



SWAN Administrators' & Directors' Quarterly Meeting

June 4, 2020

10:00 a.m. – 12:00 p.m.

Online Meeting (details below)

<https://global.gotomeeting.com/join/690852205>

Agenda

1. Call to order and welcome
2. Public comment
3. Introduction of new library directors
4. Action Item – Approval of the March 5, 2020 Quarterly Meeting Minutes (Exhibit pgs. 2-16)
5. Information Item – 2020 SWAN Board Election Results
6. Discussion Item – Libraries providing curbside service
7. Discussion Item – Libraries providing doorside/home delivery
8. Discussion Item – Libraries reopening facilities to the public (open stacks, computer access, etc.)
9. Information Item – Update on EBSCO Group-purchase Implementation
10. Announcements and questions
11. Next meeting September 3, 2020

Meeting Information

Member Comment after each agenda item. The Quarterly Meeting will be live streamed via GoToMeeting. The URL below is specific to the date of the meeting. Please join the meeting from your computer, tablet or smartphone.

Please join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/690852205>

You can also dial in using your phone.

United States: +1 (312) 757-3121

Access Code: 690-852-205

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,

SWAN Membership Voting Roll Call

Meeting: Approval of ByLaws Revisions (Round 1)

Date: March 5, 2020

Your Library	Yes	No	Abstain	Absent
Acorn Public Library District	X			
Alsip-Merrionette Park Public Library District		X		
Batavia Public Library District				X
Bedford Park Public Library District		X		
Beecher Community Library District				X
Bellwood Public Library				X
Bensenville Community Public Library District		X		
Bensenville Elementary School District #2				X
Berkeley Public Library				X
Berwyn Public Library				X
Bloomington Public Library	X			
Blue Island Public Library		X		
Bridgeview Public Library				X
Broadview Public Library District				X
Brookfield Public Library				X
Calumet City Public Library				X
Calumet Park Public Library				X
Carol Stream Public Library		X		
Chicago Heights Public Library				X
Chicago Ridge Public Library		X		
Cicero Public Library				X
Clarendon Hills Public Library				X
Crestwood Public Library District		X		
Crete Public Library District	X			
Dolton Public Library District				X
Downers Grove Public Library	X			
Eisenhower Public Library District				X
Elmwood Park Public Library		X		
Evergreen Park Public Library		X		
Flossmoor Public Library		X		
Forest Park Public Library				X
Frankfort Public Library District				X
Franklin Park Public Library District				X
Geneva Public Library District	X			

SWAN Membership Voting Roll Call

Meeting: Approval of ByLaws Revisions (Round 1)

Date: March 5, 2020

Your Library	Yes	No	Abstain	Absent
Glen Ellyn Public Library	X			
Glenwood-Lynwood Public Library District				X
Grande Prairie Public Library District				X
Green Hills Public Library District	X			
Harvey Public Library District				X
Hillside Public Library				X
Hinsdale Public Library		X		
Hodgkins Public Library District				X
Homewood Public Library District		X		
Indian Prairie Public Library District				X
Itasca Community Library		X		
Justice Public Library District	X			
Kaneville Public Library District				X
La Grange Public Library				X
LaGrange Park Public Library District	X			
Lansing Public Library				X
Lyons Public Library				X
Markham Public Library				X
Matteson Area Public Library District		X		
Maywood Public Library District		X		
McCook Public Library District				X
Melrose Park Public Library	X			
Messenger Public Library of North Aurora	X			
Midlothian Public Library		X		
Morton Arboretum				X
Nancy L. McConathy Public Library District				X
National University of Health Sciences				X
North Riverside Public Library District		X		
Northlake Public Library District		X		
Oak Brook Public Library	X			
Oak Lawn Public Library				X
Oak Park Public Library	X			
Palos Heights Public Library				X
Palos Park Public Library				X

SWAN Membership Voting Roll Call

Meeting: Approval of ByLaws Revisions (Round 1)

Date: March 5, 2020

Your Library	Yes	No	Abstain	Absent
Park Forest Public Library				X
Prairie State College				X
Prairie Trails Public Library District		X		
Richton Park Public Library District				X
River Forest Public Library	X			
River Grove Public Library District				X
Riverdale Public Library District				X
Riverside Public Library				X
Saint Charles Public Library District				X
Schiller Park Public Library				X
South Holland Public Library	X			
Steger-South Chicago Heights Public Library District		X		
Stickney-Forest View Public Library District		X		
Sugar Grove Public Library District				X
Summit Public Library District				X
Theosophical Society in America				X
Thomas Ford Memorial Library	X			
Thornton Public Library				X
Tinley Park Public Library	X			
Town and Country Public Library District				X
University Park Public Library District				X
Villa Park Public Library				X
West Chicago Public Library District	X			
Westchester Public Library	X			
Westmont Public Library	X			
William Leonard Public Library District				X
Wood Dale Public Library District	X			
Woodridge Public Library		X		
Worth Public Library District				X
Total	21	22	0	54

SWAN Membership Voting Roll Call

Meeting: Approval of ByLaws Revisions (Round 2)

Date: March 5, 2020

Your Library	Yes	No	Abstain	Absent
Acorn Public Library District	X			
Alsip-Merrionette Park Public Library District	X			
Batavia Public Library District				X
Bedford Park Public Library District	X			
Beecher Community Library District				X
Bellwood Public Library				X
Bensenville Community Public Library District	X			
Bensenville Elementary School District #2				X
Berkeley Public Library				X
Berwyn Public Library				X
Bloomington Public Library	X			
Blue Island Public Library	X			
Bridgeview Public Library				X
Broadview Public Library District				X
Brookfield Public Library				X
Calumet City Public Library				X
Calumet Park Public Library				X
Carol Stream Public Library	X			
Chicago Heights Public Library				X
Chicago Ridge Public Library	X			
Cicero Public Library				X
Clarendon Hills Public Library				X
Crestwood Public Library District	X			
Crete Public Library District	X			
Dolton Public Library District				X
Downers Grove Public Library	X			
Eisenhower Public Library District				X
Elmwood Park Public Library	X			
Evergreen Park Public Library	X			
Flossmoor Public Library	X			
Forest Park Public Library				X
Frankfort Public Library District				X
Franklin Park Public Library District				X
Geneva Public Library District	X			

SWAN Membership Voting Roll Call

Meeting: Approval of ByLaws Revisions (Round 2)

Date: March 5, 2020

Your Library	Yes	No	Abstain	Absent
Glen Ellyn Public Library	X			
Glenwood-Lynwood Public Library District				X
Grande Prairie Public Library District				X
Green Hills Public Library District	X			
Harvey Public Library District				X
Hillside Public Library				X
Hinsdale Public Library	X			
Hodgkins Public Library District				X
Homewood Public Library District	X			
Indian Prairie Public Library District				X
Itasca Community Library	X			
Justice Public Library District	X			
Kaneville Public Library District				X
La Grange Public Library				X
LaGrange Park Public Library District	X			
Lansing Public Library				X
Lyons Public Library				X
Markham Public Library				X
Matteson Area Public Library District				X
Maywood Public Library District	X			
McCook Public Library District				X
Melrose Park Public Library	X			
Messenger Public Library of North Aurora	X			
Midlothian Public Library	X			
Morton Arboretum				X
Nancy L. McConathy Public Library District				X
National University of Health Sciences				X
North Riverside Public Library District	X			
Northlake Public Library District	X			
Oak Brook Public Library	X			
Oak Lawn Public Library				X
Oak Park Public Library	X			
Palos Heights Public Library				X
Palos Park Public Library				X

SWAN Membership Voting Roll Call

Meeting: Approval of ByLaws Revisions (Round 2)

Date: March 5, 2020

Your Library	Yes	No	Abstain	Absent
Park Forest Public Library				X
Prairie State College				X
Prairie Trails Public Library District	X			
Richton Park Public Library District				X
River Forest Public Library	X			
River Grove Public Library District				X
Riverdale Public Library District				X
Riverside Public Library				X
Saint Charles Public Library District				X
Schiller Park Public Library				X
South Holland Public Library	X			
Steger-South Chicago Heights Public Library District	X			
Stickney-Forest View Public Library District	X			
Sugar Grove Public Library District				X
Summit Public Library District				X
Theosophical Society in America				X
Thomas Ford Memorial Library	X			
Thornton Public Library				X
Tinley Park Public Library	X			
Town and Country Public Library District				X
University Park Public Library District				X
Villa Park Public Library				X
West Chicago Public Library District	X			
Westchester Public Library	X			
Westmont Public Library	X			
William Leonard Public Library District				X
Wood Dale Public Library District	X			
Woodridge Public Library	X			
Worth Public Library District				X
Total	42	0	0	55

SWAN Membership Voting Roll Call

Meeting: EBSCO Group Purchase

Date: March 5, 2020

Your Library	Yes	No	Abstain	Absent
Acorn Public Library District	X			
Alsip-Merrionette Park Public Library District	X			
Batavia Public Library District				X
Bedford Park Public Library District	X			
Beecher Community Library District				X
Bellwood Public Library				X
Bensenville Community Public Library District	X			
Bensenville Elementary School District #2				X
Berkeley Public Library				X
Berwyn Public Library				X
Bloomington Public Library	X			
Blue Island Public Library		X		
Bridgeview Public Library				X
Broadview Public Library District				X
Brookfield Public Library				X
Calumet City Public Library				X
Calumet Park Public Library				X
Carol Stream Public Library	X			
Chicago Heights Public Library				X
Chicago Ridge Public Library		X		
Cicero Public Library				X
Clarendon Hills Public Library				X
Crestwood Public Library District	X			
Crete Public Library District	X			
Dolton Public Library District				X
Downers Grove Public Library	X			
Eisenhower Public Library District				X
Elmwood Park Public Library	X			
Evergreen Park Public Library	X			
Flossmoor Public Library		X		
Forest Park Public Library				X
Frankfort Public Library District				X
Franklin Park Public Library District				X
Geneva Public Library District	X			

SWAN Membership Voting Roll Call

Meeting: EBSCO Group Purchase

Date: March 5, 2020

Your Library	Yes	No	Abstain	Absent
Glen Ellyn Public Library	X			
Glenwood-Lynwood Public Library District				X
Grande Prairie Public Library District				X
Green Hills Public Library District	X			
Harvey Public Library District				X
Hillside Public Library				X
Hinsdale Public Library			X	
Hodgkins Public Library District				X
Homewood Public Library District	X			
Indian Prairie Public Library District				X
Itasca Community Library	X			
Justice Public Library District	X			
Kaneville Public Library District				X
La Grange Public Library				X
LaGrange Park Public Library District			X	
Lansing Public Library				X
Lyons Public Library				X
Markham Public Library				X
Matteson Area Public Library District				X
Maywood Public Library District			X	
McCook Public Library District				X
Melrose Park Public Library	X			
Messenger Public Library of North Aurora	X			
Midlothian Public Library	X			
Morton Arboretum				X
Nancy L. McConathy Public Library District				X
National University of Health Sciences				X
North Riverside Public Library District	X			
Northlake Public Library District		X		
Oak Brook Public Library	X			
Oak Lawn Public Library				X
Oak Park Public Library	X			
Palos Heights Public Library				X
Palos Park Public Library				X

SWAN Membership Voting Roll Call

Meeting: EBSCO Group Purchase

Date: March 5, 2020

Your Library	Yes	No	Abstain	Absent
Park Forest Public Library				X
Prairie State College				X
Prairie Trails Public Library District	X			
Richton Park Public Library District				X
River Forest Public Library	X			
River Grove Public Library District				X
Riverdale Public Library District				X
Riverside Public Library				X
Saint Charles Public Library District				X
Schiller Park Public Library				X
South Holland Public Library	X			
Steger-South Chicago Heights Public Library District		X		
Stickney-Forest View Public Library District	X			
Sugar Grove Public Library District				X
Summit Public Library District				X
Theosophical Society in America				X
Thomas Ford Memorial Library	X			
Thornton Public Library				X
Tinley Park Public Library	X			
Town and Country Public Library District				X
University Park Public Library District				X
Villa Park Public Library				X
West Chicago Public Library District	X			
Westchester Public Library	X			
Westmont Public Library	X			
William Leonard Public Library District				X
Wood Dale Public Library District	X			
Woodridge Public Library		X		
Worth Public Library District				X
Total	33	6	3	55

SWAN Membership Voting Roll Call

Meeting: FY21 Budget & Fee Schedule

Date: March 5, 2020

Your Library	Yes	No	Abstain	Absent
Acorn Public Library District	X			
Alsip-Merrionette Park Public Library District	X			
Batavia Public Library District				X
Bedford Park Public Library District	X			
Beecher Community Library District				X
Bellwood Public Library				X
Bensenville Community Public Library District	X			
Bensenville Elementary School District #2				X
Berkeley Public Library				X
Berwyn Public Library				X
Bloomington Public Library	X			
Blue Island Public Library	X			
Bridgeview Public Library				X
Broadview Public Library District				X
Brookfield Public Library				X
Calumet City Public Library				X
Calumet Park Public Library				X
Carol Stream Public Library	X			
Chicago Heights Public Library				X
Chicago Ridge Public Library	X			
Cicero Public Library				X
Clarendon Hills Public Library				X
Crestwood Public Library District	X			
Crete Public Library District	X			
Dolton Public Library District				X
Downers Grove Public Library	X			
Eisenhower Public Library District				X
Elmwood Park Public Library	X			
Evergreen Park Public Library	X			
Flossmoor Public Library	X			
Forest Park Public Library				X
Frankfort Public Library District				X
Franklin Park Public Library District				X
Geneva Public Library District	X			

SWAN Membership Voting Roll Call

Meeting: FY21 Budget & Fee Schedule

Date: March 5, 2020

Your Library	Yes	No	Abstain	Absent
Glen Ellyn Public Library	X			
Glenwood-Lynwood Public Library District				X
Grande Prairie Public Library District				X
Green Hills Public Library District	X			
Harvey Public Library District				X
Hillside Public Library				X
Hinsdale Public Library	X			
Hodgkins Public Library District				X
Homewood Public Library District	X			
Indian Prairie Public Library District				X
Itasca Community Library	X			
Justice Public Library District	X			
Kaneville Public Library District				X
La Grange Public Library				X
LaGrange Park Public Library District	X			
Lansing Public Library				X
Lyons Public Library				X
Markham Public Library				X
Matteson Area Public Library District				X
Maywood Public Library District	X			
McCook Public Library District				X
Melrose Park Public Library	X			
Messenger Public Library of North Aurora	X			
Midlothian Public Library	X			
Morton Arboretum				X
Nancy L. McConathy Public Library District				X
National University of Health Sciences				X
North Riverside Public Library District	X			
Northlake Public Library District	X			
Oak Brook Public Library	X			
Oak Lawn Public Library				X
Oak Park Public Library				X
Palos Heights Public Library				X
Palos Park Public Library				X

SWAN Membership Voting Roll Call

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Date: March 5, 2020

Your Library	Yes	No	Abstain	Absent
Park Forest Public Library				X
Prairie State College				X
Prairie Trails Public Library District	X			
Richton Park Public Library District				X
River Forest Public Library	X			
River Grove Public Library District				X
Riverdale Public Library District				X
Riverside Public Library				X
Saint Charles Public Library District				X
Schiller Park Public Library				X
South Holland Public Library	X			
Steger-South Chicago Heights Public Library District	X			
Stickney-Forest View Public Library District	X			
Sugar Grove Public Library District				X
Summit Public Library District				X
Theosophical Society in America				X
Thomas Ford Memorial Library	X			
Thornton Public Library				X
Tinley Park Public Library	X			
Town and Country Public Library District				X
University Park Public Library District				X
Villa Park Public Library				X
West Chicago Public Library District	X			
Westchester Public Library	X			
Westmont Public Library	X			
William Leonard Public Library District				X
Wood Dale Public Library District	X			
Woodridge Public Library	X			
Worth Public Library District				X
Total	41		0	56