

SWAN Administrators' Quarterly Meeting Minutes

December 3, 2020 10:00 a.m.

Meeting Held Virtually

1. Call to Order and Welcome

President Bodewes called the meeting to order at 10:01 a.m. Blazek, Bodewes, Bussey, Jenkins, Milavec and Wittmann were present to establish a quorum

2. Public Comment

No public comment

3. Introduction of Visitors & New Library Directors

Deidre Brennan, RAILS Executive Director

Ann Slaughter – RAILS Director of Technology Services

Grant Halter – RAILS Data Analysis Manager

Tom Bartenfelder, Director – Glenside Public Library

Samantha Johnson, Director – Roselle Public Library

Sandy Whitmer, Director – Warrenville Public Library District

4. Action Item - Approval of the September 3, 2020 Quarterly Meeting Minutes

Julie Milavec (DGS) moved to approve the September 2020 Quarterly meeting minutes.

Jane Jenkins (GHS) seconded. Motion carried by quickpoll.

5. Information Item – Library service models & trends during the pandemic

Skog and Tortorella discussed the Library Service Status map that displays all the libraries and where they are at with COVID closures - open, closed, curbside only, etc. Status updates are done on a daily basis. Skog gave an update to the Library Services for 2021. Lockers, Home Delivery, Virtual services, Work-from-home challenges. Tortorella gave an overview of how Circulation has been impacted due to COVID19, also discussed the pattern of “Holds”.

6. Information Item – Aspen Discovery Investigation update

Tara Wood gave an overview of the Pilot Project. Kickoff date is December 14th. Seven pilot libraries along with a timeline was discussed. Wood discussed the pilot links to take look at.

7. Information Item – “SWAN100” project update: addition of Glenside, Roselle & Warrenville Public Library Districts, including system-wide Offline Circulation details

Tortorella gave an update on the Migration timeline.

8. Update on EBSCO group-purchase implementation & renewal

Robin Hofstetter gave an overview on the EBSCO Group Purchase including data bases and next steps. A review of the EBSCO statistics was shown and discussed as well.

9. Information Item – Fiscal Year 2022: LLSAP funding grant

Skog gave an overview of budget planning.

Deidre Brennan, Ann Slaughter and Grant Halter from RAILS gave an overview of how the LLSAP funding Grant is allocated. Ann Slaughter discussed the formula used to support the LLSAP's, with Grant Halter explaining the metrics.

10. Announcements and Questions

A question/concern about the EBSCO costs increasing and a discussion about opting out of the program was discussed. Skog will discuss this “opting out” option at the next Board meeting.

The next SWAN Quarterly Meeting will be March 4, 2021. The next SWAN Board Meeting will be December 18, 2020.

Motion to adjourn

Adjournment: 11:28 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,