

SWON Libraries
Executive Board Meeting
SWON Libraries Offices
February 10, 2009

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; Marianne Cramer, Summit Country Day School; Nancy Ehas, Wilmington Public Library; Kathy Poulton, Archbishop Moeller High School; Cathy Shaffer Goodin, International Paper; Sheila Shellabarger, Wright State University; Mike 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 2:02 p.m.

Presentation and Approval of the Minutes: Mike Whiteman moved to approve the minutes from the December 9, 2009 meeting. Laurel Wolfson seconded the motion and it was approved unanimously.

Presentation and Approval of the Financial Reports: Laurel Wolfson moved to approve the December and January financial reports as presented. The motion was seconded by Sheila Shellabarger and approved unanimously.

Executive Director's Report:

Anne reported on some activities in December and January.

The negotiations are almost complete for a new delivery contract. The expense of the service continues to be a huge concern. Anne will perform a survey of the directors as to their use of the service and alternatives.

Anne attended the West Virginia Library Association conference in December.

SWON Libraries has been approved by the State of Indiana as a provider of LEUs (Library Education Units) for some courses and instructors. This fact will be included in program advertising as appropriate.

Anne worked with Vicky on the successful grant to coordinate a workshop series on working with primary source materials from the Library of Congress. The workshops will take place in the summer and fall of 2009.

Anne continues to follow-up on all vendor discount suggestions in order to expand the value of membership for all libraries in the region.

SWON Libraries worked with the American Heart Association to provide materials to libraries during the "Go Red" campaign in February. Anne will also continue to work with the American Cancer Society to expand our partnership.

The Property and Directors and Officers insurance policies were renewed in January.

The staff designed a flyer to announce all of the online CE offerings that are being introduced this year.

The Friends of SWON Libraries renewal for 2009 has progressed very well. We have more Friends than ever before.

Technology Coordinator's Report:

Glen reported on some of the items he worked on in December and January.

The Technology Interest Group met in December and discussed distance education. The next meeting will allow members to participate online. In January, Glen began a monthly online technology news update. The staff will evaluate the success of the talks in April.

Glen processed about 250 images from the Memory Project for CET. Some of the images will be used in an upcoming TV show on Cincinnati parks.

The 2009 Teen Reading Challenge form is open. Almost 100 people are participating including some student teams from member schools. A searchable database of books read will be available after the contest ends.

Glen continues to move various project and group websites to the main SWON Libraries site to simplify administration and unify the look and feel of all of our pages. Glen also continues to enhance the event registration system. Registration links on event pages have been restructured for usability. Attendees are also now asked to provide emergency contact information so that staff may reach them immediately before an event if needed.

A new projector was purchased and installed in the classroom.

In December, Glen participated in his final meeting on OLC's IT Division Action Council. He also participated in an LSTA grant review meeting.

Program Report:

Vicky reported on some upcoming workshops scheduled in March: Summer Reading Workshops, Book Repair Workshops, and a new Wimba Series with Linda Bruno. There will be a statewide Adult Services Symposium video conference in April.

Vicky reported that the Lassie/Reader Advisory and Outreach Interest Groups had been in trouble due to low attendance, but both groups had over 10 people at their January meetings so they are considered "saved".

Anne assisted Vicky with creating her goals for 2009, and Vicky will periodically be reporting on them throughout the year.

Vicky reported that SWON Libraries received a \$15,000 grant for Teaching with Primary Sources. This program is aimed at school librarian and teacher teams and will be presented in the summer and fall of 2009.

December was a slow month for workshops and interest groups. Vicky was able to catch up on some items such as: budgets, Teaching with Primary Sources Grant, and cleaning the entire SWON Libraries office with Anne and Pat.

Strategic Planning Committee Update:

Anne reported that the staff is meeting this week to discuss their progress on the Strategic Plan. Each member of the staff has been assigned a variety of areas to oversee.

Evaluation Committee Update:

The Evaluation Committee met before this Executive Board meeting. The committee worked with Anne to develop her new priorities and goals for the next year. The entire Executive Board will be allowed time to provide input into the evaluation of the Executive Director. The committee is recommending that the Past President always be a part of the committee, whether or not they are still serving on the Executive Board.

Finance Committee Update:

Laurel has been assisting Anne with some of the issues involving delivery. Laurel will work with Jenny and Anne as they begin the budget process for next year.

Nominating/Board Development Committee Update:

Jennifer Chase has taken over as Chair of this committee. She has contacted the past chair of the committee and is starting the process.

Suggestions for Retreat and Board Book:

Anne distributed the agenda from the 2008 retreat. She asked everyone for suggestions for the retreat and the board books. The staff will create an online version of the board book so that all Executive Board members can have access to the documents.

Regional Membership Issues:

Anne distributed a comparison chart of the dues of all four regional library systems in Ohio. Probably due to our new online offerings, libraries from the other regions are asking to become Friends of SWON Libraries. We are going to

allow this, but only after checking with their home regional library system for approval.

April Friends Reception:

Anne announced that the Annual Friends Reception will be held on April 30th. She provided a draft flyer for the event. Anne asked for suggestions for the featured speaker.

State Budget Update:

Anne reported that the preliminary message from the State Library of Ohio has been good. Anne provided a section of the State Library's proposed budget with executive comments from the Governor's office. Anne has been asked to be available for the legislative hearings in Columbus when the State Librarian will be asked to testify to support the budget.

School District Membership Proposal:

Anne has contacted the Archdiocese of Cincinnati and the Diocese of Covington about a potential new membership structure for elementary schools in a single district. This same offer should be made available and communicated to all school districts.

Executive Board Survey Results:

Anne provided the results of the mid-term Executive Board survey for this year, as well as the results from the same survey last year. The scores show a marked improvement in all areas.

Announcements:

The next meeting will be April 6 at 2:00 p.m.

Adjournment: Without objection the meeting adjourned at 3:47 p.m.

Respectfully submitted,

Anne K. Abate
Executive Director