

SWAN Administrators' Quarterly Meeting Minutes

June 4, 2020 10:00 a.m.

Meeting Held Virtually

1. Call to Order and Welcome

President Bodewes called the meeting to order at 10:03 a.m. Bussey, Jenkins, Milavec, Wagner and Wittmann were present to establish a quorum

2. Public Comment

No public comment

3. Introduction of Visitors

Rosie Williams-Baig – Nancy L. McConathy Public Library District

Dawn Sterning – Prairie State College Library

4. Action Item - Approval of the March 5, 2020 Quarterly Meeting Minutes

Natalie Starosta (NRS) moved to approve the March 2020 Quarterly meeting minutes, seconded by Tiffany Verzani (EPS). Motion carried by unanimous voice vote.

5. Information Item – 2020 SWAN Board Election Results

Jennifer Cottrill, Library Director at Midlothian Public Library has joined the SWAN Board. Ted Bodewes was re-elected as President.

6. Discussion Item – Libraries providing curbside service

Skog briefly discussed the PPE supply orders and the continuation through June, as well as the Amazon opportunity. The number of libraries offering curbside service and libraries using the curbside communicator was discussed.

Tortorella outlined the Materials Quarantine Information given by RAILS and how this will be in effect when Resource Sharing is turned back on. Skog explained the Full delivery & quarantine formula. Skog asked for input amongst the members on how they feel about receiving delivery again by RAILS as well as their quarantine process.

7. Discussion Item – Libraries providing door side/home delivery

Skog asked for feedback from 2 library directors that are providing curbside pickup. Fidencio Marbella (Westchester Public Library) shared how it has been going. Very positive with their patrons. Sue Quinn (River Forest Public Library) shared her process as well. Some other members continued the discussion with curbside deliveries, curbside communicator, etc. Steven Schlewitt (SWAN IT Manager) discussed Curbside Communicator and some of the delays between the communicator (the Bot part) and patrons. He gave me some explanations and help with the communicator as it continues for libraries.

8. Discussion Item – Libraries reopening facilities to the public (open stacks, computer access, etc.)

Skog asked some Directors to discuss their library reopening and the process involved. Computer access, hot spots, cleaning, sanitizing & libraries processes were discussed.

9. Information Item – Update on EBSCO Group-purchase implementation

Robin Hofstetter gave some updates on EBSCO group purchase.

10. Announcements and Questions

3 new libraries added to SWAN. SWAN staff will be working on the addition over the summer/fall.

A question in regard to school lunch program was discussed.

11. Next meeting September 3, 2020

Motion to adjourn

Adjournment: 11:45 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,