

SWON Libraries
Executive Board Meeting
SWON Libraries Headquarters
January 12, 2007

Attendance:

Nancy Ehas, Vice President (Serving as Chair of the Meeting); Sandy Silber, Treasurer; Cheryl Albrecht, University of Cincinnati; Arne Almquist, Northern Kentucky University; Jay Barkey, Adams County Public Library; 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.

Call to Order: Nancy Ehas called the meeting to order at 2:06 p.m.

Presentation and Approval of the Minutes: Anne noted a problem in the November 11, 2006 minutes. This will be corrected and the minutes will be redistributed for approval at the next meeting.

Presentation and Approval of the Financial Reports: Arne Almquist moved to approve the November and December financial reports as presented. The motion was seconded by Paris Head and approved unanimously. Jay Barkey moved to approve the Reserve Expenditure Request. The motion was seconded by Norma Petkus and approved unanimously.

Executive Director's Report:

Anne reported on activities in November and December.

The two interns finished up their work at the end of the year. Andrea Brofft wrote a nice report outlining some suggestions for our Continuing Education offerings. We have already been using some of her findings. Amanda Ross completed her marketing brochure for SAALCK, as well as a report on the experience.

The auditor completed their work in the office in November. Even though they are doing a full audit this year in order to completely close out the GCLC books, they only needed one day in the office. We expect their full report soon. Their comments on office procedures were overall favorable.

Staff worked very hard on the OKI Conference in November. Now they are very glad to have that burden out of their minds. Anne has been working with the OKI Committee to transition the finances and files for next year.

Anne completed the initial review of the Personnel Policy Manual. She provided an electronic copy to Kathy O'Gorman who is still doing her review.

Since 5/3 is now our primary bank, we are converting our credit card processing to them as well. That transition should be complete next week. We have also been able to purchase a third Certificate of Deposit. In January, we have \$45,000 invested in Certificates of Deposit.

Anne and Sarah met with the Continuing Education Consultant at KDLA. It was a fruitful discussion regarding the continuing education needs of our Kentucky members and how we can adjust our certificates and program materials to make it easier for Kentucky librarians to apply for their certification renewals.

Our health insurance renewal came in at a very disappointing 26%. Anne has been working with several agents to come up with new options. There are some ways to optimize our plan and still lower the rates. Anne may be asking the Executive Board to discuss and vote on a revision to the amount of rates that are covered for Anne and Glen, once we know the true renewal rates next week. This will be a time sensitive issue, since the renewal must be complete by the end of January.

Anne distributed the 2007 Holiday Schedule for the office.

Anne visited members the Fort Thomas Branch of the Campbell County Public Library, the Chatfield College Library, the Adams County Public Library, and the Union Township Public Library in December.

Anne visited potential members the Brown County Public Library, Maysville Kentucky Public Library, and Maysville Community and Technical College Library in December.

Anne made a presentation for the joint Kentucky SLA meeting in November regarding consortia and what they can do for small libraries.

Anne attended the quarterly meeting of the Regional Library System Directors in Columbus. This group continues to be quite cooperative and is helping communication throughout the state and particularly with the State Library. Anne attended a workshop on Management Communication in November. She has recently enrolled in the Certificate Program in Non Profit Management at Northern Kentucky University.

Rhea just completed a major project to update all of the publishers who contribute books to ROYAL. Anne distributed a list of the publishers who were contacted. We hope this will result in more books coming in for them to review.

Anne and Pat worked on the Friends Renewal for 2007. Anne displayed the certificate that is sent to each Friend and distributed a list of all Friends who have joined so far. We expect to have many more before the end of the campaign.

Pat Farr has been doing an outstanding job tracking out unpaid workshop registration fees. There is only one workshop from 2006 that has anything outstanding. We have never been this caught up before.

Anne asked the opinion of the Executive Board regarding the Joblist.

Technology Coordinator's Report:

Glen reviewed the training that he has presented since the last Board meeting. He presented a social software workshop for OLC and headed the first meeting of the Technology Interest Group. Glen also assisted with the network security workshop.

Work continues on Campbell County's event management system. They are also borrowing the SWON Libraries laptop lab for an inventory project at their branches.

Glen created a schedule on the staff calendar that he and Sarah can use to schedule usage SWON Libraries' equipment. This should allow all the staff to know when equipment is available or in use.

Migration to the new web/mail server is complete. The new machine will allow SWON Libraries to better host site and projects for other institutions.

On the web site, Glen updated the web pages for several interest groups. He also created an account for Sarah so that she can edit pages herself. The bylaws have been added to the "For Members" section on the site. On the events page, Glen added a link to ceohio.org. He also added a list of the site's RSS feeds to the front page.

Program Report:

Sarah reported on highlights from November and December 2006 programs. In November, we continued to see great attendance at all programs, even during the week of Thanksgiving! We continued to offer interactive videoconferences which are gaining in popularity, and included programs from the State Library and tailored workshops for member libraries. We also held a very popular Intermediate Cataloging workshop, and are working to bring the speaker back to the area for another round of workshops in 2007.

In December, we offered fewer programs to accommodate holiday vacations, but continued to see great attendance at each workshop. We offered a Network Security workshop with the State Library that was very well received and an Adult Training Program workshop that received wonderful evaluations. We continued to offer interactive videoconferences and support our Interest Groups which are gaining in popularity and continue to meet on a regular basis.

Overall, our workshops are doing well, most are making money or at least breaking even, and our Interest Groups are alive and well. It's a great start to the new year!

Other Business:

Anne brought up the important issue of planning for the future Executive Board and distributed a document detailing the service of all current members.

Anne prepared materials for the Strategic Planning Committee and they met in November. They have decided to hold small focus group meetings throughout the region to get a better perspective from the contributing members and regional members on their needs. We hope to begin conducting those meetings within the next few weeks.

The Media Resources Division had their fall meeting in November. They have requested to become an Interest Group of SWON Libraries. Their By-Laws and Operating Procedures have been adjusted to reflect the change. No decision is required from the Executive Board on this, but their budget will continue to be approved by the Executive Board and Directors. This month, they had a committee adjust their dues structure for next year and will be bringing that before their membership next week. Anne has been researching a broad variety of discounts and new purchasing options for the Interest Group to make membership in that group more appetizing and valuable.

Anne distributed some materials designed to orient Boards of Non Profit organizations and encouraged everyone to review them. These will be used in the future as new Executive Boards are put into place.

Announcements:

Kim Edwards will be appearing at NKU in April.

SAALCK is hosting a reception for Wayne Onkst, the new State Librarian of Kentucky, on February 2nd at KDLA.

Next Meetings:

The next Executive Board meeting will be March 14th at 1:00 p.m. at the SWON Libraries Headquarters.

Adjournment: Arne Almquist moved to adjourn the Board Meeting. The meeting adjourned at 4:03 p.m.

Respectfully Submitted,

Anne K. Abate
Executive Director