

SWON Libraries
Executive Board Meeting
SWON Libraries Headquarters
November 11, 2006

Attendance:

Kathy O’Gorman, President; Nancy Ehas, Vice President; Sandy Silber, Treasurer; Cheryl Albrecht, University of Cincinnati; Arne Almquist, Northern Kentucky University; Jay Barkey, Adams County Public Library; Jennifer Chase, Givaudan Flavors; Christine Findlay, Centerville City Schools; Paris Head, Germantown Public Library; 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, Amanda Ross, SWON Libraries Intern.

Call to Order: Nancy Ehas called the meeting to order at 2:00 p.m. (Kathy O’Gorman joined the meeting in progress.)

Presentation and Approval of the Minutes: Jay Barkey moved to accept the September 8, 2006 minutes. Sheila Shellabarger seconded the motion, which was approved unanimously.

Presentation and Approval of the Financial Reports: Norma Petkus moved to approve the September and October financial reports as presented. The motion was seconded by Jennifer Chase and approved unanimously.

Executive Director’s Report:

Anne reported on activities in September and October.

The two interns continue their work in the SWON Libraries offices. Anne has started her search for future interns. Anne also met with Louis Mays from Southern State Community College and an intern regarding some recruiting of school librarians in the eastern part of the region.

The SWON Libraries census was a success and was completed by all members. The data is already serving as a useful tool for the staff.

Preparation for the OKI Conference dominated the time of the entire staff during October.

A request to join the Strategic Planning Committee went out and there is a good Committee to propose. Their work will start before the end of the calendar year.

Anne made an initial review of the Personnel Policy Manual. At this time, the initial review will be approved by Kathy O’Gorman before the Executive Board considers any substantive changes.

Anne visited SWON Libraries members Mary L. Cook Public Library and Givaudan Flavors Library in September.

Anne visited SWON Libraries members Greenville Public Library, Bradford Public Library, and Chase College of Law Library during October. At Chase, she made a presentation to the entire staff, welcoming them to the membership. Anne also visited Edison State Community College and the New Madison Public Library in October.

Anne attended the Moving Mountains Symposium on Delivery Services in Denver in September. Many new ideas were discussed for solving delivery issues. The connections made at this event should be helpful in the SWON Libraries delivery dilemma.

In September, SWON Libraries once again held a reception for new librarians in the area. It was dominated by recent library school graduates, but was still a great event.

Anne made presentations at the ORALL Annual Meeting and the KHECC Conference in October. The office hosted both the local school librarians group (CAHSLA) and the local health sciences librarians group (CAHSLA) hoping to forge stronger ties with both organizations.

The dues income is coming in as expected. Very little follow-up correspondence was required this year.

SWON Libraries managed a workshop for the University of Kentucky. We handled registration.

Anne worked with the staff of the State Library of Ohio to develop a new reporting format for our quarterly report on SWON Libraries grant funding. This is a much slimmed-down version that will take less time to prepare.

Technology Coordinator's Report:

Glen reviewed the training that he has presented since the last Board meeting. Five presentations were made at OLC, KLA, Kenton County Public Library, University of Kentucky, and SAALCK's KHECC Conference. Glen also provided technology support for SWON Libraries' Support Staff Symposium and OKI Conference.

Glen provided technology assistance for five member institutions. This includes a large project with Campbell County Public Library to create an online event management system.

Glen is in the process of migrating the SWON Libraries web/mail server to new hardware and software. He is slowly moving services over. The new machine should allow SWON Libraries to better host web sites and projects for members and other organizations.

Glen is continuing to develop the SWON Libraries web site. New information and features are being added bit-by-bit. He is also working on configuring a wiki for the school librarians that will allow any of them to login and add/edit information for their group in once central place.

Program Report:

Sarah reported on highlights from September and October 2006 programs. We have continued to see wonderful attendance at all programs and Interest Group meetings.

In September, we continued to bring interactive videoconferencing workshops to our members and this format seems to be catching on. We received rave reviews on our Reception for New Librarians and our Positive Image workshop and continued to see active involvement in all our Interest Groups.

In October, we held a successful Support Staff Symposium with 100% attendance! We also held a very popular workshop on Music and Movement in Early Childhood Programs which we will be repeating in 2007. Our Membership Meeting was very well received and all our members enjoyed the lunch at the Golden Lamb.

SWON Libraries continues to offer both traditional and interactive videoconferencing workshop formats which are gaining popularity and saw active involvement in all our Interest Groups.

Sarah briefly mentioned some of our upcoming programs and discussed the new format for her program reports in the future.

Media Resources Update:

Sandy Silber provided an update on the status of the GCLC Media Resources Division. Media Resources is going to expand services and try to attract new members. They will be considered an Interest Group of SWON Libraries.

Other Business:

The Strategic Planning Committee will be meeting at the end of November.

Anne sent a draft of the Personnel Policy Manual to Kathy O'Gorman. She will do an initial review before sending to the Board for additional suggestions.

The Statewide Regional Library Systems Executive Directors continue to meet on a regular basis. The Continuing Education Coordinators are also meeting regularly.

Report and Recommendation on OKI Conference:

Anne presented a report on the OKI Children's Literature Conference and its impact on the SWON Libraries staff. Jay Barkey moved that SWON Libraries stop serving as fiscal agent for the OKI Children's Literature Conference. Nancy Ehas seconded the motion that passed unanimously.

Announcements:

Nancy Ehas announced that the Wilmington Public Library will soon finally have a parking lot.

Sandy Silber announced that the Catholic Library Association is looking for groups to work with them to bring Joan Bauer to town in the Fall of 2007.

Sandy Silber announced that Seven Hills is bringing Gail Gibbons in the Fall of 2008.

Paris Head still has an opening for a Head of Public Services.

Arne Almquist announced that Northern Kentucky University has hired four new librarians in the last few months.

Next Meetings:

The next Executive Board meeting will be January 12th at 1:00 p.m. at the SWON Libraries Headquarters.

Adjournment: Kathy O’Gorman moved to adjourn the Board Meeting. The meeting adjourned at 3:57 p.m.

Respectfully Submitted,

Anne K. Abate
Executive Director