

SWAN Administrators' Quarterly Meeting Minutes

Oak Brook Public Library
600 Oak Brook Road
Oak Brook, IL 60523
March 5, 2020 10:00 a.m.

1. Call to Order and Welcome

President Bodewes called the meeting to order at 10:02 a.m. Bussey, Jenkins, Milavec, Wagner were present to establish a quorum

2. Public Comment

No public comment

3. Introduction of New Library Directors and Visitors

Joanne Klos - Wood Dale Public Library
Margaret Flanagan - Melrose Park Public Library
Frank Murray - Itasca Community Library
Micah Rademacher – Blue Island Public Library
Felipe Altamirano – Maywood Public Library District
Deirdre Brennan, Monica Harris, Leila Heath – RAILS

4. Action Item - Approval of the December 5, 2019 Quarterly Meeting Minutes

Rich Wolff (TPS) moved to approve the December 2019 Quarterly meeting minutes, seconded by David Seleb (OPS). Motion carried by unanimous voice vote.

5. Action Item – Approval of Revised SWAN ByLaws

Robin Wagner reviewed the reasons for revision. Overall changes for in person voting: A person voting for elections, dissolution of SWAN, IGA (Intergovernmental Agreement). Advisory voting: The budget & changes to the budget, changes to the fiscal year, adding new libraries and their impact fees and adding libraries to other levels of service.

Rich Wolf (TPS) moved to approve the Revised SWAN ByLaws, seconded by David Seleb (OPS) that the revisions be approved as presented.

Votes were counted with the results:

21 Ayes, 22 No and 54 Absent

Motion did not pass.

Julie Milavec made a motion to amend only the following articles as presented:

Article 2, Article 3 sections 4 & 8, Article 6 section 2, and Article 9 sections 4 & 5.

Milavec then summarized each article.

The motion was seconded by Christine Lazaris.

Votes were counted with 42 Ayes, 0 No, and 55 Absent.

Motion carried.

6. Action Item – Approval of FY21 EBSCO Group Purchase for SWAN Public Libraries

Robin Hofstetter gave an overview of the Group Purchase. This group purchase was first introduced at the Committee of the Whole Meeting in February. This purchase will be for all 92 libraries. Robin, Leila from RAILS and Aaron answered questions in relation to data being available to the library, marketing support, performance reporting, training on ready statistics. Aaron confirmed the members with their pricing for a one- year deal.

Ted Bodewes made a motion to approve the EBSCO Purchase, seconded by Rich Wolff.

The vote was counted with the following results: 33 Ayes, 6 Nays, 3 Abstain, 55 Absent.

Motion carried.

7. Action Item – Approval of the FY21 Budget & Fee Schedule

The budget was introduced at the Committee of the Whole meeting in February. Aaron gave an overview. The Chart of the Accounts has a new structure. The budget anticipates the 3 new libraries that approached SWAN to join. Some of the highlights: New laptop replacement for SWAN employees, EMV (chip & pin) reader. The fee chart does not include the EBSCO Purchase. The members will have a separate line item on their invoice for EBSCO Purchase.

A motion was made by Ted Bodewes to approve the FY21 Budget & Fee Schedule, seconded by Jacob Post (OBD), that the budget be approved as presented.

41 Ayes, 0 Nays, 56 Absent

Motion carried.

8. Information Item – 2020 SWAN Board Election Process

The SWAN board election process begins today. Self-nominations are on the SWAN website for two positions available.

9. Information Item – What Does a Fine Free Library Look Like?

Dawne Tortorella highlighted the panel notes from the packet. An overall on Auto-renewals was discussed. Statistics on Waiving of Fines was discussed. Dawne also discussed the bullet points on going Fine Free.

10. Information Item – SWAN Patron Help Site Launch

Tara Wood discussed the Patron Help Launch. SWAN partnered with Oak Park Public Library on a Patron Online Registration as a pilot.

11. Announcements and Questions

Deidre Brenan from RAILS was available for any questions and happy to work with SWAN on database purchase.

12. Next Meeting:

June 4th at 10:00 a.m. at Oak Brook Public Library

Motion to adjourn

Adjournment: 11:45 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,