

**SWON Libraries**  
**Executive Board Meeting**  
**SWON Libraries Office**  
**August 10, 2007**

Attendance:

Jay Barkey, President; Sandy Silber, Treasurer; Cheryl Albrecht, University of Cincinnati; 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: Jay Barkey called the meeting to order at 10:10 a.m.

Ratification of Electronic Vote on Personnel Salaries:

Laurel Wolfson moved to ratify the vote taken by email between July 19, 2007 and July 20, 2007 on the following: "Jay Barkey moves that the salary of the Executive Director be increased by 5% and the Executive Director be given up to \$4500 to increase salaries for the other staff members, to be decided at her discretion. Nancy Ehas has agreed to second this motion." Dave Schroeder seconded the motion to ratify that was approved unanimously.

Presentation and Approval of the Minutes: Dave Schroeder moved to approve the minutes from the July 9, 2007 meeting. Sheila Shellabarger seconded the motion and it was approved unanimously.

Presentation and Approval of the Financial Reports: Laurel Wolfson moved to approve the July financial reports as presented. The motion was seconded by Sandy Silber and approved unanimously. Anne distributed the budget that was revised to reflect the salary increases approved at this meeting. Laurel Wolfson moved to approve the revised budget as presented. Norma Petkus seconded the motion that was approved unanimously.

Executive Director's Report:

Anne reported on activities in July.

Anne thanked everyone for their active participation in the Executive Board Retreat held in July. The event was an excellent transition between the old and new Executive Boards. Suggestions for next year are welcome.

Anne negotiated an agreement with ReSource to co-sponsor their monthly educational workshops. Anne also negotiated a deal with INCOLSA so that members of each organization may attend the other's events at member rates.

The ILL and Direct Lend contacts lists are being updated by the staff. This is a large project that will enhance cooperation between the members.

The staff took care of the logistics for a Summit of Academic Librarians in Kentucky that was held July 17-18 at Cumberland Falls State Resort Park. This was done as part of our work for SAALCK.

Anne is participating in the Rethinking Resource Sharing Initiative and serves on the Marketing and Delivery Committees. This is mostly an electronic effort, so all communication is done through discussion lists and conference calls.

Anne attended a seminar on Strategic Planning and Succession Planning. Lessons learned at this seminar have resulted in a few revisions to our strategic planning process.

#### Technology Coordinator's Report:

Glen has presented several events since the last Executive Board meeting. Topics include a digital rights management presentation for the Ohio Library Council, a gadgets presentation for OHIONET, and a presentation on library web sites for the SWON Libraries Mini Conference. Glen also convened a meeting of the Technology Interest Group. The group's main topic was LITA's Top Technology Trends at the ALA Annual Conference.

Glen continues to work on several technology assistance projects for member libraries. Glen passed around a copy of a new book titled Cincinnati's Great Disasters. Most of the images in the book came from the Greater Cincinnati Memory Project. The Project web site and Glen are both acknowledged in the book.

Additional vouchers have been purchased for New Horizons classes. We are starting the year with 31 coupons for one-day classes. The price to members is now \$175 per day. Additional vouchers can be purchased if more are needed before the end of the year. Jay suggested that we try to better promote the New Horizons classes. It was determined that the staff will create a promotional flyer that will highlight upcoming New Horizons classes. The flyer can be distributed at our events.

Glen has revamped the photos section of the SWON Libraries web site. Photos from events are now hosted on Flickr.com and linked to the SWON Libraries page. Glen has also made changes to the event registration system to help reduce the amount of form spam we have been receiving recently. Work also continues on updating the OLSSI web site.

Glen gave the group an overview of the upcoming video conferencing grant purchase. We must encumber \$25,000 in grant money before September 30. More discussion will take place at next week's Regional Library Systems Directors meeting that Anne and Glen are attending at the State Library of Ohio.

### Program Report:

Sarah reported on highlights from July programs. Even though attendance is usually lower in the summer months, we have seen sustained attendance throughout July and early August at our events.

The State Library of Ohio has been using WebEx to deliver comprehensive webinars this year, and has found another service, OPAL, which will allow even more online meetings, workshops, and events to take place around the state. Sarah demonstrated OPAL's interface and discussed the benefits and drawbacks to this service.

The Regional Library Systems continue to plan programs together, work together to enhance current services, and have several cooperative programs in the works for 2007 and 2008. The most time sensitive of these initiatives are the proper utilization of the video conferencing equipment the RLS will be purchasing with the help of the State Library of Ohio and the utilization of a video conferencing "bridge" to broadcast video conferences throughout the state. We hope to see several statewide video conferences in 2008.

We are also supporting a statewide Collection Development Symposium to be held in Columbus on October 24, 2007. This Symposium is being organized by SERLS, and we will be sending out more information as it becomes available.

We continue to share speakers with the other RLS. This lowers our costs and allows us to bring in top-notch presenters from across the country. In August we will be broadcasting a video conference that addresses Ohio's Public Records Law and the changes that House Bill 9 may bring to it. In October we are presenting workshops titled "The Little Library That Could" that highlight the changes made by a small library that pulled itself up by the bootstraps and made change a positive asset. Both these speakers are being shared by NEO-RLS.

We continue to offer workshops for all levels of library staff, from circulation staff to directors, and Sarah highlighted a few of the workshops that targeted management staff, public services staff, entry-level librarians, and reference staff.

SWON Libraries is working on a grant proposal to the State Library of Ohio to bring a program to Ohio that helps libraries re-think their processes. This program covers two sites (one in northern Ohio and one in southern Ohio) and teaches classes over the course of six months that help library staff examine their processes and become more efficient and effective. This program is designed for teams of three to four staff members from each library with the idea that these staff will complete the program and return to their home libraries to teach their coworkers. We will submit this proposal next month.

### Strategic Planning Committee Update:

Anne distributed the list of current Strategic Planning Committee members as well as the timeline the group is currently using. Jay invited everyone to consider volunteering for the committee.

#### Evaluation Committee Update:

Sheila Shellabarger reported for the committee. Kathy O’Gorman has distributed some materials to the committee and they will be meeting soon to begin the process. Their aim is to establish goals for the Executive Director for the year with the actual evaluation process beginning in the Spring.

#### Finance Committee Update:

Jay suggested that a Finance Committee be formed that will consider salary issues as well as other financial affairs. The committee will be chaired by Sandy Silber and include Laurel Wolfson, Dave Schroeder, Jay Barkey, Anne Abate, and Jenny Coldiron.

#### Nominating/Board Development Committee Update:

Jay reviewed the succession planning schedule for the Executive Board. Jay is volunteering to rotate off the Executive Board at the end of this year. Someone has been identified to serve as the added school representative and should be joining the Executive Board at the next meeting after being approved.

#### Discussion of Other Committees:

Continuing Education Advisory Committee (CEAC)—Jennifer Chase and Norma Petkus have volunteered to serve on the committee. All Interest Group Conveners will be invited to participate. Sarah Ray will handle convening this group.

Technology Advisory Committee (TAC)—This group will be formed and Jay asked for volunteers. Jay Barkey, Sarah Brown, and Sandy Silber volunteered to serve on the committee. Glen Horton will handle convening this group.

#### Other Business:

Personnel Manual—Anne is completing the initial revisions to the manual. Anne will send the draft to the Finance Committee for review before it is presented to the Executive Board.

By-Laws Revision—Issues to consider in the revision include when the Executive Board meets and electronic mail voting by the Executive Board. Jay invited the board members to read through the By-Laws for any other suggested changes. These will be compiled for the Executive Board to approve at their next meeting in order that they can be brought before the Directors at the Membership Meeting in November.

Board Policy Discussion—Anne suggested that some policies be established but they be kept to a minimum. Anne will compile some sample policies for the Executive Board to review at their next meeting.

#### Announcements:

Sarah Ray announced that OHIONET has an opening for a Continuing Education Coordinator.

Next Meetings:

The next Executive Board meeting will be October 9 at 10:00 a.m. at the SWON Libraries office.

Adjournment: Without objection the meeting adjourned at 12:10 p.m.

Respectfully Submitted,

Anne K. Abate  
Executive Director