

# SWAN ADMINISTRATORS' QUARTERLY MEETING MINUTES

June 3, 2021

10:00 a.m. – 12 p.m.

Meeting Held Virtually

<https://www.youtube.com/watch?v=FCbe66hABRk>

## **Call to Order and Welcome**

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

## **Public Comment**

No public comment

## **Introduction of New Library Directors and Visitors**

Kristen Lawson – Roselle Acting Director

## **Information Item – Election results & introduction to SWAN Board**

Introduction of Charity Gallardo (LGS) and Tim Jarzemsky (BDD) to the SWAN Board for 3 year term.

## **Action Item – Approval of the March 4, 2021 Quarterly Meeting Minutes**

Julie Milavec (DGS) moved to approve the March 2021 Quarterly meeting minutes, seconded by Kevin Davis (MED). No objections, minutes approved.

## **Discussion Item – ARPA Funding**

ILA Executive Director Diane Foote joined the meeting and discussed American Rescue Plan Act (ARPA) funding available for libraries in Illinois. She discussed the fund amounts available as well. This information is available on the [ila.org](http://ila.org) website. Diane discussed in more detail the States & Local governments opportunity. SWAN is hosting online brainstorming events for the library directors and administrators with five suggested groups organized by county/region.

## **Discussion Item – User Record Purge**

Dawne Tortorella discussed the summation of User Record Purge, the steps, and the goals. She also discussed the analysis of user records in SWAN. The 3 big points libraries would like to see was also explained by Dawne. The main areas of concerns and feedback was detailed as well. A broad outline of concerns amongst the libraries was given by Dawne. One main concern was the Last Activity Date. Removing bills for inactive accounts, removing BADADDRESS records from the 2018 National Change of Address (NCOA) update, and inactive accounts greater than 10 years are amongst what would like to be purged. Question about digital users, and last activity date, support 3<sup>rd</sup> party vendors was discussed and answered. Analysis of 2021 received record

cleanup was discussed. Dawne also discussed cleanup and removal and why it is necessary. The move toward automation was discussed with dates. Monthly processing of inactive accounts was discussed. Timeline targets with dates was given.

#### **Information Item – Aspen Discovery**

Skog & Tortorella provided an update on the performance improvements with Aspen Discovery. Everything related to Aspen is available on the SWAN Support site. All go live development priorities are complete except for ProPay integration. Our pilots can go live as early as July 7<sup>th</sup> and we will begin to roll out the eligibility for other libraries to join. Training and prep. Rollout plans (staff roles)

#### **Information Item – Diversity, Equity, & Inclusion in Metadata**

A task force began to evaluate our catalog with respect to Diversity, Equity & inclusion. Goals were given by Skog, with this being in the beginning stages. SWAN will continue to give updates at SWAN meetings. Crystal Vela talked about reference staff now have ability with tech services and OPAC features.

#### **Next Meeting**

September 2, 2021

Adjournment: 11:41.

Minutes Prepared by Ginny Blake

Respectfully Submitted,