

# SWAN BOARD MEETING MINUTES

July 19, 2024, 9:30 a.m.

SWAN

800 Quail Ridge Drive

Westmont, IL 60559

## 1. Call to Order, Roll Call

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

- a. Jesse Blazek
- b. Jennifer Cottrill
- c. Samantha Johnson
- d. Zach Musil
- e. Anna Wassenaar – arrived at 10:00 am

## 2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director

Ginny Blake, SWAN Business Manager

Scott Brandwein, SWAN Assistant Director

Tara Wood, SWAN User Experience Manager

There was no public comment.

## 3. Action Item

Acceptance of the July 19, 2024, SWAN Board Meeting Agenda

Blazek moved, seconded by Musil that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JULY 19, 2024, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

## 4. Action Item

Appointment of SWAN Board Officers & Committee Members

Blazek moved, seconded by Musil that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE SWAN BOARD OFFICERS AND COMMITTEE MEMBERS AS FOLLOWS:

JENNIFER COTTRILL BE NOMINATED AS SWAN BOARD PRESIDENT

Cottrill accepted this nomination.

RESOLVED, THAT ZACH MUSIL BE NOMINATED AS SWAN BOARD VICE-PRESIDENT

Musil accepted this nomination.

RESOLVED, THAT SAMANTHA JOHNSON BE NOMINATED AS SWAN BOARD TREASURER

Johnson accepted this nomination.

RESOLVED, THAT JESSE BLAZEK BE NOMINATED AS SWAN BOARD SECRETARY

Blazek accepted this nomination.

Skog will be the Official Representative to the RAILS Consortia Committee.

Personnel Committee: Bussey and Musil accepted the positions.

Finance Committee: Johnson, Blazek and Waltman accepted the positions.

By-Laws Committee: Waltman and Johnson accepted the positions.

Strategic Planning Committee: Cottrill, Wassenaar and Bussey accepted the positions.

Motion carried by unanimous voice vote.

**5. Action Item**

Acceptance of the SWAN Financials, June 2024

Musil moved, seconded by Johnson that it be

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

Motion carried by roll call vote with the following results:

Ayes: Blazek, Cottrill, Johnson, Musil

**6. Action Item**

Acceptance of the June 21, 2024, SWAN Board Meeting Minutes

Blazek moved, seconded by Musil that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JUNE 21, 2024, SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote.

7. **Action Item**

Acceptance of the June 21, 2024, SWAN Environmental Scan Task Force Meeting Minutes

Blazek moved, seconded by Johnson that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JUNE 21, 2024, SWAN ENVIRONMENTAL SCAN TASK FORCE MEETING MINUTES

Motion carried by unanimous voice vote.

8. **Reports**

a. **Board President Report**

None

b. **Executive Director Report**

Skog informed the board of Bibliographic Services Consultant Claudia Nickson's voluntary termination. SWAN will interview and replace her for a mid-September start date. The financial report in the packet is "Preliminary and unaudited" for our year end. The FY24 Balance sheet was reviewed. Skog updated the board on recent activities.

**Operations Report**

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

c. **Treasurers Report**

None

d. **Board Calendar**

The Board members agreed on the following Board meeting locations by month:

September 2024 – Glen Ellyn Public Library  
October, November 2024 – Tinley Park Public Library  
December 2024, January 2025 – Blue Island Public Library  
February 2025 – Glen Ellyn Public Library  
March, April 2025 – Roselle Public Library District  
May 2025 – Palos Heights Public Library  
June 2025 - Midlothian Public Library

9. **Action item**

Approve SWAN Board meeting calendar for FY25

Musil moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SWAN BOARD MEETING CALENDAR

Motion carried by unanimous voice vote.

**10. Action Item**

Approve salary increase for SWAN Executive Director

Wassenaar moved, seconded by Johnson that it be

RESOLVED, THAT THE SWAN BOARD Accepts the salary increase for SWAN Executive Director

Motion carried by roll call vote with the following results:

Ayes: Blazek, Cottrill, Johnson, Musil, Wassenaar

**11. Action Item**

Approve financial auditor for FY24 and FY25

Musil moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS LAUTERBACH & AMEN THE FINANCIAL AUDTIOR FOR FY24 AND FY25

Motion carried by roll call vote with the following results:

Ayes: Blazek, Cottrill, Koll, Waltman, Wassenaar

**12: Adjournment**

Cottrill adjourned the meeting at 11:00 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Jesse Blazek  
Board Secretary