

# SWAN Administrators' Quarterly Meeting Minutes

September 2, 2021

10:00 a.m. – 12 p.m.

Meeting recording available

<https://youtu.be/fUBhkvJq1NI>

## 1. Call to Order and Welcome

President Bodewes called the meeting to order at 10:02 a.m. Blazek, Bussey, Cottrill, Jarzemsky, Jenkins, present to establish a quorum

## 2. Public Comment

No public comment

## 3. Introduction of New Library Directors and Visitors

Lisa Knasiak – Director - Chicago Heights Public Library

Nikeda Webb – Youth Services Manager - Matteson Public Library

Sara Schroeder –Marketing & Public Relations Manager - Tinley Park Public Library

Jen Ryjewski – Assistant Director - Downers Grove Public Library

Amanda Kowalcze - Director - Frankfort Public Library

Leighton Shell – Director - Stickney-Forest View Public Library Director

Frank Murray – Director - Evergreen Park Public Library

## 4. Introduction Item

Live voting platform demonstration

Demonstration of the voting platform was explained and tested.

## 5. Action Item – Approval of the June 3, 2021, Quarterly meeting minutes

Blazek (Palos Heights) moved to approve the June 2021 Quarterly meeting minutes, seconded by Ben Weseloh (West Chicago). No objections, minutes approved by DirectVoteLive voting platform.

## 6. Discussion Item – information security risk assessment

An explanation of SWANs goals for a security assessment was given by Steven Schlewitt. He gave an overview of all phases involved in the assessment. A breakdown of the timeline was given as well. SWAN would like to hire Sikich LLP as the vendor. Skog gave an overview of the costs. The amount for this will come from the SWAN reserves.

Blazek approved, Verzani seconded. Approved by DirectVoteLive voting platform. Results: 45 yes, 1 no, 0 abstain, motion passed.

**7. Discussion Item – Aspen Discovery**

Tara Wood gave an update on Aspen Discovery which included Cohort Schedules, Development progress, the Development Cycle, and Development Priorities.

**8. Information Item – Diversity, Equity & Inclusion in Metadata**

Scott Brandwein discussed the task force assigned to evaluate Diversity, Equity & Inclusion in our metadata. More in depth discussions will be coming up in the future to discuss subject headings, particular terms.

**9. Information Item – Summary of regional library director meetings & pandemic needs**

Skog gave an update on the regional meetings which discussed ARPA funding. Skog will be providing an update on Grants that SWAN has applied for. Tortorella gave an overview on Statistics within SWAN.

**10. Announcements and Questions**

Leighton Shell (Stickney-Forest View) announced that one of the areas in their district that belongs to Stickney Township is in the process of renovating an old clinic building and asked Leighton to partner up with them to carve out some space for them to be like a pseudo library.

Next Meeting: December 2, 2021

Adjournment: 11:11 am

Minutes Prepared by Ginny Blake

Respectfully Submitted,