

SWON Libraries
Executive Board Meeting
SWON Libraries Headquarters
September 8, 2006

Attendance:

Kathy O’Gorman, President; Nancy Ehas, Vice President; Sandy Silber, Treasurer; Cheryl Albrecht, University of Cincinnati; Jay Barkey, Adams County Public Library; Linda Behen, St. Ursula Academy; Norma Petkus, Bradford Public Library; Sheila Shellabarger, Wright State University; Anne Abate, Executive Director; Glen Horton, SWON Libraries Technology Coordinator; Sarah Schaff, SWON Libraries CE Coordinator.

Call to Order: Kathy O’Gorman called the meeting to order at 2:07 p.m.

Presentation and Approval of the Minutes: Jay Barkey moved to accept the July 14, 2006 minutes. Norma Petkus seconded the motion, which was approved unanimously.

Presentation and Approval of the Financial Reports: Linda Behen moved to approve the July and August financial reports as presented. The motion was seconded by Sandy Silber and approved unanimously.

Anne presented an update on the membership and dues collection process. 73 members have committed to join SWON Libraries. We have received dues payments from 63 members. The first check from the State Library of Ohio was received in August. All GCLC accounts have been closed out. So far, the staff is pleased with the new banking arrangements. Anne and Jenny will be purchasing another certificate of deposit in the next few weeks.

Executive Director’s Report:

Anne reported on activities in July and August.

There are two interns working in the SWON Libraries offices this fall. Andrea Brofft is studying our CE offerings and CE standards to try to help us come up with some new ways to categorize our offerings. Amanda Ross is actually working on a project for SAALCK, developing a marketing brochure for them.

The four Regional Library Systems held a Summit meeting in Columbus on August 2nd. Anne had been asked by the State Librarian to lead this meeting so a great deal of time was spent preparing materials. The Summit went well and will be held on a quarterly basis.

Anne met with 3M in July and we now have a discount offer in place for all member libraries. Anne continues to seek out other discounts in order to make the membership worth more to all types of libraries.

The professional staff established a quarterly strategy meeting. This should be a good way to keep the staff looking forward.

Anne visited Champaign County Public Library, St. Paris Public Library, Plain City Public Library, and Mount Sterling Public Library in July. Champaign County and Mount Sterling both became members during the visits. We now have contributing members in all 17 counties of the region.

Anne visited members Clark County Public Library, the University of Cincinnati Medical School, and Kenton County Public Library, Erlanger Branch Management Staff in August.

Anne distributed the usage statistics on the Media Resources Division. That group will be meeting soon to plan out their future in SWON Libraries.

Anne reviewed the membership lists with the Board. She also highlighted that our Ohio territory covers 7774.72 square miles.

SWON Libraries staff did some administrative work for SAALCK this month, including presenting a very successful 2-day event of serials integration vendors.

Anne presented a Mentoring Workshop for SWON Libraries in July which was the start of the SWON Libraries / SLA mentoring program. We have eight mentors already registered in the program and they are being matched with protégés this month.

Anne also served on a panel at the Ohio Library Support Staff Institute discussing cooperative ventures and their impact on library continuing education. She also led a networking discussion for the Public Library of Cincinnati and Hamilton County mentoring group.

We finally rented out the training room once in August. While it had some impact on the staff this time, we hope that this will become a painless source of a little additional income. We also collected a fee to perform automated registration functions and prepare nametags for a workshop put on by the University of Kentucky.

Anne presented the results of the Director and Members Surveys that were performed in June. These results will be shared with the Strategic Planning Committee as it begins its work this fall.

Technology Coordinator's Report:

Glen reported on training he has presented since the last Board meeting. Boone County Public Library received two sessions from Glen: one for their patrons and one for their staff development day. For Ohio Library Council, Glen presented a full-day workshop on social software and then an abbreviated version at OLC Children's Conference. Glen also presented a technology trends session for Western Kentucky University.

Glen has been working with Sarah to schedule technology events for the next several months. In addition to library-specific events, Glen plans to add selected New Horizons training events to the SWON Libraries Web calendar. This should give New Horizons events better exposure.

Glen has been working with Campbell County Public Library to implement a modified version on SWON Libraries' event management system. CCPL will use it to manage their programs for the public. Glen also attended Innovative Interfaces Millennium training at Southern State Community College.

Glen helped in creating new email distribution lists for different types of libraries in the SWON Libraries region. He also split the general email distribution lists into separate events and community postings lists. Anyone can sign up for the lists on the SWON Libraries Web site. Work continues on other areas of the Web site.

All 10 computers in the laptop lab have been upgraded. Glen doubled the memory in each machine and upgraded the operating system and office software to latest versions.

Glen has been assisting SAALCK with their co-sponsorship of the Breaking Down Barriers Conference in Kentucky. He will also present at the conference. The group discussed the conference and Glen encouraged attendance from Ohio institutions.

Program Report:

Sarah reported on highlights from July and August 2006 programs. The Mentoring Program, presented by Anne Abate and Sheila Freyhof of PLCH, was a huge success, and the SWON mentoring program has already resulted in several similar programs at our member libraries. In July, we hosted a workshop on Webjunction, sponsored by the State Library of Ohio, with whom we are working closely to bring more programming to our libraries.

The Picture Book Read-In, held at the beautiful Seven Hills School Library, was a rousing success, with a total of 52 attendees over the weekend. Also in August, SWON Libraries, jointly with the local chapter of the Special Libraries Association, began offering interactive videoconferences that have sparked quite a lot of interest among the members.

Our Moderated Discussions and Interest Groups are still going strong and meeting on a regular basis; ROYAL (Reviewers of Young Adult Literature) will be celebrating their fifteenth anniversary next week and our Cataloging Interest Group is helping to plan five programs throughout the region in 2007.

Sarah briefly mentioned our upcoming events and the fact that more events are being held around the SWON Libraries region often hosted by member libraries. Thank you for letting us use your facilities!

Strategic Plan Update: The Census was sent out in August and will provide us with more detailed information on all of our members. So far, 44 members have responded to the request. The staff will follow up and hopes to complete the collection of information in September. In addition, the staff has been working very hard on contacting and developing a relationship with all libraries in the 17 county region.

Anne sent out a call for members of a Strategic Planning Committee. She distributed a list of the members who indicated a willingness to serve. The Board provided some suggestions for adding a few more people to the list. Anne will solicit additional members and send the list to the Board for preliminary approval.

Telecommuting Policy: Anne asked for comments on the draft Personnel Telecommuting Policy. Nancy Ehas made a motion to accept the draft and make it part of the existing Personnel Policy Manual (former GCLC Manual). Sheila Shellabarger seconded the motion that passed unanimously.

Other Business:

Kathy asked Anne to begin the review of the GCLC Personnel Policy Manual and send revisions to the Board through email before the next meeting.

Announcements:

The KHECC Conference will be held on October 30th and 31st in Northern Kentucky at the METS Center.

The Cincinnati Convention Bureau has asked for support from local librarians to bring the AASL (American Society of School Librarians) annual meeting to Cincinnati in 2011. SWON Libraries is helping out with this effort.

The SWON Libraries Membership Meeting will be held on October 16th in Lebanon, Ohio.

Next Meetings:

The next Executive Board meeting will be November 10th at 2:00 p.m. at the SWON Libraries Headquarters.

Adjournment: Sandy Silber moved to adjourn the Board Meeting. The meeting adjourned at 3:36 p.m.

Respectfully Submitted,

Anne K. Abate
Executive Director