

SWAN BOARD MEETING MINUTES

March 20, 2025, 9:30 a.m.

Glen Ellyn Public Library

400 Duane Street

Glen Ellyn, IL 60137-4508

1. Call to Order, Roll Call

President Musil called the meeting to order at 9:30 a.m. The following Board members were present to establish a quorum.

Ridgeway Burns
Dawn Bussey
Jennifer Cottrill
Samantha Johnson
Zach Musil
Laura Van Cleve
Ben Weseloh

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director
Scott Brandwein, SWAN Assistant Director

There was no public comment.

3. Action Item

Acceptance of March 20, 2026, SWAN Board Meeting Agenda

Bussey moved, seconded by Burns that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE MARCH 20, 2026, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Approval of the SWAN Financials February 2026

Bussey moved, seconded by Johnson that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR FEBRUARY 1, 2026 –FEBRUARY 28, 2026, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR FEBRUARY 2026

Motion carried by roll call vote with the following results:

Ayes: Burns, Bussey, Cottrill, Johnson, Musil, Van Cleve, Weseloh

5. **Action Item**

Acceptance of February 20, 2026, SWAN Board Meeting Minutes

Johnson moved, seconded by Van Cleve that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE JANUARY 23, 2026, SWAN BOARD MEETING MINUTES WITH CORRECTIONS AS PRESENTED

Motion carried by unanimous voice vote

6. **Reports**

a. **Board President Report**

None

b. **Executive Report**

Skog reviewed the and discussed the highlights in the Executive Board Packet with a recommendation to meet with the SirsiDynix staff possibly in May and the board will compile a list of questions at the April board meeting.

Operations Report

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

c. **Treasurers Report**

None

d. **Board Calendar**

None

9. **Action—Approved revised Reserve Cash Policy**

The Reserve Cash Policy was revised from four months to “equivalent of five months operating expenditures shall be maintained as reserve cash” and increase from 50% to 75% “If the balance is projected to be more than 75% of the current year’s operating budget, the board will prepare a recommendation as to management of the overage.”

Motion carried by roll call vote with the following results:

Ayes: Burns, Bussey, Cottrill, Johnson, Musil, Van Cleve, Weseloh

10. Discussion Item – Procedure on Non-Payment of Membership Dues

The SWAN board discussed obtaining a legal opinion on a scenario of a library non-payment of membership dues if a property lien could be placed on the owning library.

The timeline of the procedure was discussed and recommended the 70 days after notice and 120 day threshold expiration date be clarified in the revision to be considered at the next meeting.

11. Discussion Item—SWAN strategic plan

The SWAN board completed several exercises including three SWOT analysis and prioritization of issues for the upcoming five years.

Musil adjourned the meeting at 3:00 p.m.

Minutes Prepared by Aaron Skog
Respectfully Submitted,

Samantha Johnson
Board Secretary