

**SWON Libraries**  
**Executive Board Meeting**  
**Seven Hills School**  
**June 12, 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; Kathy O’Gorman, Cincinnati State Technical and Community College; Norma Petkus, Bradford Public Library; Sheila Shellabarger, Wright State University; Laurel Wolfson, Hebrew Union College; Anne Abate, Executive Director; Glen Horton, SWON Libraries Technology Coordinator; Vicky Sweeney, Continuing Education Coordinator.

Call to Order: Jay Barkey called the meeting to order at 12:53 p.m.

Presentation and Approval of the Minutes: Laurel Wolfson moved to approve the minutes from the April 14, 2008 meeting and the May 5, 2008 meeting as revised. Emily Colpi seconded the motion and it was approved unanimously.

Presentation and Approval of the Financial Reports: Sarah B. Brown moved to approve the April and May financial reports as presented. The motion was seconded by Norma Petkus and approved unanimously.

Executive Director’s Report:

Anne reported on some activities in April and May.

Vicky Sweeney started as the Continuing Education Coordinator on June 2<sup>nd</sup>.

Anne visited Little Miami High School in April. In May, she visited Miami Jacobs Career College, the Park Branch of Clark County Public Library, and Sinclair Community College.

The first ever Reception for the Friends of SWON Libraries was held in April. The staff hopes to make this an annual event.

Anne is serving on the Cincinnati State Technical and Community College Development Center Advisory Committee.

Anne met with staff at the Kenton County Public Library to discuss cooperative continuing education efforts.

The staff processed the dues invoices in May and some payments have already been received. The invoices were sent electronically for the first time this year.

Technology Coordinator’s Report:

Glen reported on some of the items he worked on in April and May.

Glen presented sessions at several conferences including Computers in Libraries in Washington D.C., Ohio Library Council's IT Bootcamp, Ohio Library Council's Management Conference, and SWON Libraries' Support Staff Symposium. Glen also presented a talk for the Central Ohio Chapter of ASIST. TechConnections 2.0.0.8 was held on April 28 at the State Library of Ohio and was a great success.

The office staff conducted a mailing list campaign through email for our major discussion lists and ended up with many new subscribers to our lists. The events list was increased by about 100 people.

More New Horizons coupons were purchased in bulk for the upcoming year. Glen was able to make the purchases before class prices increased.

Progress was made on several member technology assistance projects.

New SWON Libraries Direct Lend and ILL polices are available on the web site at <http://www.swonlibraries.org/direct-lend-policies> and <http://www.swonlibraries.org/ill-policies>

A searchable database of reviews from the 2008 Teen Reading Challenge is available at <http://www.swonlibraries.org/teenreading08>

Glen transferred Jenny Coldiron's fiscal information and software to a laptop so that she can work and create reports from home.

#### Program Report:

Anne reported on activities from April and May.

#### Strategic Planning Committee Update:

Nancy mentioned that a draft of some of the information the staff will be adding to the plan is ready to be discussed at the strategy meeting this afternoon. Kathy O'Gorman moved to adopt the Mission and Goals presented by the Strategic Planning Committee: Mission---SWON Libraries supports libraries in providing excellent services; Goals: Develop effective methods to communicate available services and opportunities to library staff members; Explore methods to target the unique CE needs of the entire membership; Define and clarify "Technology Support"; Identify and organize resources external to SWON Libraries for the use of the members; Foster collaboration between the members. The motion was seconded by Laurel Wolfson and passed unanimously.

#### Evaluation Committee Update:

Kathy O'Gorman reported that she prepared a summary of the evaluation process for the new committee as well as a summary of how the Executive Director met the goals for the year. Kathy also mentioned the Executive Board survey that was completed this spring and will be performed every six months.

Finance Committee Update:

Sandy Silber reported on the committee accomplishments for the year. She mentioned that the dues structure should be addressed next year by the Finance Committee.

Nominating/Board Development Committee Update:

Cheryl recapped the nominating process for this year.

Technology Advisory Committee and Continuing Education Advisory Committee:

Anne mentioned that these two committees should be appointed again next year.

Other Business:

Follow-Up Report on Executive Board Mid-Year Survey Results:

Anne reported that eight people participated in the survey.

Update on Direct Lend / ILL Policies:

The SWON Libraries intern, Emily Cullen, has contacted all ILL and Direct Lend contacts at the member libraries and is in the process of assembling their policies for publication to the website.

Audit:

Norma Petkus moved to give authority to Anne to hire the auditor for the year to do a review level audit. Sheila Shellabarger seconded the motion that passed unanimously.

Election of New Executive Board Officers:

Sandy Silber suggested Laurel Wolfson for the office of Treasurer. Jay Barkey suggested Emily Colpi for the office of President. Nancy Ehas suggested Jennifer Chase for the office of Vice President. Nancy Ehas moved to adopt the slate as suggested. Norma Petkus seconded the motion that passed unanimously.

Adjournment: Without objection the meeting adjourned at 2:05 p.m.

Respectfully Submitted,

Anne K. Abate  
Executive Director