m.

**Blue Island Public Library
2433 York Street
Blue Island, IL 60406-2011**

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 May 17, 2024 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MAY 17, 2024 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, April 2024
 - a. Balance sheet and detail of expenditures for April 2024
 - b. Approval of the payment of bills for April 1, 2024, through April 30, 2024 in the amount of \$134,557.00

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR APRIL 1 THROUGH APRIL 30, 2024 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR APRIL 2024

5. Action Item – Acceptance of the April 19, 2024, SWAN Board Meeting Minutes

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 19, 2024 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Action Item – Acceptance of the April 19, 2024, SWAN Environmental Scan Task Force Meeting Minutes

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 19, 2024 SWAN BOARD ENVIRONMENTAL SCAN TASK FORCE MINUTES AS PRESENTED

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

8. Approval Item— Approve commercial office lease with KMMRD ENTERPRISES, LLC

9. Discussion Item – SWAN Board evaluation results

10. Discussion Item – Website accessibility challenges for public libraries & SWAN’s role

11. Discussion Item—Next steps for MessageBee & Autorenewals

12. Discussion Item – Review SWAN Quarterly agenda draft

13. Information Item – Procedures for Executive Director evaluation

14. Adjournment

The next SWAN Board meeting will be held on June 21, 2024 at Midlothian Public Library at 9:30 a.m.

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

SWAN Board Member	Library	Office	Term Expires
Dorothy Koll	Acorn Public Library District	Vice-president	July 1, 2024
Tim Jarzemsky	Bloomindale Public Library	Treasurer	July 1, 2024
Anna Wassenaar	Blue Island Public Library		July 1, 2025
Colleen Waltman	Homewood Public Library		July 1, 2025
Jesse Blazek	Palos Heights Public Library	Secretary	July 1, 2025
Samantha Johnson	Roselle Public Library		July 1, 2026
Jennifer Cottrill	Midlothian Public Library	President	July 1, 2026