

SWON Libraries
Executive Board Meeting
SWON Libraries Office
February 11, 2008

Attendance:

Jay Barkey, President; Sandy Silber, Treasurer; Cheryl Albrecht, University of Cincinnati; Sarah B. Brown, Mason Public Library; Jennifer Chase, Givaudan Flavors Corporation; Emily Colpi, Mariemont High School; Nancy Ehas, Wilmington Public Library; Norma Petkus, Bradford Public Library; Michael Whiteman, Northern Kentucky University, Chase College of Law; Laurel Wolfson, Hebrew Union College; 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 2:09 p.m.

Presentation and Approval of the Minutes: Cheryl Albrecht moved to approve the minutes from the December 14, 2007 meeting. Sarah B. Brown seconded the motion and it was approved unanimously.

Ratification of Policy Vote Conducted by Email January 16-18, 2007: The email vote taken in January has been approved. The original motion follows: Should the Executive Director determine that it is in SWON Libraries' best interest to retain legal counsel for a particular matter, in either a paid or pro bono capacity, the Executive Director shall seek the approval of the Executive Board prior to employing such legal counsel. There shall be no communication on behalf of SWON Libraries from any attorney without the prior approval of the Executive Board. All outgoing communications from said counsel shall, unless otherwise agreed upon, be approved by the Executive Board prior to being considered a communication on behalf of SWON Libraries.

Presentation and Approval of the Financial Reports: Sandy Silber moved to approve the December and January financial reports as presented. The motion was seconded by Norma Petkus and approved unanimously.

Executive Director's Report:

Anne reported on some activities in December and January.

The staff employee benefits renewals have been completed. There was an increase in our rates for health care that is being absorbed by SWON Libraries so as not to decrease the salaries of the staff. We improved the dental coverage and increased the life insurance to the amount of each professional employee's annual salary.

Anne, Glen and Allison met with INCOLSA to discuss some of our common continuing education opportunities. We will be broadcasting half the day of TechConnections 9 throughout Indiana by video.

SWON Libraries now has a discount with OVID Technologies that is being used by some of our hospital library members.

We have switched all of our commercial insurance coverage to a new agent. This will save us money and consolidate all of the policies with one company.

The Friends membership renewal campaign was started in December. We have had a very good response so far and this category of our income has now exceeded the amount budgeted.

Velocity Express rolled out a new online order system in January. Although it has taken time for everyone to get used to it, the system seems to allow us to provide better service and is receiving much praise from the members.

Anne met with both Glen and Allison to discuss their priorities for the coming year. These may be adjusted, depending on the information that comes from the Strategic Planning Committee this spring.

Anne completed the revision of the Interstate Agreement and sent it for comment to the appropriate parties. The Indiana State Librarian has given an initial positive reaction to participating in the new agreement and so it was written to include Indiana.

The annual renewal of the Mentor program is taking place right now. We continue to co-sponsor this program with the Cincinnati Chapter of SLA.

Several new members joined in January including St. Elizabeth Medical Center, Warren County Correctional Institution, Brown Mackie College—Northern Kentucky, and Middletown Public Library.

Anne attended the SOYAMRG meeting in Dayton. This group was the model for ROYAL.

Anne met with representatives from HCCA to discuss the state of school libraries in our area. We will be working with them to put on a summit on the topic this spring.

Anne is exploring the possibility of hosting the next Moving Mountains physical delivery summit in the area this fall.

Anne attended the orientation for the ONE Award and may go through the process this year as a supplement to our strategic planning process.

We were successful in our grant request to the IP Foundation. This funding is being used to support the summer reading workshops we are doing this spring at the request of the State Library of Ohio. Anne thanked Cathy Shaffer for her help with the application. We applied to the Staples Foundation for a small grant but were turned down.

Technology Coordinator's Report:

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

TechConnections 9 planning is continuing. Registration will open soon for the April event.

The new laptop lab has 12 computers and was used in January and February for a couple of hands-on events and at a member library. Several more uses for the lab are planned over the next couple of months.

The Technology Interest Group met recently. Beth Tumbleson from Miami University Middletown has agreed to serve as convener for future meetings.

Glen reported on several recent assistance requests from members.

Glen and Anne were investigating an upgrade to the telephone system. This research is on hold due to current budget concerns.

Glen attended the SOCHE Workshop in Dayton on the topic of distance education.

Glen completed his work on the grant reviews for the LSTA Advisory Committee.

Program Report:

Allison highlighted some major upcoming events and discussed the forming of the Continuing Education Advisory Council, that already has seven members interested in participating. The next step, after initially contacting the Interest Group conveners, will be to contact directors.

Allison passed around materials for the Process Improvement workshop series, which currently has 37 attendees. We hope to eventually top 45.

Allison discussed the upcoming Summer Reading Workshops—the Preble County session is already full. Allison also talked about a new program on the horizon called Innovations in Library Design. This five-part series will be held at the following locations and dates: Sinclair Community College (April); Boone County Public Library (May), Ursuline Academy (June); Lloyd Library and Museum (July); WebEX showcase--run by the designers (August).

Allison discussed the upcoming Spring Support Staff Symposium, to be held on April 17, 2008 at Sinclair Community College. There will be a motivational

humorist as the keynote speaker and technology and interlibrary loan themes for the afternoon breakout sessions.

Nancy Ehas asked if we had thought about analyzing attendance patterns at workshops, since attendance varies greatly. Norma Petkus suggested that we develop more of a pattern with when particular workshops are offered so that directors can anticipate when to send staff to certain events.

Strategic Planning Committee Update:

Anne distributed a list of the documents that have been provided to the Strategic Planning Committee for their use. They will be setting up a meeting next month.

Evaluation Committee Update:

Kathy O’Gorman was not at the meeting to present a report.

Finance Committee Update:

Sandy Silber reported that the Committee met today and reviewed the SWON Libraries Personnel Manual.

The Committee is ready to be consulted about the budget once we have final numbers from the State Library of Ohio for what to expect in our funding for next year.

Nominating/Board Development Committee Update:

Cheryl Albrecht presented a report on the nominating process.

Continuing Education Advisory Committee:

Allison reported that she is gathering members for the Committee and they will be brought together soon.

Technology Advisory Committee:

Glen reported that this Committee met last month and provided some notes to the Strategic Planning Committee. The comments from the Technology Advisory Committee also were used in mapping out Glen’s goals for the year.

Other Business:

Anne asked everyone to review the Report from the Executive Board Mid-Year Survey.

Report from Direct Lend / ILL Policies Taskforce—Anne reported that this group met last month. They worked very hard on the drafts of the policies which were distributed to the Executive Board. Anne thanked the members of the Taskforce for their efforts. Anne will distribute the draft policies to the Directors for comment. Anne asked for comments on the new borrower’s card. There will be mandatory meetings of all ILL and Direct Lend contacts in the spring.

Announcements:

Anne invited everyone to the Friends Reception that will be held on April 11 at 11:30 a.m.

Next Meetings:

The next Executive Board meeting will be April 11th at approximately 2:00 p.m. following the Friends of SWON Libraries Reception.

Adjournment: Without objection the meeting adjourned at 4:30 p.m.

Respectfully Submitted,

Anne K. Abate
Executive Director