

SWAN BOARD MEETING MINUTES

May 17, 2024, 9:30 a.m.
Blue Island Public Works
2433 York Street
Blue Island, IL 60406-2011

1. Call to Order, Roll Call

President Cottrill called the meeting to order at 9:35 a.m. The following Board members were present to establish a quorum.

- a. Jennifer Cottrill
- b. Tim Jarzemsky
- c. Dorothy Koll
- d. Colleen Waltman
- e. Anna Wassenaar

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director
Ginny Blake, SWAN Business Manager

There was no public comment.

3. Action Item

Acceptance of the May 17, 2024, SWAN Board Meeting Agenda

Wassenaar moved, seconded by Koll that it be

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

Motion carried by unanimous voice vote.

4. Action Item

Acceptance of the SWAN Financials, April 2024

Jarzemsky moved, seconded by Waltman that it be

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

Motion carried by roll call vote with the following results:

Ayes: Cottrill, Jarzemsky, Koll, Waltman, Wassenaar

5. Action Item

Acceptance of the April 19, 2024, SWAN Board Meeting Minutes

Waltman moved, seconded by Jarzemsky that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 2024, SWAN BOARD MEETING
MINIUTES AS PRESENTED (WITH EDITS)

Motion carried by unanimous voice vote.

6. Action Item

Acceptance of the April 19, 2024, SWAN Environmental Scan Task Force Meeting

Wassenaar moved, seconded by Koll that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 2024, SWAN ENVIRONMENTAL
SCAN TASK FORCE MEETING MINUTES

Motion carried by unanimous voice vote.

7. Reports

a. Board President Report

None

b. Executive Director Report

Skog updated and discussed the SWAN activities with the Board. A discussion ensued regarding the sessions for the SWAN Expo on Friday, August 23rd.

c. Operations Report

Skog gave an overview of Operations as reported in the board packet.

d. Treasurers Report

None

e. Board Calendar

Reviewed

8. Action Item

Approve commercial office lease with KMMRD ENTERPRICES, LLC

Koll moved, seconded by Wassenaar that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE COMMERCIAL LEASE WITH KMMRD
ENTERPRISES, LLC

Motion carried by roll call vote with the following results:

Ayes: Cottrill, Jarzemsky, Koll, Waltman, Wassenaar

9. **Discussion Item** – SWAN Board evaluation results
The board discussed the evaluation results.
10. **Discussion Item** – Website accessibility challenges for public libraries & SWAN's role
The board discussed the accessibility challenges for public libraries. The cost of a VPAT with the company Deque will be brought to the June board meeting.
11. **Discussion Item** – Next steps for MessageBee & Autorenewals
The board discussed the next steps for autorenewals which includes setting the schedule to run at a more frequent cadence.
12. **Discussion Item** – Review SWAN Quarterly agenda draft
The board reviewed the June Quarterly agenda.
13. **Information Item** – Procedures for Executive Director evaluation
Cottrill discussed the procedures for Executive Director's evaluation process.

Cottrill adjourned the meeting at 11:10 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Jesse Blazek
Board Secretary