

SWAN Administrators' Quarterly Meeting Minutes

June 6, 2024

10:00 a.m. – 12 p.m.

Oak Brook Public Library

600 Oak Brook Road Oak Brook, IL 60523

Meeting recording: <https://www.youtube.com/watch?v=2TxH42y8qZQ>

1. Call to Order and Welcome

President Cottrill called the meeting to order at 10:00 a.m. Blazek, Cottrill, Johson, Koll, Waltman, Wassenaar were present to establish a board quorum.

2. Public Comment

No public comment.

3. Introduction of New Library Directors and Visitors

None

4. Action Item – Approval of the March 7, 2024, Quarterly meeting minutes

Weseloh (West Chicago Public Library District) motioned, seconded by Waltman (Homewood Public Library). Motion carried by unanimous vote.

5. Information Item – Board election for 2024

Contrill announced the two new board members, Dawn Bussey (Glen Ellyn Public) & Zach Musil (Tinley Park Public Library).

6. Information Item – Statewide subscription database announcement

Skog gave an overview of the Illinois State Library Resource Program and how this will impact SWAN. Olivia Montolin explained the statewide deal & SWAN EBSCO current deal. The discussion led to consensus that SWAN should move forward with its EBSCO All-inclusive Package offer.

7. Discussion Item - Website accessibility challenges for public libraries & SWAN's role

Skog discussed the background of website accessibility. He also explained what VPAT is and shared a memo on RAILS website that outlines the legal requirements.

8. Information Item – Comics Plus SWAN deal for 2024

Olivia Montolin discussed the upcoming Comics Plus deal.

9. Information Item – Symphony 4.1 upgrade on June 17th & 18th

Scott Brandwein gave an update on Symphony 4.1 upgrade and what to expect with the upgrade.

10. Discussion Item – SWAN platform survey analysis

Skog summarized the survey analysis along with the follow up.

11. Information Item – Uses of banking ACH for SWAN payments

Skog explained the use of ACH for payments vs. sending a check through the mail and the savings associated with it. SWAN will send a letter to all libraries with the details of the use of ACH payments with the upcoming Quarterly invoices.

12. Announcements and Questions

The SWAN Expo registration is now open.

13. Next meeting: September 5, 2024

Cottrill ended the meeting at 11:29 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,
