

**SWON Libraries**  
**Executive Board Meeting**  
**SWON Libraries Office**  
**December 14, 2007**

Attendance:

Jay Barkey, President; Sandy Silber, Treasurer; Cheryl Albrecht, University of Cincinnati; Sarah B. Brown, Mason Public Library; Jennifer Chase, Givaudan Flavors Corporation; Nancy Ehas, Wilmington Public Library; Kathy O’Gorman, Cincinnati State Technical and Community College; Norma Petkus, Bradford Public Library; Dave Schroeder, Kenton County Public Library; Sheila Shellabarger, Wright State University; Michael Whiteman, Northern Kentucky University, Chase College of Law; Anne Abate, Executive Director; Glen Horton, SWON Libraries Technology Coordinator; Allison Rolfes, SWON Libraries CE Coordinator.

Call to Order: Jay Barkey called the meeting to order at 10:03 a.m. Jay thanked the staff for all of their hard work that went into making the Membership Meeting a success.

Presentation and Approval of the Minutes: Emily Colpi moved to approve the minutes from the October 9, 2007 meeting. Nancy Ehas seconded the motion and it was approved unanimously.

Presentation and Approval of the Financial Reports: Dave Schroeder moved to approve the October and November financial reports as presented. The motion was seconded by Norma Petkus and approved unanimously.

Executive Director’s Report:

Anne reported on some activities in October and November.

The staff is working with a Project Management class from Xavier University. The group will be creating some marketing materials for use in member libraries.

Anne and Allison met with representatives of the local Human Resource Society to discuss joint programming opportunities.

Anne talked about a grant we’ve applied for from the IP Foundation to help pay for our Summer Reading workshops. We have not heard back from them yet. Norma Petkus suggested that if we get this grant, we should invite a representative from the IP Foundation to attend one of the Summer Reading workshops.

Anne talked about her meeting with Terri Fredericka at INFOhio to discuss synergies between our organizations.

Technology Coordinator’s Report:

Glen reported on some of the items he has worked on since the last Executive Board meeting.

October was a busy month for conferences. Glen presented sessions on digital rights management, gadgets, and Web 2.0 at the OLC Convention, ALAO Annual Conference, and Collection Development Symposium. He also presented a session on gadgets for SWON Libraries.

Glen arranged for LibLime to come to the SWON Libraries office to demonstrate their Koha integrated library systems software to interested libraries in the area.

Glen continues to work on major technology projects for Highland County Public Library (wireless hotspot), Blanchester Public Library (new website), Boone County Public Library (event management system), and Southern State Community College (ILS changes).

Work on the videoconferencing grant continues. All items have been purchased and the main system is installed and has already been used. Remaining items to install include a second camera, a digital white board, and a new presentation computer.

Ten new laptops for SWON Libraries' mobile lab have been purchased. Glen is in the process of configuring them. They will be ready to be used for workshops in January.

Glen created an online book review database for the new CLEAR group. The review system is based on the one already used by the ROYAL group. CLEAR members have already entered about 100 reviews in the first week of operation.

Glen is winding down his term as Coordinator for the Ohio Library Council's I.T. Division. He will remain on the group for one more year as Past Coordinator.

#### Program Report:

Allison highlighted the programs from October including "The Little Library that Could" and November especially the "Ohio Narratives" workshop.

Allison discussed the upcoming "Process Improvement for Libraries" workshop and mentioned that we need to keep promoting it since numbers are not quite what we had hoped. Allison also highlighted the formation of the CLEAR (Children's Literature Evaluation and Review) Interest Group. Allison mentioned that she is working on contacting some of the fledgling Interest Groups to get them back on track with meetings.

Allison said that she wants to form a Continuing Education Advisory Council and asked for suggestions for whom should serve on this committee.

#### Strategic Planning Committee Update:

Nancy had nothing to report. The next meeting is awaiting the results of the Technology Advisory Council deliberations. Their meeting is taking place this afternoon.

Evaluation Committee Update:

Kathy O’Gorman mentioned that Anne’s reports now specifically cite the Executive Director’s priorities for the year. The staff is preparing an Executive Board survey that will be distributed this month.

Finance Committee Update:

Sandy Silber reported the Committee has divided up various aspects of finance to review. They will be meeting before the February Executive Board meeting.

Nominating/Board Development Committee Update:

Jay mentioned that the Committee is now working under the Nominating/Board Development Committee procedures that were adopted at the Membership Meeting. The Committee has started to work out which positions will need to be filled for next year. Cheryl agreed to serve as Chair of the Committee.

Continuing Education Advisory Committee:

Allison reported that she is still looking for members for this group and hopes to have a meeting soon.

Technology Advisory Committee:

Glen Horton will be convening the group this afternoon. Emily Colpi will serve as Chair.

Other Business:

Direct Lend / ILL Policies—Anne distributed a packet of information regarding the policies. Anne will convene a small group of members to review the policies and come up with a draft for review by the Executive Board at their next meeting.

Announcements:

The Process Improvement for Libraries sessions will begin in late February. Everyone is encouraged to consider sending a team to this series.

There will be a reception for the Friends of SWON Libraries in April. This will be held on the same day as the Executive Board meeting so that members may attend.

Executive Session:

Cheryl Albrecht moved to take the Executive Board into Executive Session. Sandy Silber seconded the motion.

Sandy Silber moved to go out of Executive Session. The motion was seconded by Norma Petkus.

Motions from Executive Session:

Mike Whiteman moved that upon Jay Barkey's receipt of a draft memorandum from Mike Whiteman, the Executive Board will move into email Executive Session to discuss that memorandum. Sandy Silber seconded the motion that passed unanimously.

Next Meetings:

The next Executive Board meeting will be February 11<sup>th</sup> at 2:00 p.m. at the SWON Libraries office. The following meeting will be April 11<sup>th</sup> approximately 2:00 p.m. following the Friends of SWON Libraries reception.

Adjournment: Without objection the meeting adjourned at 12:20 p.m.

Respectfully Submitted,

Anne K. Abate  
Executive Director