

**SWON Libraries**  
**Executive Board Meeting**  
**Seven Hills School**  
**July 9, 2007**

Attendance:

Kathy O’Gorman, President; Sandy Silber, Treasurer; Cheryl Albrecht, University of Cincinnati; Jay Barkey, Adams County Public Library; Sarah Brown, Mason County Public Library; Jennifer Chase, Givaudan Flavors Corporation; Nancy Ehas, Wilmington Public Library; Norma Petkus, Bradford Public Library; Dave Schroeder, Kenton County Public Library; Sheila Shellabarger, Wright State University; Mike Whiteman, Chase College of Law, Northern Kentucky University; Laurel Wolfson, Hebrew Union College; 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 2:35 p.m.

Election of Officers:

Kathy O’Gorman nominated Jay Barkey for President. Jay accepted the nomination.

Nancy Ehas agreed to continue as Vice President.

Sandy Silber agreed to continue as Treasurer.

Dave Schroeder moved to accept the slate of officers as presented. Laurel Wolfson seconded the motion that passed unanimously.

Jay Barkey took over as chair the meeting and thanked Kathy O’Gorman for her service as President last year.

Presentation and Approval of the Minutes: Kathy O’Gorman moved to approve the minutes from the May 4, 2007 meeting as corrected. Sheila Shellabarger seconded the motion and it was approved unanimously.

Presentation and Approval of the Financial Reports: Sandy Silber moved to approve the May and June financial reports as presented. The motion was seconded by Norma Petkus and approved unanimously.

Presentation and Final Approval of the 2007/2008 Budget: Kathy O’Gorman moved to approve the 2007/2008 SWON Libraries Budget as presented. Nancy Ehas seconded the motion that was approved unanimously.

Executive Director’s Report:

Anne reported on activities in May and June.

The Strategic Planning process is on its original schedule. Results from the Community Forum sessions will be distributed to the Strategic Planning Committee for review.

Anne assisted the Nominating Committee in their work.

Anne negotiated a new delivery contract with Velocity Express. So far, everything seems to be going well with the new service.

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

Anne thanked everyone for participating in the new Board Retreat process. The new materials should assist the Board in fulfilling their important responsibilities.

Anne participated in a strategic planning event at Cincinnati State Technical and Community College at the request of Kathy O’Gorman. The first anniversary picnic was a great success. Anne visited SHI School of Medical Massage and they decided to join SWON Libraries.

Anne attended a meeting of the Regional Library Systems in Columbus in May. She is the chair of this group. Anne also attended the Library Partnership Summit called by the State Librarian.

SWON Libraries is purchasing an ad on WVXU that will run in August advertising a program on memory that they are playing in September. The ad mentioned the Greater Cincinnati Memory Project and funds from that reserve account will be used to pay for the ad.

#### Technology Coordinator’s Report:

Glen has presented several events since the last Board meeting. Workshops on Open Source Software for Libraries were presented for SWON Libraries and the Western New York Library Resources Council. Glen also assisted with and presented at TechConnections in Columbus. Following the conference, Glen presented a workshop on networking for OLC's IT Division. The laptop lab was used in several hands-on classes during this period.

Glen reported that technology assistance requests have increased dramatically over the last few months. A list of recent requests was included in Glen's report outline.

Several updates were made to the SWON Libraries web site and server. The Ohio Health Sciences Library Association's web site is now hosted on our server. Glen is working with OLSSI to update their web site and will eventually move it to SWON Libraries' server.

Glen reviewed upcoming summer projects listed in his report outline. Major projects include purchasing new video conferencing equipment and purchasing a new mobile laptop lab.

#### Program Report:

Sarah reported on highlights from May and June programs.

Several programs were planned at the specific request of member libraries. We also continue to spread the programming throughout the region for the convenience of the members.

We are setting up partnerships with a variety of organizations to help fill out our own programming schedule as well as assist other groups in their efforts. The cooperative programming with the other three regional library systems continues to increase.

A new Retired Librarians Interest Group was established in June.

Strategic Planning Committee Update:

The Community Forums provided a great deal of useful information. Staff is compiling the data and will send it to the Committee for review.

Other Business:

Executive Director Evaluation Procedures—Dave Schroeder moved to select an ad hoc committee to discuss evaluation of the Executive Director. Kathy O’Gorman, Mike Whiteman, Dave Schroeder, and Sheila Shellabarger volunteered to serve on the Committee.

Personnel Manual—The update of the Personnel Manual will be completed by Anne with final approval by the Executive Board.

Executive Session:

Kathy O’Gorman made a motion to go into Executive Session, seconded by Norma Petkus that passed unanimously. At 3:49 p.m. the Executive Board went into Executive Session.

Motion made by Kathy O’Gorman and seconded by Mike Whiteman to come out of Executive Session. At 4:15 p.m. the Executive Board emerged and resumed the regular meeting.

Announcements:

Paula Brehm-Heeger of the Public Library of Cincinnati and Hamilton County is now the Chair of the YALSA division of ALA.

Next Meetings:

The next Executive Board meeting will on August 10<sup>th</sup> at 10:00 a.m. at the SWON Libraries office.

Adjournment: Without objection the meeting adjourned at 4:23 p.m.

Respectfully Submitted,

Anne K. Abate  
Executive Director