

SWON Libraries
Executive Board Meeting
SWON Libraries Offices
April 6, 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; 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.

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 2:10 p.m.

Presentation and Approval of the Minutes: Kathy Poulton moved to approve the minutes from the February 10, 2009 meeting. Sheila Shellabarger seconded the motion and it was approved as corrected unanimously.

Presentation and Approval of the Financial Reports: Laurel Wolfson moved to approve the February and March financial reports as presented. The motion was seconded by Norma Petkus and approved unanimously.

Executive Director's Report:

Anne reported on some activities in February and March.

SWON Libraries has dropped the outside service that was administering the cafeteria plan for the staff. The appropriate plan documents have been drawn up and are on file. This will save the administrative fees that had been paid on a monthly basis, as well as the annual renewal fee.

The negotiations with the delivery company are complete and the new company, Ace Expeditors is beginning their contract on April 6.

Anne has arranged for several insurance brokers to attend the Member Meeting in May to make a presentation on various insurance options available to libraries. If any of these are able to provide a discount for members that will be arranged.

The Archdiocese of Cincinnati accepted our offer to take a "balloon membership" for all of their elementary schools. Each school will now be able to participate in a partial membership at a lower cost.

Anne made a presentation about SWON Libraries for the Annual Meeting of the ReSource Board. ReSource has allowed us to purchase office supplies, furniture, and other items at an extremely reduced cost for a number of years.

SWON Libraries hosted a videoconference on the upcoming Gates Grant cycle for the State Library of Ohio. We have been asked to help out all libraries in the region on this effort.

Technology Coordinator's Report:

Glen reported on the major items he worked on in February and March.

Registration for the TechConnections conference opened in February. There are 39 people registered right now including speakers and attendees.

The Technology Interest Group met and discussed "technology for staff." The meeting was also used to test participation via web conferencing software. Vicky and Glen both agree that there are pros and cons to allowing remote attendees at interest group meetings. Glen presented two sessions of "Tech News You Can Use", a monthly session held on Wimba. Attendance seems to be picking up as more people learn about the event. Additional technology events featuring Glen as the speaker have been scheduled through September.

The SAALCK website is nearly finished. All data has been moved from the old site to the new content management system. Glen is working with the SAALCK Chair to transfer control of the site. SAALCK is paying a contract fee for this work.

The Media Interest Group's website and catalog have been merged into the main SWON Libraries site. This will make upkeep of the site easier in the future.

Glen has created a contacts management system for the staff. The database will be used as a central place to keep track of various contacts within the membership. The system ties in with the website and mailing list so that staff can easily make changes and share data with the membership.

Glen reported on his work with the LSTA grant team. He noted that several member libraries were awarded grants in this round.

Program Report:

Vicky reported on the successful use of Wimba over the past two months. There have been minimal technical issues.

Vicky rescheduled many interest groups from January into February due to the winter weather issues.

Monthly web chats continue to have strong attendance. The web chats will continue to be scheduled throughout 2009.

Summer Reading workshops were held in March and they were very well received. There were two summer reading workshops for the children's theme of Be Creative @Your Library and one for the teen theme of Express Yourself @ Your Library. Vicky thanked her committee members for all the hard work that went into planning the workshop.

Vicky reported that registration for the Support Staff Symposium on April 23, 2009 is going well. The theme for this event is customer service.

Vicky reported on other upcoming workshops and interest groups in May and June.

Strategic Planning Committee Update:

Anne reported on the progress the staff is making on the Strategic Plan. The professional staff will be meeting again this week for updates.

Evaluation Committee Update:

Anne distributed the draft Goals and Priorities for the Executive Director.

Finance Committee Update:

No update.

Nominating/Board Development Committee Update:

Sheila Shellabarger presented the report for the Board Development Committee. Mike Whiteman announced his resignation from the Executive Board in the last few days, so there will be an additional call for nominations announced. The slate will be ready to be presented at the May Membership Meeting.

State Budget Update:

Anne reported that there will be a Senate hearing in the next few weeks. Anne attended the House hearing in March.

Announcements:

Anne reminded everyone to attend the Friends Reception on April 30th. We should have a brief Executive Board meeting before the Member Meeting to review the Budget before it is presented to the Members. The next regular Executive Board meeting will be the Retreat in June.

Adjournment: Without objection the meeting adjourned at 3:27 p.m.

Respectfully submitted,

Anne K. Abate
Executive Director