

**SWON Libraries**  
**Executive Board Meeting**  
**SWON Libraries Offices**  
**December 9, 2008**

Attendance:

Emily Colpi, Mariemont High School (President); Laurel Wolfson, Hebrew Union College (Treasurer); Sarah B. Brown, Mason Public Library; Marianne Cramer, Summit Country Day School; Norma Petkus, Bradford Public Library; Kathy Poulton, Archbishop Moeller High School; Cathy Shaffer Goodin, International Paper; Sheila Shellabarger, Wright State University.

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 2:05 p.m.

Presentation and Approval of the Minutes: Sarah B. Brown moved to approve the minutes from the October 13 meeting. Laurel Wolfson seconded the motion and it was approved unanimously.

Presentation and Approval of the Financial Reports: Kathy Poulton moved to approve the October and November financial reports as presented. The motion was seconded by Marianne Cramer and approved unanimously.

Anne provided a copy of the IRS Form 990 for review by the Executive Board. The form was filed on time this year, thanks to the excellent work of the auditor.

Executive Director's Report:

Anne reported on some activities in October and November.

We continue to add vendors to our discounts available to members. A flyer was distributed at the Member Meeting to encourage use of the discounts and the vendor discount page on the website has been redesigned to facilitate use.

Anne visited Purcell Marian High School Library in October and consulted with them on a grant application they made to the State Library of Ohio.

The ILL/Direct Lend meetings were conducted in-person and online through Wimba and they were very well attended. We are now following up to make the procedures of each library available on the website.

SWON Libraries facilitated a symposium for SAALCK in October on Library Instruction.

There have been some changes made to the delivery schedules which seem to have lowered our weekly bill. Anne continues to work with Velocity Express to find cost saving measures.

Anne had a phone meeting with Union Institute in November. The professional staff met with representatives with Huber Heights City Schools to introduce them to the benefits of membership.

Anne and Glen attended an OCLIS meeting in November. OCLIS is taking a new path of serving its member organizations and Anne is taking the lead on communicating the new direction to the OCLIS members.

Anne and Vicky have been working on a grant to develop a program on Working with Primary Sources from the Library of Congress. They will be ready to submit the full application in December. The program will probably be scheduled for the spring and summer of 2009.

#### Technology Coordinator's Report:

Glen reported on some of the items he worked on in October and November.

In addition to assisting with several workshops, Glen presented at Wright Memorial Public Library's staff day and at the KLA and OELMA annual conferences. In November, a call for proposals for the TechConnections conference was announced. Eight proposals have been received so far and a keynote speaker has been confirmed. Glen also researched webinar software for distance education and worked with Vicky to configure the Wimba software.

Glen consulted with several member libraries in October and November. He also participated in a meeting at NORWELD on digitization projects. Glen shared his experiences with the Greater Cincinnati Memory Project and answered questions for the NORWELD group.

Several enhancements were made to the SWON Libraries website. Glen added the Strategic Plan to the site and also created a "suggestion box" that visitors can use to send suggestions and comments to the office. The vendor discounts page and events list were also restructured to make them more usable. The staff's intranet was merged into the website's content management software. This will make managing the intranet easier and facilitate access to services.

Several new mailing lists were created for new interest groups and event discussions. Glen also finished configuring the web-based chat software that will be used in online moderated discussions.

Glen attended several events in October and November including the OLC Leadership Conference and staffing the RLS booth at the ALAO conference.

#### Program Report:

Vicky reported on some activities from October and November.

The Ukulele event had good attendance and many of the attendees have been using their new talent in story times.

There was a Basic Serials workshop that was a one and a half day event for catalogers. The evaluations were really good and there have been requests to bring the speaker back to present Advanced Basic Serials and Electronic Serials workshops. This workshop was part of the Serials Cataloging Cooperative Training Program from the Library of Congress.

The Health Care Interest Group met for the first time in October. The group will be meeting again in January.

The Public Library Branch Managers Interest Group, Rare Books Interest Group, and Public Relations Interest Group all met in October/November. These three groups have not met since early in 2008.

Vicky reported on upcoming events and ideas for future workshops.

Strategic Planning Committee Update:

Anne reported that the staff has been working through individual items of the Strategic Plan in their regular Strategy Meetings. They will prepare a report on their progress for the next Executive Board meeting.

Evaluation Committee Update:

No report.

Finance Committee Update:

No report.

Nominating/Board Development Committee Update:

No report.

Technology Advisory Committee and Continuing Education Advisory Committee:

No report.

Discussion on Online CE Plans and Issues:

Anne asked the staff to report on the status of delivering CE to the desktop.

Suggestion Regarding Online Resource for Library Policies:

Staff asked for ideas on developing a library policies page on the web site.

Workshop Locations:

Vicky asked for input on workshop locations.

State Budget Update:

Anne reported on the status of the funding from the State Library of Ohio and provided a chart of SWON Libraries funding sources and spending over the last three years.

10815 Indeco Drive:

Anne reported that our landlord is once again talking about selling the building. He has offered it to SWON Libraries, but we are probably not in a position to buy it at this time. Anne is meeting with the bank this week to discuss our position.

Announcements

Anne reminded everyone that they will be receiving the semi-annual board evaluation this month. It is important that every Executive Board member responds to the survey so we have a better picture of how we are doing over time as an organization.

The next meeting will be February 10 at 2:00 p.m.

The April meeting will be on the 6<sup>th</sup> at 2:00 p.m.

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

Respectfully submitted,

Anne K. Abate  
Executive Director