

SWON Libraries
Executive Board Meeting Minutes
August 1, 2014

Mission: Collaborating, educating, and sharing.

Board Members in Attendance

Melanie Blau-McDonald, SWON Exec. Director

Dave Anderson, Campbell County Public Library

Donna Briggs, Roger Bacon High School

Greg Edwards, Public Library of Cincinnati and Hamilton County

Jennifer Heffron, Vice President, TriHealth, Good Samaritan College of Nursing

Angela Smith, Secretary, Kenton County Public Library

Cindy Sefton, President, Cincinnati State

Jennifer Spillman, Dayton Metro Library

Cherie Roeth, Bradford Public Library

Andrea Owens, Cincinnati County Day School

Absent:

Chris Owens, Treasurer, Blanchester Public Library

John Stork, University of Cincinnati

Call to Order

- Cindy called the meeting to order @ 10:02 a.m.

Presentation and Approval of the June 2014 minutes

- Cindy moved to approve the minutes as presented. Approved by consensus.

Presentation of the June Financial Statements

- The information presented was the preliminary data from before the audit.
- Overall, SWON was under budget for the year, due to savings in insurance and other areas.
- Donna moved to accept the draft financial statements for June 2014; Dave seconded.
Carried by consensus.

Preliminary Audit Report

- Melanie reported that the audit went very smoothly.
- Each year the auditor cleans up a new section of the financials; this year work was done on the liability spreadsheet to make reserves more accurate.
- There was discussion about hiring a contracted bookkeeper. Melanie has been doing that work the last couple of years. The Board agreed that it was time to pursue this. Melanie agreed to begin interviewing potential candidates.

Membership Renewals

- Melanie shared that SWON has 4 new supporting members: Hamilton Law Library, MidPointe Library system, Wright Memorial Public Library, and Cincinnati College of Mortuary Science.

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

- Level-up Lab update. New levels (Lib. Guides) and new topics including Library Marketing (Nathan) and Usability Testing (Nathan). There has been good turnout, so Nathan will begin to teach two labs each month, unless we have a guest instructor. The goal is to offer two labs per month in whatever combination.
- Picture Book Read-In – Aug. 26th, Speaker Tricia Twarogowski, Sensory Programming, Indiana Wesleyan at West Chester. This has almost sold out!
- Summer Reading Program Workshop, theme “Heroes” – Sept. 22, at Lane Admin. – 5 library systems signed up to present so far – Registration is open, and people are already signing up.
- Staff Training Symposium, Oct. 22, Boone County PL – Keynote Beth Rumble – Theme: We’re Betting on You! 4 breakout sessions booked – Registration is open.
- Makerspace Program lined up for our Membership Meeting, Nov. 13th at Miami Univ. meeting space in Hamilton, OH. Xavier (the grant winner) to present and Lane Libraries will present, looking for one more. Group will then tour Lane’s Tech Center. Registration is open.
- Website and CRM update: 225 people have registered so far. Feedback about the site is positive. Some directors want to control registration centrally; others let staff register for events on their own. The beauty of this system is that it allows the freedom to do it both ways. At the Strategic Plan meeting, the team said they would like to open up the CV/Resume Center as a value added portion of the site. It would be open to students and the unemployed, as well as members.

Consulting Update

- Personality Theory program for SSCC (Melanie)
- HR Project – Melanie has Dayton Metro’s data now and will be acquiring PLCH’s in the near future.
- Wright Memorial Library – Nathan will be helping them plan their staff training day.

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. It’s likely that we will have “Take 5” here, per Janet.
 - There will be a preparatory meeting next week. 6 people have already volunteered to help out.
- ALAO Board Retreat—Melanie is looking to collaborate with them. SWON will continue to oversee their funds.

Personnel

- Melanie hired Racheal Mick as a JR. CE Coordinator.
- In looking at the Personnel Manual during Racheal’s first days, Melanie saw a need for updating.

- SEP retirement added.
 - Per Diem expenses covered.
 - Direct deposit required.
- Andrea moved to accept the edits to the Personnel Manual. Jennifer H. seconded. Carried by consensus.

Operations

- Racheal has been working hard to create a SWON Archive. It will be on Nest and Google Drive. She is approximately half way through the project.
- The SEP Paperwork is complete and filed.

Next Meeting

- The next Executive Board meeting will be on **October 3, 2014**, at 10 a.m. at the SWON offices in the conference room. (Same Place, Same Time)

Announcements/Discussion

- The first Strategic Planning meeting went well. The team members are all working on drafts for the mission statement. They will meet again August 22 at 4 p.m. After that, there will be a meeting in September, the draft will be given to the Board in October, and a finalized version will be presented at the Membership Meeting.
- There was some discussion about the State Library of Ohio and SWON's funding.
- The Membership Dues committee will be meeting this fall. Joe, Chris, Cherie, Andrea, and Dave will all be involved with that group.
- It was suggested that SWON look into providing certified CEUs. Melanie said that the last time she looked into it the price was prohibitive (about \$3500/yr.). She is willing to check into it again.

Adjournment

- Dave moved to adjourn; Cherie seconded. Motion carried. Meeting adjourned at 11:26 a.m.

Minutes submitted by Angela Smith, Secretary.