

SWAN BOARD MEETING MINUTES

September 20, 2024, 9:30 a.m.

Glen Ellyn Public Library

400 Duane Street

Glen Ellyn, IL 60137

1. Call to Order, Roll Call

President Cottrill called the meeting to order at 9:31 a.m. The following Board members were present to establish a quorum.

- a. Jesse Blazek
- b. Dawn Bussey
- c. Jennifer Cottrill
- d. Zach Musil
- e. 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 September 20, 2024, SWAN Board Meeting Agenda

Musil moved, seconded by Bussey that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 20, 2024, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Approval of the SWAN Financials, July 2024

Musil moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JULY 1, 2024, THROUGH JULY 31, 2024, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR JULY 2024

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bussey, Cottrill, Musil, Wassenaar

5. Action Item

Acceptance of the SWAN Financials, August 2024

Musil moved, seconded by Bussey that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR AUGUST 1, 2024, THROUGH AUGUST 31, 2024, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR AUGUST 2024

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bussey, Cottrill, Musil, Wassenaar

6. Action Item

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

Blazek moved, seconded by Wassenaar that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JULY 19, 2024, SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote.

7. Action Item

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

Blazek moved, seconded by Wassenaar that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JULY 19, 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 about the hiring process for the Network Administrator. The board discussed the option of changing the SWAN Expo to a February date and possible location change. The feedback on the Expo event was discussed as well. The Board discussed an alternate representative for the RAILS Consortia Committee and Anna Wassenaar volunteered. The financials for July & August were reviewed.

Operations Report

Brandwein gave an overview of Operations as reported in the board packet. He informed the board of the change to Crystal Vela's new job title and what it entails. We have hired a replacement for the Bibliographic Consultant position (Lucas McKeever) who will start on September 23rd.

c. Treasurers Report

None

d. Board Calendar

The June 20, 2025, Board meeting location will be confirmed by Colleen Waltman (Homewood Public Library).

9. Action item

Appoint representative to RAILS Consortia Committee

Anna Wassenaar has volunteered

10. Discussion Item

Online patron registration options for SWAN libraries.

Skog will refine the budget or this. A discussion ensued.

11. Discussion Item

Deaccession of SWAN office furniture

Skog discussed the option to have the furniture (office chairs, etc.) be given priority to SWAN member libraries at no cost, and to allow office staff select 1 office chair for their home offices.

12. Discussion Item

Review FY26 budget timeline

Skog reviewed the FY26 budget timeline which begins with assembling public library tax data from 2022 to create the membership fee chart.

Cottrill adjourned the meeting at 10:32 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Jesse Blazek
Board Secretary