

SWON Libraries
Executive Board Meeting
SWON Libraries Headquarters
March 14, 2007

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; Linda Behen, St. Ursula Academy; Paris Head, Germantown Public Library; Norma Petkus, Bradford Public Library; 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 1:08 p.m.

Presentation and Approval of the Minutes: Sandy Silber moved to approve the minutes from the November 10, 2006 meeting as revised. Linda Behen seconded the motion and it was approved unanimously. Jay Barkey moved to approve the minutes from the January 12, 2007 meeting as revised. Sandy Silber seconded the motion and it was approved unanimously.

Presentation and Approval of the Financial Reports: Jay Barkey moved to approve the January and February financial reports as presented. The motion was seconded by Linda Behen and approved unanimously.

Executive Director’s Report:

Anne reported on activities in January and February.

The office is now able to accept American Express. We also have re-programmed the credit card machines so that one printing machine handles all charges for both SWON Libraries and SAALCK. This eases administrative concerns.

The health insurance renewal was completed in January. As mentioned at the January meeting, the original plan was going to mean a 26% increase in the premium. The professional staff worked hard to come up with a solution that worked for both the staff and the organization. Anne will be asking the Executive Board to confirm their electronic vote later in the meeting.

The SWON Libraries / SAALCK Member Experience Database was released in January. So far, there are twelve entries. Anne distributed the entry form and encouraged everyone to complete it.

February was a challenging time at the office due to the weather issues. Several workshops were cancelled or rescheduled and the office had to be closed a few days. The professional staff worked from home throughout.

The Second Annual Teen Reading Challenge was set up and announced in February. Fewer people are participating this year, but it is still a popular program.

Anne met with staff of the State Library of Ohio and US Cargo to explore delivery options for next year.

The new non-member charge for Jobline was approved by the Special Library Association Cincinnati Chapter. The charge went into place on March 1st. We continue to receive postings from non-members.

Anne has suggested that the health related members form a Health Care Interest Group. Their first meeting will be scheduled soon.

Information Today offered a discount to SWON Libraries members for sending registration in batches for Computers in Libraries and WebSearch University. They also paid us a small amount for each registration we batched. Several members took advantage of this offer.

Anne visited members Seton High School and Mercy High School in January. The visit to Seton was a site visit for the Picture Book Read-In next summer. Anne and Glen also attended the Social Tools Fair at the Public Library of Cincinnati and Hamilton County. The School Librarians Interest Group hosted a "Taste of SWON Libraries" for area school librarians. Several prospects attended and Anne is following up with them.

Anne communicated with Dayton Metro Library and is setting up a meeting. Anne is planning a recruiting tour to some of the Dayton area private high schools.

The Media Resources Interest Group established new dues levels during a meeting in March. These were presented to the group through email and there has been no objection. This group also decided to purchase a large number of Playaways from their reserve accounts. These have been distributed and are being heavily used at most of the members libraries.

Anne attended and led the meeting of the Regional Library System directors at the State Library of Ohio in February. Progress continues on cooperation between the Regionals.

At the request of SAALCK, we organized a training on the SFX product from Ex Libris. This was put on as a joint workshop and took place March 13 and 14 at Eastern Kentucky University.

There has been a huge increase in the number of students and professional job seekers who contact the office for assistance in finding jobs.

The Friends campaign had a great renewal this year. Anne distributed a list of current members.

Anne and Glen attended a welcome reception for Wayne Onkst that we had arranged for SAALCK at the Kentucky Department of Libraries and Archives. SAALCK will be meeting with Wayne on an annual basis.

Technology Coordinator's Report:

Glen created a map of training events throughout the region and presented it to the Executive Board. Glen reviewed the training that he has presented since the last Board meeting.

Glen has been doing a lot of work for Campbell County including taking the wireless lab down for their inventory and completing their events management system. Cincinnati Museum Center also borrowed the laptop lab.

Lloyd Library asked Glen to make a couple of their in-house databases web-searchable.

Glen purchased a portable projector for Sarah to use on the road.

All daylight saving issues in the office have been corrected.

Glen purchased and deployed all of the new equipment in the office.

Glen created a Wiki for the schools to collaborate.

Teen Reading Challenge 2007 has started and the entries form is in use.

The submission form for job postings has been revamped. Libraries now indicate if they are contributing members and are charged based on that. Glen will make further modifications to the system so that Pat can begin posting the jobs.

Glen changed the ROYAL reviews form so the reviewers can select publishers from a drop-down list. This will help when the group begins to send reviews to publishers electronically rather than via postal mail.

Glen participated in the State Library's Gates Taskforce on broadband use.

Program Report:

Sarah reported on highlights from January and February programs. We are doing very well at moving programs around the region so that they are convenient for the members. We are also planning quite a few programs based on specific requests from members. The SLA video programs have been rescheduled for all of 2007.

The regionals are working together to try to improve videoconferencing equipment at the state level.

Other Business:

Anne stalled the work of the Strategic Planning Committee due to a course that she is taking starting this month. Their activities will resume in late March.

The Media Resources Interest Group had a taskforce meet to discuss their dues structure. Dues would be based on number of students enrolled at an organization. Since all of the members are schools and academics, this formula works well at this time. School members with 600 students or less will pay \$300 per year. School members with more than 600 students will pay \$400 per year. Academic members with 600 students or less will pay \$600 per year. Academic members with more than 600 students will pay \$1,200 per year. This formula factors in well with what everyone has paid in the past. Only a couple of members would actually go up from their old rate and at least one of these was on the taskforce and agreed to it at the time. This will give the Interest Group enough income to function at its usual level. The buy-in fee would remain the same.

Anne mentioned that the non-profit board training organization that she introduced at the last meeting has videoconference training sessions available. She asked the Executive Board for their opinions on this approach to training.

Jay Barkey made a motion to affirm the electronic vote regarding the health care plan for the staff of SWON Libraries. Linda Behen seconded the motion that passed unanimously.

Announcements:

The Spring Membership Meeting will be April 23rd.

The State Library of Ohio is organizing a Library Summit in May. Anne will be there to represent SWON Libraries.

Next Meetings:

The next Executive Board meeting will be May 4 at 2:00 p.m. at the SWON Libraries Headquarters.

Adjournment: Arne Almquist moved to adjourn the Board Meeting. The meeting adjourned at 2:40 p.m.

Respectfully Submitted,

Anne K. Abate
Executive Director