

SWAN Administrators' Quarterly Meeting Minutes

10:00 a.m. – 12:00 p.m.
Oak Brook Public Library
600 Oak Brook Road, Oak Brook, IL 60523

1. Call to Order and Welcome

President Cottrill called the meeting to order at 10:01 a.m. Blazek, Bussey, Cottrill, Johnson, Musil, 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 September 5, 2024, Quarterly meeting minutes

Weseloh (West Chicago Public Library District) motioned, seconded by Musil (Tinley Park Public Library). Motioned carried by unanimous voice vote.

5. Action Item – Approval of the December 5, 2024, Quarterly meeting minutes

Waltman (Homewood Public Library) motioned, seconded by Milavec (Downers Grove Public Library). Motioned carried by unanimous voice vote.

6. Information Item – Board Elections for 2025

Skog discussed the timeline for the three SWAN governing board seats.

7. Information Item – Enhanced online patron registration for SWAN libraries

Tara Wood reviewed the Online Patron Registration Research as outlined in the packet.

8. Action Item – Approval of the fiscal year 2026 budget & membership fee

The approval took place along with an overview from Skog.

Cottonaro (Alsip-Merrionette Park Public Library District) motioned, seconded by Johnson (Roselle Public Library). Voting results: 31 YES, 0 NO, 69 ABSENT, motion passed.

9. Discussion Item –SWAN Board Environmental task Force report & recommendation

Skog reviewed the SWAN Board Environmental Task Force report & recommendation as presented in the board packet.

10. Information Item- SWAN 2025 platform survey

The SWAN 2025 platform survey was reviewed as outlined in the packet.

11. Information Item – Overview of transition to new helpdesk platform

Scott Brandwein discussed the helpdesk system benefits, and the next steps as outlined in the packet.

12. Announcements and Questions

Julie Milavec (Downers Grove Public Library) announced that she will be retiring March of 2026.

13. Next Meeting: June 5, 2025

Cottrill ended the meeting at 11:37 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,
