

SWON Libraries
Executive Board Meeting
SWON Libraries Offices
August 5, 2008

Attendance:

Emily Colpi, Mariemont High School (President); Laurel Wolfson, Hebrew Union College (Treasurer); Cindy Brown, Boone County Public Library; Sarah B. Brown, Mason Public Library; Jennifer Chase, Givaudan Flavors Corporation; Marianne Cramer, Summit Country Day School; Nancy Ehas, Wilmington Public Library; Norma Petkus, Bradford Public Library; Kathy Poulton, Archbishop Moeller High School; Cathy Shaffer Goodin, International Paper; Michael Whiteman, Northern Kentucky University, Chase College of Law.

Staff in Attendance:

Anne Abate, Executive Director; Glen Horton, Technology Coordinator; Vicky Sweeney, Continuing Education Coordinator.

Call to Order: Emily Colpi called the meeting to order at 2:04 p.m.

Presentation and Approval of the Minutes: Kathy Poulton moved to approve the minutes from the June 12, 2008 meeting. Laurel Wolfson seconded the motion and it was approved unanimously.

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

Executive Director's Report:

Anne reported on some activities in June and July.

The summer intern, Emily Cullen, has completed her work for SWON Libraries. She was able to complete the organization of the Special Libraries Association Legal Division Archives for Anne and made significant progress in the ILL/Direct Lend Policies project for SWON Libraries.

Anne attended ALA and participated in a broad variety of activities. One of the most profitable for the office was visiting the exhibit hall to acquire new publishers for our ROYAL and CLEAR book review groups.

The Moving Mountains Symposium planning is coming along well. This nationwide event will be held September 25-26 at the Cincinnati Airport Marriott. SWON Libraries is taking care of the arrangements for this event that is expected to draw 150 participants.

Anne and Pat travelled to Cumberland Falls State Resort Park near Corbin, Kentucky to take care of the arrangements of the FoKAL (Federation of Kentucky Academic Libraries) Summit on behalf of SAALCK.

Anne is meeting with a small group of concerned community members led by Louis Mays from Southern State Community College to develop a coordinated regional library reaction to the ABX/DHL layoffs taking place in the Wilmington area.

Anne met with the new Director of Content Management at Xavier University, Amy Filiatreau.

The four-part Process Improvement for Libraries series concluded in July.

Anne met with the Executive Director of the Mideastern Michigan Library Cooperative to discuss common concerns. Anne has been asked to address the directors of the twelve regional library cooperatives of Michigan in Lansing in August.

Anne met with Kate Nevins, the Executive Director of Solinet to discuss potential synergies.

Technology Coordinator's Report:

Glen reported on some of the items he worked on in June and July.

Glen presented two workshops in June/July: A talk on social collaboration tools for International Paper and a Google workshop that was broadcast live to SERLS. The Technology Interest Group also convened in June. Glen reminded the Executive Board that additional New Horizons coupons have been purchased and are available to all member libraries.

Glen consulted with several libraries in June/July, but he is currently only completing work for Blanchester Public Library. Blanchester's web site should be completed in the next month and Glen will then be finished with direct assistance to libraries.

Due to the reduced direct assistance to members, Glen has been able to make some long needed upgrades to the office infrastructure. Enhancements were made to the events management system. Other updates include installing an additional camera and other updates to the video conferencing system, moving the office file server to a new box, and upgrading the visitor wireless hotspot.

Program Report:

Vicky reported on some activities from June and July. There were some great programs including Library Marketing: Challenges and Solutions, Innovations in Library Design (tours at Ursuline Academy and Boone County Public Library), and The Empowerment Advantage.

Vicky is creating a workshop for reference librarians called "Helping the Displaced Worker." This is based on a specific request from libraries in the area impacted by a recent corporate downsizing.

Vicky and Anne will be assembling a list of members to serve on the Continuing Education Advisory Committee in addition to the Executive Board representatives to that group.

Vicky reported on some upcoming events: Linda Bruno will speak in September on two different topics, Emotional Intelligence and Managing Your Priorities; the Fall Support Staff Symposium will be October 2nd at the Receptions in Fairfield and the theme will be lifelong learning; Picture Book Read-In is August 8th and there are 44 people registered so far. SWON Libraries staff decided to collect the books for picture book this year to save money on delivery costs. There are five library systems contributing books.

Committee Appointments:

Emily Colpi asked everyone to volunteer for committees. The following appointments have been made: Nominating/Board Development--Jennifer Chase, Nancy Ehas, Norma Petkus, and Sheila Shellabarger; Strategic Planning—Jennifer Chase, Nancy Ehas, Marianne Cramer, Kathy Poulton; Evaluation—Sarah B. Brown, Emily Colpi, Mike Whiteman, Laurel Wolfson; Finance—Laurel Wolfson (Chair), Norma Petkus, Kathy Poulton; Technology Advisory—Sarah B. Brown, Emily Colpi, Cathy Shaffer Goodin; Continuing Education Advisory—Cindy Brown, Emily Colpi.

Strategic Planning Committee Update:

Anne asked for comments on the draft of the Strategic Plan. Anne will make revisions and bring to the next meeting.

Evaluation Committee Update:

This committee will begin their work during the year. Mike Whiteman will be the member carrying over from last year's committee.

Finance Committee Update:

Laurel Wolfson reported that she is meeting with Anne and Jenny to go over her plans for the Committee.

Nominating/Board Development Committee Update:

Emily reminded the members of their important work this year. Members of the committee will be Jennifer Chase, Nancy Ehas, Norma Petkus, and Sheila Shellabarger.

Technology Advisory Committee and Continuing Education Advisory Committee:

The Executive Board appointments to these committees have been made. Although this group may not need to meet, the list of members will still be created in order to consult with them as needed.

Update on Direct Lend / ILL Policies:

Due to scheduling conflicts and staffing issues, Anne delayed the mandatory ILL/Direct Lend meetings. The meetings will be scheduled for early fall.

Technology Assistance Menu:

Glen asked for comments on the newly revised Technology Assistance Menu. Cindy Brown moved to accept the work of the Technology Advisory Committee in redefining the level of technology assistance provided by SWON Libraries to the members. Marianne Cramer seconded the motion that passed unanimously.

Executive Director Goals and Priorities for 2008-2009:

Anne asked for any additional comments on her priorities for the year.

Adjournment: Without objection the meeting adjourned at 3:45 p.m.

Respectfully Submitted,

Anne K. Abate
Executive Director