SWAN Administrators' Quarterly Meeting Minutes

December 4, 2025
10:00 a.m. – 12:00 p.m.
Oak Brook Public Library
600 Oak Brook Road, Oak Brook, IL 60523
Meeting recording link: https://swanlibraries-net.zoom.us/rec/share/8SMMp1frYhzY-4WsWMlLZmot24jdbQlqe5mobwYu0ZbaxVUMFwnPTF1FNj9tEmde.D44k30p5uCEZ-7LE

1. **Call to Order and Welcome**
   President Musil called the meeting to order at 10:00 a.m. Burns, Cottrill, Johnson, Musil, were present to establish a board quorum.

2. **Public Comment**
   No public comment.

3. **Introduction of New Library Directors and Visitors**

4. **Action Item – Approval of the September 4, 2025 Quarterly meeting minutes**
   Milavec (Downers Grove Public Library) motioned, seconded by Cottrill (Midlothian Public Library). Motion carried by unanimous voice vote.

5. **Information Item – Online patron registration update**
   Scott Brandwein gave an update on patron registration. A Q&A ensued.

6. **Information Item – SWAN Year in Review**
   Scott Brandwein gave an update on the Major projects done in 2025: launch of Halo, Single sign on, Aspen Discovery, Mobile staff kits, Palace Project, the support site redesign.

7. **Information Item – eRead Illinois migration to The Palace Project**
   Olivia Montolin gave an overview of The Palace Project; some background on why SWAN was interested. RAILS will now be taking over the project. The timeline for the transaction. A Q&A ensued.

8. **Information Item – New year's SWAN budget & timeline**
   Aaron Skog gave an overview of the FY27 budget and timeline. The Finance Committee will meet on December 12th. The COW meeting in February will have a draft of the budget. The March quarterly meeting will have a roll call vote on the budget.

9. **ILA Public Policy Committee, RAILS, and Illinois State Library Advisory Committee update – Monica Harris, RAILS Executive Director & Ted Bodewes, Thomas Ford Memorial Library.**

   Ted Bodewes and Monica Harris gave an update on ISLAC. Monica Harris gave updates on ILA legislative agenda, eRead Illinois migration to Palace Project, RAILS CE event on libraries & immigration enforcement, and the statewide OCLC contract.

10. **Announcement and questions**

11. **Next meeting: March 5, 2026**

Musil ended the meeting at 11:17 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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