

**SWON Libraries**  
**Executive Board Meeting**  
**SWON Libraries Offices**  
**October 13, 2008**

Attendance:

Emily Colpi, Mariemont High School (President); Laurel Wolfson, Hebrew Union College (Treasurer); 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; Sheila Shellabarger, Wright State University; 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, Jenny Coldiron, Fiscal Coordinator.

Call to Order: Emily Colpi called the meeting to order at 2:12 p.m.

Presentation and Approval of the Minutes: Mike Whiteman moved to approve the minutes from the August 5, 2008 meeting. Norma Petkus seconded the motion and it was approved unanimously.

Presentation and Approval of the Financial Reports: Marianne Cramer moved to approve the August and September financial reports as presented. The motion was seconded by Sheila Shellabarger and approved unanimously.

Anne provided copies of the revised July financial reports. Based on decisions by the Finance Committee the Support Staff Reserve fund is being folded into Basic Reserves and interest will now be credited only to Basic Reserves and not divided between the Reserve accounts.

Anne provided copies of the Auditor's Report dated June 30, 2008. Anne and Jenny were pleased with the way the audit was conducted this year.

Executive Director's Report:

Anne reported on some activities in August and September.

Due to some new federal regulations, we have set up our own internal administration of the 403(b) retirement plan. This involves having a plan document on file and conducting quarterly meetings for the staff to encourage them to fund their retirement accounts. Everything is in place to make this happen.

Anne, Glen, and Vicky delivered the old video conferencing equipment to the Greenville Public Library in August. They are now set up to be a site for any video conference.

Anne has been working with a number of members to assist them in preparing for the DHL layoffs that are planned for the Clinton County area. SWON Libraries will conduct a number of training sessions to assist staff members in answering questions from recently laid off workers.

Anne made a presentation to kick-off the University of Dayton Library two-day staff retreat.

SWON Libraries has formed a partnership with the Ohio Division of the American Cancer Society. We contacted all of the libraries to advertise display kits that are available from the American Cancer Society for Breast Cancer Awareness Month in October. Many of the libraries are taking advantage of this offer.

Although the office was closed for an entire week in September due to the power outage caused by the hurricane winds, the staff did a great job of conducting business as usual.

Anne has been working to reduce the delivery expenses as much as possible. We are running way over budget in this area and some changes will need to be made soon.

The staff hosted a reception for new librarians in partnership with the Cincinnati Chapter of the Special Libraries Association. The event was well attended. Anne thanked the members of the Executive Board who attended the event.

Anne and the staff managed the Moving Mountains Symposium that took place in Northern Kentucky at the end of September. More than 70 people from across the country attended.

#### Technology Coordinator's Report:

Glen reported on some of the items he worked on in August and September.

Glen did not make any presentations in August or September, but facilitated equipment for several events and participated in a meeting of the Technology Interest Group. He also purchased and configured an Internet speaker phone for use with our webinars. The equipment, along with our Skype account, will provide us with a speaker phone anywhere we have a laptop with Internet access.

Blanchester Public Library's website is complete and Glen is weaning a couple other members off of technology assistance. In September, Glen attended a meeting at the Public Library of Cincinnati to discuss digitization projects with Columbus Metropolitan Library.

A complete list of committees and their members is now available at [www.swonlibraries.org/groups](http://www.swonlibraries.org/groups). The ROYAL reviews website has been merged in with the main SWON Libraries site and is now available at

[www.swonlibraries.org/royal](http://www.swonlibraries.org/royal). The previous ROYAL site was created by a member of that group and had become outdated.

Several updates and upgrades have been made to the office's network. The changes provide additional security and reliability for the staff and visitors to the office. Glen also took advantage of the power outage to update the office equipment inventory.

Glen reported on changes he has made since the power outage that will ensure access to critical information during future power/server outages. Information such as event registrations and mailing list members is being sent nightly to a remote email account so that it can be accessed when needed. Glen also put other procedures in place that should allow the office phone numbers to be redirected to another site if needed.

#### Program Report:

Vicky reported on some activities from August and September.

Picture Book Read-In was very well received in August 2008. There were books from five different public libraries for the attendees to read.

Linda Bruno conducted three workshops in September during the week with no electricity. Linda was wonderful and customized a workshop on Emotional Intelligence for SWON Libraries and the Kenton County Public Library. It was a great way for SWON Libraries to partner with a member library.

The Moving Mountains Symposium was a good learning experience and the staff worked well together to get everything ready for the event.

SWON Libraries is looking at ways to deliver more workshops online. The Wimba Classroom is available for our use from the State Library of Ohio. Anne, Glen, and Vicky will be testing it, and it will be used during the ILL/Direct Lend Meetings in October and November.

#### Strategic Planning Committee Update:

Anne presented the final copy of the Strategic Plan. Norma Petkus made a motion to approve the Strategic Plan. Jennifer Chase seconded the motion and it was approved unanimously.

#### Evaluation Committee Update:

No report.

#### Finance Committee Update:

Laurel Wolfson reported that the Committee met to discuss the recent budget cut from the State Library of Ohio and the situation with the over-budget situation on the delivery contract.

#### Nominating/Board Development Committee Update:

No report.

Technology Advisory Committee and Continuing Education Advisory Committee:

No report.

Update on Direct Lend / ILL Policies:

The mandatory meetings of all contacts are scheduled for October 15th and November 7<sup>th</sup>.

Adjournment: Without objection the meeting adjourned at 4:10 p.m.

Respectfully Submitted,

Anne K. Abate  
Executive Director