

# SWAN BOARD MEETING MINUTES

April 17, 2025, 9:30 a.m.  
Roselle Public Library District  
40 South Park Street  
Roselle, IL 60172-2020

## 1. Call to Order, Roll Call

President Musil called the meeting to order at 9:34 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  
Ginny Blake, SWAN Business Manager

There was no public comment.

## 3. Action Item

Acceptance of April 17, 2026, SWAN Board Meeting Agenda

Bussey moved, seconded by Burns that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE APRIL 17, 2026, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

## 4. Action Item

Approval of the SWAN Financials March 2026

Bussey moved, seconded by Burns that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR MARCH 1, 2026 - MARCH 31, 2026, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR MARCH 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 March 20, 2026, SWAN Board Meeting Minutes

Cottrill moved, seconded by Bussey that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE MARCH 20, 2026, SWAN BOARD MEETING MINUTES WITH CORRECTION AS PRESENTED

Motion carried by unanimous voice vote

**6. Reports**

a. **Board President Report**

None

b. **Executive Report**

Skog reviewed and discussed the highlights in the Executive Board Packet. Skog noted we will continue to work on other options for Health Insurance investigation. Skog is looking into increasing the cyber risk insurance coverage with the help of the Finance Committee.

**Operations Report**

Brandwein gave an overview of Operations as reported in the board packet. SWAN has hired a part time employee to take over the previous employee. Skog suggested a discussion of adding another part time employee in the next budget, based on the ticket volume data and Bibliographic Services workload.

c. **Treasurers Report**

Bussey reviewed the financial section of the board packet and where we see SWAN at the end of the fiscal year. A brief discussion ensued with Bussey & Skog.

d. **Board Calendar**

None

**7. Action Item**

Approve Procedure on Non-Payment of Membership Dues

Burns moved, seconded by Cottrill that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE PROCEDURE ON NON-PAYMENT OF MEMBERSHIP DUES

Motion carried by unanimous voice vote.

8. Discussion Item – Strategic planning membership events discussion outline

A discussion ensued with the strategic planning outline

9. Discussion Item – Questions for SirsiDynix visit at the May 22, 2026, SWAN board meeting

Skog will come up with a list of questions for the SirsiDynix visit in May and send them to the board members for review.

10. Discussion Item

Review of SWAN Board evaluation document

Skog reviewed the Board evaluation document with the board.

Musil adjourned at 10:53 am

Minutes Prepared by Aaron Skog  
Respectfully Submitted,

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Samantha Johnson

Board Secretary