

SWON Libraries
Executive Board Meeting
SWON Libraries Office
April 7, 2011 - 1:00 p.m.

Attendance: Marianne Cramer, Summit Country Day School (Chair); Cheryl Albrecht, University of Cincinnati; Dave Anderson, Campbell County Public Library; Melida Busch, Cincinnati Children's Hospital; Jason Buydos, Public Library of Cincinnati and Hamilton County; Anita Carroll, Franklin-Springboro Public Library; Amy Ensor, Xavier University; Carrie Herrmann, Boone County Public Library; Joe Knueven, Germantown Public Library; Jim McKellogg, Thomas More College; Linda Behen, Seven Hills School; Cathy Shaffer Goodin, International Paper

Staff in Attendance: Glen Horton, Interim Executive Director

Guests in Attendance: Maggie Heran, Lloyd Library

Call to Order: Marianne Cramer called the meeting to order at 1:08 p.m.

Presentation and Approval of the Minutes: Jason Buydos moved to approve the minutes from the February 7, 2011 meeting. Cheryl Albrecht seconded the motion and it was approved unanimously.

Jason Buydos moved to approve the minutes from the March 14, 2011 meeting. Carrie Herrmann seconded the motion and it was approved unanimously.

Presentation and Approval of the Financial Reports: Melida Busch moved to approve the February and March financial reports as presented. The motion was seconded by Amy Ensor and approved unanimously.

Amy suggested that SWON should advertise how well we are doing with events.

Executive Director's Report: Glen reported on administrative issues and his activities in February and March.

It was suggested that Friends membership should be promoted at the Membership Meeting. Jason suggested adding a student representative to the Executive Board in the future.

Personnel Issues: Marianne reported on the status of the hiring process for the Executive Director. She then discussed Glen's resignation with the group.

Melanie cannot move to Cincinnati until mid-June. She will be at the office a few days per week and work long days with Glen.

Marianne said that Melanie is agreeable to starting the hiring process for one or more of the staff positions. In addition to the Executive Director, It appears that there will be \$70,000 available in the budget for staff salaries.

The group agreed that there is much need for a continuing education assistant. However, the new Executive Director's responsibilities also include continuing education. Melanie needs to determine which aspects of continuing education she wants to handle and which parts would be better for an assistant. It was suggested that the continuing education assistant could be a seasonal position with summers or other slow times off. We could still offer 24 pay periods per year.

The group then discussed how to fill the technology position. Glen noted that the new Strategic Plan and suggestions from the Membership/Dues Committee rely on having a technology position on staff. Glen will investigate moving SWON's servers to hosted accounts so that the new person will not need to manage server hardware.

Cheryl suggested that the technology position could be structured similar to the emerging technologies librarians in many academic libraries. Jason suggested that the position could be 35 hours per week with a salary of \$40,000 per year plus benefits. Training would be an important aspect of this position. After discussion, the group agreed on calling the position an Emerging Technologies Specialist.

Dave suggested that SWON should rely more on interns. He also suggested that SWON could hire two full-time staff at \$35,000 each and have them share the technology and continuing education responsibilities.

Jason Buydos moved that Melida, Carrie, Cheryl, Glen and possibly Darci, establish a committee to create a job description for the Emerging Technologies Specialist and work with the new Executive Director to post and conduct a search. The motion was seconded by Joe Knueven and approved unanimously.

Anita Carroll moved that the same committee will work with the new Executive Director to create a job description and conduct a search for a part-time Continuing Education Assistant. The motion was seconded by Dave Anderson and approved unanimously.

Program Report: Glen reported on the events held in February and March.

Finance Committee Update: Jason Buydos reported that the group created a balanced budget assuming that no members drop and state funding is at 100%. Over \$30,000 will be going back to reserves. There is also an outstanding delivery contract that may need to be paid out in the future. In addition to an Executive Director, the group established \$70,000 for miscellaneous personnel Funds were also allocated for miscellaneous items and server hosting just in case. Anita will present budget at the Membership meeting.

Joe Knueven moved to recommend the tentative 2011-2012 budget for approval at the Membership Meeting. The motion was seconded by Dave Anderson and approved unanimously.

Glen presented an adjusted 2010-2011 budget to the group. Changes are necessary due to SWON receiving an additional 10% in state funds. Jason Buydos moved to approve the adjusted 2010-2011 budget. The motion was seconded by Anita Carroll and approved unanimously.

Strategic Planning Committee Update: No report.

Delivery Committee Update: Linda Behen reported on the committee's most recent meeting. The survey results show that delivery is not important to most of the members. The strongest needs for delivery are for moving items between Ohio and Kentucky, moving items between different library types, and supporting the media collection materials. The group may try to find solutions for these issues. The committee chair will present the group's work at the Membership Meeting.

Development Committee Update: Cathy Shaffer Goodin reported there are 66 registrations so far for the awards event. She encouraged the Board members to attend. Cathy has images of zombie librarians for the CafePress site.

Executive Director Search Committee Update: Carrie Herrmann reported that the background check for the candidate has come back clean so far. SWON Libraries will reimburse Carrie for the fee.

Membership / Dues Committee Update: Joe Knueven reported use

Nominating / Board Development Committee Update: Marianne Cramer reported that we have a slate of three Executive Board candidates to be voted on at the Membership Meeting.

Policy and Operations Committee Update: Glen Horton read Amy Ensor's report. The group met March 2 and revised the Board Policy book and the Personnel Policy manual. They need to implement the changes and finalize them, and then will share them with the new Director for her updates and edits. Will hopefully present to the members at the fall Member meeting.

Personnel Issues: Dave Anderson moved to enter Executive Session to discuss personnel issues. The motion was seconded by Cheryl and a roll call vote followed:

- Cathy Shaffer Goodin: yes
- Jason Buydos: yes
- Carrie Herrmann: yes
- Dave Anderson: yes

- Marianne Cramer: yes
- Anita Carroll: yes
- Joe Knueven: yes
- Linda Behen: yes
- Cheryl Albrecht: yes

The group entered Executive Session at 4:03 p.m. and returned to regular session at 4:27 p.m. Dave/Carrie

2011-2012 Intent to Renew: Glen showed the draft survey to the group. It will be kept short so that members can quickly respond.

Glen will also draft a message to the directors detailing the changes in staff. After Marianne reviews it and we've received an acceptance letter from the candidate, Glen will send the letter to the Directors.

Next meeting: Glen will send out a Doodle to schedule a June meeting. The meeting will start at 1pm.

Announcements:

Adjournment: Anita moved to adjourn the meeting. Without objection the meeting adjourned at 4:40 p.m.

Respectfully submitted,

Glen Horton
Interim Executive Director