

SWON Libraries
Executive Board Meeting
SWON Libraries Office
October 9, 2007

Attendance:

Jay Barkey, President; Sandy Silber, Treasurer; Cheryl Albrecht, University of Cincinnati; 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; Laurel Wolfson, Hebrew Union College; Anne Abate, Executive Director; Glen Horton, SWON Libraries Technology Coordinator; Allison Rolfes, SWON Libraries CE Coordinator.

Call to Order: Jay Barkey called the meeting to order at 10:07 a.m.

Presentation and Approval of the Minutes: Dave Schroeder moved to approve the minutes from the August 10, 2007 meeting. Jennifer Chase seconded the motion and it was approved unanimously.

Presentation and Approval of the Financial Reports: Sandy Silber moved to approve the August and September financial reports as presented. The motion was seconded by Kathy O’Gorman and approved unanimously.

Executive Director’s Report:

Anne reported on activities in August and September.

The staff is working with a Project Management class from Xavier University. The group will be creating some marketing materials for use in member libraries.

In August, Anne visited member the Archdiocese of Cincinnati Media Center and potential member the Art Institute of Ohio—Cincinnati. In September, Anne visited Archbishop Alter High School, Sinclair Community College, and Wilmington College.

SWON Libraries had a small display at the Catholic Library Association of Cincinnati Annual Meeting. This is a great place to meet the local Catholic grade school librarians, as well as many of our members.

Anne thanks everyone on their work developing the committee structure. The staff continues to work with the Executive Board committees as appropriate.

The staff received word that their Continuing Education Grant from the State Library of Ohio was accepted. This will fund the Process Improvement for Libraries series.

Technology Coordinator’s Report:

Glen reported on the items he has worked on since the last Executive Board meeting.

Glen presented Gadgets workshops at International Paper and Kenton County Public Library. He presented a Technology Trends workshop for Preble County Public Library. The Technology Interest group convened with a small but lively group in September.

There were several requests for assistance from members with most of them being small tasks. Larger projects include implementing an events management system for Boone County Public Library and a staff manual (wiki) for Campbell County Public Library. Glen demonstrated Campbell County's system for the group.

Work continues on the video conferencing grant. All equipment has been purchased. Next steps include delivery and configuration and installation of the equipment. The State Library of Ohio is purchasing a bridge that will link all of the different video sites.

In September Glen began working primarily from home. Doing so frees up space in the office. Glen can perform almost all of his duties from outside the office. During most weeks Glen is in the office on Tuesdays and Thursdays. All of the office staff is now on instant messaging and can communicate very easily with on site and remote employees.

The book review system for the ROYAL group now automatically sends reviews to publishers. When a ROYAL member adds a review to the online database, a copy is generated and emailed to a contact at that book's publisher. This saves quite a bit of staff time and resources in mailing paper copies of the reviews.

Glen attended a meeting on Open Source at the State Library of Ohio. Attendees from many library organizations around Ohio discussed how they can support all types of Open Source software in libraries.

Program Report:

Allison reported on highlights from August and September programs and announced some of the upcoming programs. SWON Libraries is leading up a statewide program on Process Improvement for Libraries. This series will be held in two locations.

Allison will be forming the Continuing Education Advisory Council and requested volunteers and suggestions for membership.

Allison is working with all of the Interest Groups to establish meetings dates for all of 2008. This will help with program planning throughout the year.

Strategic Planning Committee Update:

Anne reported that she had distributed some additional information to the Committee last month. The Technology Survey will be ready for distribution to the Committee soon. After the Committee receives all of this information they will be asked to plan their next meeting.

Evaluation Committee Update:

Kathy O’Gorman reported that the committee met in September. They received the goals of the Executive Director and established a timeline for the evaluation process. Anne will make notations on her report to clearly indicate the associated annual goals and will add the goals to the agenda for each meeting. The Executive Director evaluation and Executive Board evaluation will be accomplished in February.

Finance Committee Update:

Sandy Silber reported that the Committee met this morning and discussed a number of issues. The Committee will be working on these issues over the next few weeks and reporting back to the Executive Board.

Nominating/Board Development Committee Update:

Jay had nothing to report. Kathy and Cheryl will speak at the Membership Meeting about serving on the Executive Board.

Continuing Education Advisory Committee:

Anne had asked another Regional Library System for their policies regarding this Committee. She would like the group to be made up of some Executive Board members along with several key members of the organization.

Technology Advisory Committee:

Glen Horton will be convening the group soon. It is a good mix of the membership.

Other Business:

By-Laws Revision Update—Anne distributed a draft By-Laws revision. Dave Schroeder moved to support the revision at the Membership Meeting next month. Laurel Wolfson seconded the motion that was unanimously approved.

Board Policies Update—Anne did some research on Board Policies and provided some draft Board Policies.

1. GOVERNANCE

Procedures for formulating the agenda:

- a. Items for the agenda should be submitted at least seven calendar days prior to Executive Board meetings.
- b. Reports of committees or subcommittees should be distributed with the Executive Board agenda whenever possible.
- c. Recommendations contained in the reports of the Executive Board

committees or subcommittees should be considered to have been moved by the chairperson of that committee upon submission of the report to the Executive Board.

d. The agenda should be distributed at least six calendar days before the Executive Board meeting.

2. NOMINATING

The nominating process will be open. The Chair of the Nominating/Board Development Committee will issue a call for nominations 60 days prior to the Spring Membership Meeting. The slate of candidates will be distributed by email to the Directors approximately 30 days prior to the Membership Meeting.

Kathy moved to accept these policies. Cheryl seconded and the motion passed unanimously.

Announcements:

Anne announced that Barbara Bonney from the Campbell County Public Library has published a book of poetry about libraries. It is available from Barbara.

A Children's Literature Review Group is forming among the membership. This group will review items that are in a younger age category from the existing ROYAL group.

Sandy Silber moved to take the Executive Board into Executive Session. Laurel Wolfson seconded the motion that passed unanimously. It was moved to come out of Executive Session. The motion was seconded and passed unanimously.

Next Meetings:

The next Executive Board meeting will be December 14th at 10:00 a.m. at the SWON Libraries office.

Adjournment: Without objection the meeting adjourned at 12:30 p.m.

Respectfully Submitted,

Anne K. Abate
Executive Director