

SWON Libraries
Executive Board Meeting Minutes
October 3rd, 2014

Mission: Collaborating, educating, and sharing.

Board Members in Attendance

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

Absent:

Angela Smith, Secretary, Kenton County Public Library
Jennifer Heffron, Vice President, TriHealth, Good Samaritan College of Nursing

Call to order.

- Cindy called the meeting to order at 10:08.

Presentation and Approval of the August 2014 minutes

- Greg moved to approve, Cherie seconded.

Presentation of the July and August Financial Statements

- July number presented with no questions
- August numbers presented. Picture book read-in was a success.
- Discussion of the payment for webinars, going forward we will be caught up and paying for webinars as they happen.
- John Stork moved to approve, David Anderson seconded. Approved by consensus

Presentation of the Audit Report – Melanie Blau McDonald

- Melanie saves some clean-up work for when the Auditor is here to get it all done at once. Moving forward with a bookkeeper Melanie will be able to have her reduce Melanie's work in QuickBooks.
- 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.
- Joe Knueven moved to accept the audit report, and Jennifer Spillman seconded.

Membership Renewals

- Thomas More has a new Director following the retirement of former SWON board member Jim McKellogg.
- Adams County has a new Director following the retirement of the Director.
- School members are trickling in with annual dues.
- Melanie is awaiting the work of the Membership and Dues committee to set price before she can get some counties to join.
- November 13th is the fall membership meeting, so Melanie is asking the board to talk to any members and potential members they do not know.
- Andrea Owens motioned to accept Melanie's report, Cindy Sefton seconded.

Strategic Planning Committee Update and Sharing of Proposed Strategic Plan – Melanie Blau-McDonald

- Melanie presented the Strategic Plan, explaining some of the number points such as number 5; the development of a searchable index of regional knowledge and expertise.
- The Take 5 conference is an example of a statewide conference that can be put on by local librarians, giving them the chance to grow professionally, meeting point 7 of the plan.
- The Board liked the new plan, as we have a better sense of what the organization can do.
- Joe Knueven moved to accept the plan as presented to the Board to be presented to the membership at the fall meeting on November 13th, 2014. Greg Edwards seconded the motion.

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

- Level-up Lab update. New levels, new topics. Four new management topics; Personality Theory for Managers and Supervisors was the first presented.
- Picture Book Read-In – Aug. 26th, excellent attendance
- Summer Reading Program Workshop, theme “Heroes” – Sept. 22, at Lane Admin. Melanie will introduce events differently in order to tell the attendees what they should expect from a presentation. Also, Melanie will be redoing the event evaluation survey form.
- Staff Training Symposium, Oct. 22, Boone County PL – Keynote Beth Rumble – Theme: We're Betting on You! & 4 breakout sessions booked
 - New registration software allows attendees to preselect the sessions they want to attend.
- Makerspace Program lined up for our Membership Meeting, Nov. 13th update. Presenters are:
 - Alison Morgan of Xavier
 - Christian Sheehy of Lane Libraries
 - Cherie Roeth of Bradford Public Library
 - Emily Colpi of Mariemont.
 - Will then tour Lane's Tech Center as a group. Registration is open.

- Discussion of joining a local Makerspace group like Dayton Diode or Hive13. The group talked about checking with membership to see if there is more interest now than what was there in the past.
 - Melanie will examine the costs of different spaces, and will develop a survey for the membership meeting to gauge interest and see if members are willing to pay some to join.
- Saroj Ghoting proposal and cost and implications. How to include STEM in early literacy storytimes. Saroj requires each attendee bring 3 books, these books would increase the cost a good bit. Group discussion of is a higher price point, would like to see a work up of the price point.
- Take 5 update. Group is looking for space in Downtown, possibly at main branch of PLCH.
- Website and CRM update.
 - Jobline is the first listserv to be shut down. Moving to registration on the new site to see job list.
 - Little by little moving people over to new lists.
 - Over 500 people registered on the site, new consulting jobs are listed.

Consulting Update – Melanie Blau McDonald

- Brown Mackie website – Nathan helping there, new person given charge of the web there and Nathan is helping them get started.
- HUC scanning project – Nathan having a good time consulting there as well.
- Brown County Staff Training Day – Melanie will be doing part of the Staff Day training at Brown County.

Personnel- Melanie Blau McDonald

- Rachael stopped in at the beginning of the meeting to meet everyone. Melanie reports that she is doing well. Rachael is also learning the CE piece of the job, as well as working at Kenton County Public Library, and is working on her Library Informatics degree.

Operations – Melanie Blau McDonald

- Bookkeeper (contracted) update. Processes are being worked out.

Next Meeting

- The Fall 2014 Membership Meeting will be on **November 13th, 2014**, at 10:00 a.m. Ryan's Tavern in Hamilton, Ohio.
- The next Executive Board meeting will be on **December 5th, 2014**, at 10:00 a.m. at the SWON offices in the conference room. (Same Place, Same Time)

Announcements

- Reminder from Melanie to come to the November meeting and meet the new members.
- Donna is retiring at the end of the school year.

Adjournment

- John Stork moved to adjourn; Donna Briggs seconded. Motion carried. Meeting adjourned at 11:29 a.m.

Minutes submitted by David Anderson, past President.