

SWON Libraries
Executive Board Meeting
SWON Libraries Headquarters
May 4, 2007

Attendance:

Kathy O’Gorman, President; Sandy Silber, Treasurer; Arne Almquist, Northern Kentucky University; Jay Barkey, Adams County Public Library; Linda Behen, St. Ursula Academy; Jennifer Chase, Givaudan Flavors Corporation; Christine Findlay, Centerville City Schools; Norma Petkus, Bradford Public Library; Sheila Shellabarger, Wright State University; Anne Abate, Executive Director; Glen Horton, SWON Libraries Technology Coordinator; Sarah Ray, SWON Libraries CE Coordinator.

Call to Order: Kathy O’Gorman called the meeting to order at 2:10 p.m.

Executive Session: Jay Barkey made a motion to go into Executive Session, seconded by Sheila Shellabarger, passed unanimously. At 2:11 p.m. the Executive Board went into Executive Session. Motion made by Norma Petkus and seconded by Sheila Shellabarger to go out of Executive Session. At 2:55 p.m. they emerged and resumed the regular meeting.

Presentation and Approval of the Minutes: Jennifer Chase moved to approve the minutes from the March 14, 2007 meeting as corrected. Norma Petkus seconded the motion and it was approved unanimously.

Presentation and Approval of the Financial Reports: Arne Almquist moved to approve the March and April financial reports as presented. The motion was seconded by Norma Petkus and approved unanimously.

Executive Director’s Report:

Anne reported on activities in March and April.

The work with the Strategic Planning process has finally picked up speed. The staff has held Library Community Forum Sessions in Erlanger, Wilmington, Springfield, and Blue Ash. The last session will be next week in Bradford. The results of these sessions will be distributed to the Board. A survey of the Board will be conducted soon.

Anne assisted the Nominating Committee in their work.

SWON Libraries was able to offer a discount registration to the Computers in Libraries Conference. About a dozen members took advantage of this offer.

The staff continues to review potential discount offers for the members.

Anne met with several delivery vendors to discuss options in March and started serious negotiations in April. This will be reported more fully later in the meeting.

Anne met with one of our insurance agents to review our policies. It is advised that this be done on at least an annual basis.

Anne visited members Bethesda Hospital, Ursuline Academy, and the Cold Spring Branch of Campbell County Public Library in March. Anne visited McAuley High School and attended a lunch meeting of some of the hospital librarians in the area including members Jewish Hospital, Cincinnati Children's Hospital, Good Samaritan College, and non-member St. Elizabeth Hospital. SWON Libraries will be working with the hospitals to provide discounts on some of their specialty databases.

Anne visited Mt. Notre Dame High School in April and discussed membership with one of the librarians. Anne met with the librarian at Lexington Kentucky Public Library, along with Kim Fender from the Public Library of Cincinnati and Hamilton County to discuss regional partnership issues.

Staff held its quarterly strategy meeting in March. These meetings have been extremely helpful in keeping projects on track.

Anne met with representatives of the American Cancer Society to discuss joint training opportunities.

Anne conducted a midterm check-up of the mentoring program. Most relationships are going well.

Anne met with the AIKCU group in Frankfort in April as a representative of SAALCK.

The entire staff really worked hard to put on a fantastic Support Staff Symposium in April. These events are now the highlights of the program year.

Anne presented the closing keynote address for the KLA Academic and Special Section Conference in April on the subject of cooperation.

Anne worked to determine the appropriate dues structure for next year. She was delighted to announce to the membership that no increase in dues would be necessary. The interim budget was ready to present at the Membership meeting. Some minor revisions will need to be determined this summer as we put the budget into operation.

Anne spoke with the local Catholic Libraries Association chapter about using some of our registration capabilities for their workshops.

The charge for job postings was initiated in March. Although the office noticed a slight drop-off in postings, this change has generated some income.

Anne, Sarah, and Glen are meeting with OLSSI (Ohio Library Support Staff Institute) to discuss ways that SWON Libraries can assist them with technology.

Technology Coordinator's Report:

Glen presented his Technology Trends workshop in both the northern and southern parts of our region. He also convened another meeting of the Technology Interest Group where the attendees got to see a demonstration of Windows Vista. Planning continues for the TechConnections 8 Conference.

This year's technology survey has launched. Glen showed the survey tool to the Board along with the results of the survey so far.

Glen participated in the community forums with the rest of the staff.

Glen is participating in the State Library's LSTA Advisory Committee.

Changes have been made to the form used by the ROYAL group to create their reviews. It now has a drop-down box listing the publishers. This is in preparation to automatically send electronic reviews back to the publishers.

This year's Teen Reading Challenge has closed and Glen has created a searchable form to find the submitted entries.

Glen attended a preliminary discussion at the State Library of Ohio on open source ILS options. About 70 people attended with many of them looking for a product to migrate to from their current Horizon software. The State Library is creating a blog on the topic to keep discussion going.

Glen attended OLC's Southwest Chapter Conference

Program Report:

Sarah reported on highlights from March and April programs.

Sarah continues to carefully move the locations of events throughout the region. She pays special attention to the content of the workshops and the best location of the audience.

The Support Staff Symposium was a success. The planning group made a special effort to reach out to first time attendees by offering a special rate.

The Interest Groups are all doing well. One of the groups help our first online meeting. The members who attended learned the communications software that was being used and had a great time. Sarah extends special thanks to Louis Mays who provided the platform and hosted the meeting.

Other Business:

Delivery Contract—Anne has negotiated with Velocity Express to provide delivery throughout the region.

OLSSI Proposal—OLSSI has approached SWON Libraries to provide technology support for their event.

Update on Strategic Planning Committee—Community Forums are being held throughout the region this week and next week. A summary of the results of those meetings will be distributed to the Board as soon as it is ready. The Board is asked to keep on top of the process, since their input will be requested later.

Media Resources Dues Revision—The Interest Group voted to suspend their dues for 2007-2008. This was an effort to maintain the current membership. This will have a small effect on the final budget document and the adjustment will be made the next time the Board looks into budget revisions.

Personnel Manual—Kathy O’Gorman will review the proposed changes to the Personnel Manual so that the Board can consider them at the retreat.

Executive Director Evaluation Procedures—Anne has not had an official review in two years. Anne and the Board members are asked to provide sample formats to Kathy that can be used.

Board Transition and Retreat—Anne is recommending a formal board retreat this summer to train new members, refresh old members, and provide transitional information. Topics that should be included: rotation of board members and requirements by type of library, personnel manual, strategic plan.

Announcements:

Jay congratulated the staff on the Membership Meeting.

Keith Kuhn from the Public Library of Cincinnati and Hamilton County won the ALA Sullivan Award.

Next Meetings:

The next Executive Board meeting will be the transitional retreat during the summer.

Adjournment: Jay Barkey moved to adjourn the Board Meeting. The meeting adjourned at 4:27 p.m.

Respectfully Submitted,

Anne K. Abate
Executive Director