

**SWON Libraries**  
**Executive Board Meeting**  
**SWON Libraries Office**  
**October 13, 2009**

Attendance:

Laurel Wolfson, Hebrew Union College (President); Marianne Cramer, Summit Country Day (Treasurer); Sue Banks, Kenton County Public Library; Sarah B. Brown, Mason Public Library; Jason Buydos, Public Library of Cincinnati and Hamilton County; Anita Carroll, Franklin-Springboro Public Library; Emily Colpi, Mariemont High School; Amy Filiatreau, Xavier University; Carrie Herrmann, Boone County Public Library; Kathy Poulton, Archbishop Moeller High School.

Staff in Attendance:

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

Call to Order: Laurel Wolfson called the meeting to order at 2:02 p.m.

Presentation and Approval of the Minutes: Jason Buydos moved to approve the minutes from the August 10, 2009 meeting. Marianne Cramer seconded the motion and it was approved unanimously.

Ratification of Email Vote:

Kathy Poulton moved and Carrie Herrmann seconded to ratify the vote completed by email on October 5-6, 2009 on the following motion: SWON Libraries endorses support of Hamilton County Issue 7, the levy to fund the Public Library of Cincinnati and Hamilton County, on the ballot for the Nov. 3, 2009 election.

Presentation and Approval of the Financial Reports: Jason Buydos moved to approve the August and September financial reports as presented. The motion was seconded by Emily Colpi and approved unanimously.

Executive Director's Report:

Anne reported on some activities in August and September. See the attached report for highlights of these activities.

Technology Coordinator's Report:

Glen reported on the major items he worked on in August and September. See the attached report for highlights of these activities.

Program Report:

Vicky reported on workshops from August and September and announced some upcoming events. See the attached report for highlights of these activities.

Strategic Planning Committee Update: No update.

Evaluation Committee Update: No update.

Finance Committee Update: Marianne reported that she is going to set up a meeting before the November 12 Membership Meeting.

Development Committee Update: No update.

Marketing Committee Update: Anne put out a call for volunteers for this committee from the Executive Board. Carrie Herrmann was the only volunteer and has agreed to chair the committee. Anne will put out a general call to the membership this month.

Nominating / Board Development Committee Update: Anne reported that Lisa Hayes has resigned from the Executive Board due to a heavy load at work. Laurel designated Mike Whiteman to step in for the remainder of that term. Sue Banks moved to approve the designation of Mike Whiteman to fill out the 2009-2012 term. Sarah Brown seconded the motion that passed unanimously.

Technology Advisory Committee Update: Glen reported that a committee has been assembled. They will be helping to review the Statewide Technology Survey that is currently in development.

Continuing Education Advisory Committee Update: Vicky reported on the results of the quick CE Survey that was conducted last month.

Proposed By-Laws Amendment: Anne brought forward some draft revisions to the By-Laws for consideration. The following actions were taken and will be presented at the November Membership Meeting.

The motion made by Amy Filiatreau to accept the following change was seconded by Jason Buydos and passed unanimously:

Article 9 (Committees)

Section A.

subsection a.--[current text]

a. Finance Committee: Membership shall consist of four Council members including the Treasurer who shall serve as its Chair. The Executive Director will serve ex-officio (with no voting privileges) on this committee. At least one member shall represent Member Libraries outside of the Southwest Quadrant. This committee will propose an annual budget to the Executive Board including dues and assessments from the Contributing Members. Other duties may be assigned to this committee as deemed necessary by the President.

[proposed revised text]

a. Finance Committee: Membership shall consist of four Council members including the Treasurer who shall serve as its Chair. The Executive Director will serve ex-officio (with no voting privileges) on this committee. This committee will propose an annual budget to the Executive Board including dues and assessments from the Contributing Members. Other duties may be assigned to this committee as deemed necessary by the President.

CHANGE NOTE: Delete the sentence: “At least one member shall represent Member Libraries outside of the Southwest Quadrant.”

The motion made by Kathy Poulton to accept the following change was seconded by Anita Carroll and passed unanimously:

#### Article 9 (Committees)

##### Section A.

subsection a.--[current text]

b. Strategic Planning Committee: Membership shall consist of five Council members including the Vice-President who shall serve as its Chair. The Executive Director will serve ex-officio (with no voting privileges) on this committee. At least one member shall represent Member Libraries outside of the Southwest Quadrant. This committee shall propose a multi-year strategic plan for development of the regional library system each year. Other duties may be assigned to this committee as deemed necessary by the President.

[proposed revised text]

b. Strategic Planning Committee: Membership shall consist of representatives from at least five member libraries including the Vice-President who shall serve as its Chair. The Executive Director will serve ex-officio (with no voting privileges) on this committee. At least one member shall represent Member Libraries outside of the Southwest Quadrant. This committee shall propose a multi-year strategic plan for development of the regional library system each year. Other duties may be assigned to this committee as deemed necessary by the President.

CHANGE NOTE: Delete the phrase: “five Council members” and replace with: “representatives from at least five member libraries”

The motion made by Amy Filiatreau to accept the following change was seconded by Emily Colpi and passed by a vote of 9 in favor and 1 opposed:

#### Article 8 (Fiscal Year)

In section B--[current text]

B. A financial review shall be conducted each year after the end of the Fiscal Year by an independent firm approved by the Executive Board.

[proposed revised text]

B. A financial review shall be conducted at least every two years or at the discretion of the Executive Board after the end of the Fiscal Year by an independent firm approved by the Executive Board.

CHANGE NOTE: Delete: “each year” and replace with: “at least every two years or at the discretion of the Executive Board”

The motion made by Sarah Brown to accept the following change was seconded by Anita Carroll and passed by a vote of 9 in favor and 1 opposed:

#### Article 4 (Duties of Officers)

In section C--[current text]

C. Treasurer. The Treasurer shall see that appropriate financial statements are maintained for the organization as required by law and that an annual financial review is performed on the financial records.

[proposed revised text]

C. Treasurer. The Treasurer shall see that appropriate financial statements are maintained for the organization as required by law and that a regular financial review is performed on the financial records at least every two years or at the discretion of the Executive Board.

CHANGE NOTE: Delete: "an annual" and replace with: "a regular" and add at the end of the section: "at least every two years or at the discretion of the Executive Board"

Announcements: Laurel mentioned that the dedication of the new Klau Library at Hebrew Union College is November 2 at 2:00 p.m. and all are invited to attend.

Adjournment: Without objection the meeting adjourned at 4:15 p.m.

Respectfully submitted,

Anne K. Abate  
Executive Director