

SWAN BOARD MEETING MINUTES

December 19, 2025, 9:30 a.m.

West Chicago Public Library

118 West Washington St.

West Chicago, IL 60185

1. Call to Order, Roll Call

President Musil called the meeting to order at 9:33 a.m. The following Board members were present to establish a quorum.

Ridgeway Burns

Dawn Bussey

Samantha Johnson

Zach Musil

Ben Weseloh

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director

Scott Brandwein, SWAN Assistant Director

Ginny Blake, SWAN Business Manager

There was no public comment.

3. Action Item

Acceptance of December 19, 2025, SWAN Board Meeting Agenda

Burns moved, seconded by Weseloh that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE DECEMBER 19, 2025, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Approval of the SWAN Financials, November 2025

Bussey moved, seconded by Burns that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR NOVEMBER 1, 2025, THROUGH NOVEMBER 30, 2025, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR NOVEMBER 2025

Motion carried by roll call vote with the following results:

Ayes: Burns, Bussey, Johnson, Musil, Weseloh

5. **Action Item**

Acceptance of November 21, SWAN Board Meeting Minutes

Weseloh moved, seconded by Burns that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE NOVEMBER 21, 2025, SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote

6. **Action Item**

Acceptance of December 12, 2025, SWAN Board Finance Committee Minutes

Bussey moved, seconded by Weseloh that it be

RESOLVED THAT THE SWAN BOARD APPROVES DECEMBER 12, 2025, SWAN BOARD FINANCE MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote

7. **Action Item**

Acceptance of December 12, 2025, SWAN Board Strategic Planning Committee Minutes

Burns moved, seconded by Johnson that it be

RESOLVED THAT THE SWAN BOARD APPROVES DECEMBER 12, 2025, SWAN BOARD STRATEGIC PLANNING COMMITTEE MINUTES

Motion carried by unanimous voice vote

8. **Reports**

a. **Board President Report**

No report

b. **Executive Report**

Skog reviewed the Executive Director Report as reported in the board packet.

Operations Report

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

Treasurers Report

None

c. Board Calendar

No discussion.

9. Discussion Item – Project Plan for 2026

Brandwein gave an overview of the project plans for 2026.

10. Discussion Item –FY27 draft budget

Skog reviewed the FY27 draft budget. A brief discussion ensued regarding FY27 SWAN fees.

11. Discussion Item – SWAN staff holiday party Friday, January 16, 2026

Some of the board members gave their libraries policy pertaining to celebrating years of service for staff. SWAN has no policy, so a suggestion of \$5.00 per year starting with 5 years of service was made.

12. Information Item – SWAN Leave Donation 2025 report

Skog gave the board a review of SWAN leave donation.

Musil adjourned the meeting at 10:51 a.m.

Minutes Prepared by Ginny Blake
Respectfully Submitted,

Samantha Johnson

Board Secretary