

**SWON Libraries**  
**Executive Board Meeting Minutes**  
**June 6, 2014**

**Board Members in Attendance**

Melanie Blau-McDonald, SWON Exec. Director  
Dave Anderson, President, Campbell County Public Library  
Joe Knueven, Vice President, Germantown Public Library  
Jennifer Spillman, Treasurer, Dayton Metro Library  
Angela Smith, Secretary, Kenton County Public Library  
Andrea Owens, Cincinnati County Day School  
Cherie Roeth, Bradford Public Library  
Chris Owens, Blanchester Public Library  
Cindy Sefton, Cincinnati State and Technical College  
Donna Briggs, Roger Bacon High School  
Greg Edwards, Public Library of Cincinnati and Hamilton County  
Jennifer Heffron, TriHealth, Good Samaritan College of Nursing  
John Stork, University of Cincinnati

**Call to Order**

- Dave officially called the meeting to order @ 9:54 a.m.

**Presentation and Approval of the February 2014 minutes**

- Greg moved to approve the minutes as written; Jennifer S. seconded. Approved by consensus.

**Presentation of the April and May 2014 Financial Statements**

- In April, rent payments increased slightly due to maintenance increases.
- The CRM platform cost is divided by month.
- Dues/subscriptions were paid up for the year for OLC, OPC, etc.
- Membership meeting expenses appear in May's spreadsheet.
- SWON will be paying PCI/Andrew Sanderbeck monthly for webinars from now on.
- Coming in June: student worker expenses, server costs, Nathan's conference expenses.
- Joe moved to approve the financials for April and May. Cindy seconded. Approved by consensus.

**Membership and Renewals**

- Renewals will start to go out next week for the 2014-2015 FY.
- Melanie is continuing to meet with local libraries/organizations, such as MidPointe (new Supporting Member) and Hamilton County Law Library (new Supporting Member), to get the word out about what SWON offers. There will be more of these meetings to come. Thanks to Chris O. who is arranging some of these Director visits with Melanie.

- Melanie and the Board would like to re-form the membership committee to discuss ideas for helping rural libraries in SWON's service area. A possible change to supporting member dues rates for smaller libraries (determined by FTE) will be considered.
  - The new Membership and Dues committee will consist of Joe (Chair), Cherie, Andrea, Chris, and Donna. An email blast will invite other interested parties to join the committee as well.
- Germantown PL will no longer be able to be a Supporting Member library. Joe Knueven will stay on the Executive Board as a Geographic Board Member.

### **Update of larger themes, programs and new developments for the upcoming five months**

- Level-up Lab update: New Levels, New Topics including personality typing, advanced library guides, etc.
- Picture Book Read-In: On August 26 at West Chester, Tricia Twarogowski will be covering Sensory Programming. Registrations have already opened.
- Summer Reading Program Workshop: 5 presenters have been lined up thus far for the event which will be on September 22 At Lane Admin. Theme: Heroes
- Staff Training Symposium: Boone County Public Library will be hosting the symposium on Oct. 22. The keynote will be Beth Rumble, and the theme will be "We're Betting on You!" (topics include the employee evaluation process and more).
- Website conversion process and social media updates:
  - Beta Testing in June with the SIGs.
  - Gaining online payment options, ability to create profiles/log-ins and update that info without staff intervention,
  - Shooting for a June 30 completion (end of the fiscal year).
- MakerSpace Grant: SWON received four applications—one from an academic library, two from public libraries, and one from a school library. The grant money will be awarded by June 30, and the Fall Membership meeting will focus on Make Spaces and involve a presentation from the winning library.
- Strategic Plan: Dave, Jennifer H., and others will begin work on the new Strategic Plan. Work will start this summer and be completed by the October Executive Board Meeting. It will be presented to Membership at the November Membership Meeting.

### **Consulting Update**

- Gateway Community & Technical College – Project Completed (Melanie & Nathan)
- HR Project – Tabled until CRM conversion is complete. (Melanie)

### **Collaborations**

- Planning to either collaborate with the State level committee for the next "Take 5" and with our regional teen librarians or just work with our local team for a Teen Programming & Services day long workshop in 2015.
  - Take 5: Ohio conference with a Youth Services focus. In August, the location will be announced; if it is not in southern Ohio, then SWON will do its own YA workshop.

### **Personnel**

- Racheal Mick was hired as a temporary student worker. She trained with Chantal and will continue to work on inputting information (registration, the calendar, and Jobline) after Chantal's last day (June 20).
- Chantal's position will be posted late in the summer.

#### **Next Fiscal Year's Executive Board Officers**

- Jennifer and Joe nominated **Cindy** for **President**. Approved by consensus.
- Dave and Andrea nominated **Jennifer** for **Vice President**. Approved by consensus.
- Joe and Donna nominated **Angela** for **Secretary**. Approved by consensus.
- Cherie and Joe nominated **Chris** for **Treasurer**. Approved by consensus.

#### **Next Meetings**

- The next Executive Board meeting will tentatively be on **August 1** at 10 a.m. at the SWON offices in the conference room.
- Tentative meeting dates for the rest upcoming year include: October 3, December 5, February 6, April 3, and June 5. All meetings will be held at 10 a.m. at the SWON offices.

#### **Adjournment**

- Joe moved to adjourn; Dave seconded. Motion carried. Meeting adjourned at 11:10 a.m.

Minutes submitted by Angela Smith, Secretary.