

# SWAN BOARD MEETING MINUTES

October 18, 2024, 9:30 a.m.

Tinley Park Public Library

2<sup>nd</sup> floor Board Room

7851 Timber Drive

Tinley Park, IL 60477

## 1. Call to Order, Roll Call

President Cottrill called the meeting to order at 9:37 a.m. The following Board members were present to establish a quorum.

- a. Dawn Bussey
- b. Jennifer Cottrill
- c. Samantha Johnson
- d. Zach Musil
- e. Colleen Waltman
- f. 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 October 18, 2024, SWAN Board Meeting Agenda

Bussey moved, seconded by Waltman that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 18, 2024, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

## 4. Action Item

Approval of the SWAN Financials, September 2024

Bussey moved, seconded by Musil that it be

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

Motion carried by roll call vote with the following results:

Ayes: Bussey, Cottrill, Johnson, Musil, Wassenaar, Waltman

5. **Action Item**

Acceptance of the September 20, 2024, SWAN Board Meeting Minutes

Bussey moved, seconded by Wassenaar that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 20, 2024, SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote.

6. **Action Item**

Acceptance of the September 20, 2024, SWAN Environmental Scan Task Force Meeting Minutes

Wassenaar moved, seconded by Musil that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 20, 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 informed the Board that the position description of Network Security Administrator is posted, and interviews will begin next week. SWAN has obtained a full benchmarking analysis quote from HR Source and will begin the project in early 2025. The brief discussion ensued at the ILA conference that was held in Peoria. Skog informed the board on the office move preparation. A brief discussion ensued on the remainder of activities at SWAN.

**Operations Report**

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

c. **Treasurers Report**

None

d. **Board Calendar**

The Board calendar was reviewed.

8. **Information item**

Authority processing replacement & FY26 budget

The FY26 budget and authority processing replacement was discussed

**9. Action Item**

Approve “Requirements for SWAN Cataloging Libraries” policy

Musil moved, seconded by Bussey that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE “REQUIREMENTS FOR SWAN CATALOGING LIBRARIES” POLICY

Motion carried by unanimous voice vote

Cottrill adjourned the meeting at 10:37 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Jesse Blazek  
Board Secretary