

**SWING
Executive Board Meeting
Wytheville Public Library
May 16, 2008**

MINUTES

Members present: Lorraine Abraham (Emory & Henry College), Janis Augustine (Salem Public Library), Brenda Collins (Carroll County High School), Cathy Hanshew, Jody Hanshew (Emory & Henry College), Kelly McBride (Russell County Public Library), Carolea Newsome (UVA-Wise), Dot Ogburn (Pulaski County Public Library), Naydine Shenk (New River Community College), Sandy Smith (New River Community College).

Call to order: The meeting was called to order by President Kelly McBride at 10:00 a.m.

Minutes: Minutes from the January 11, 2008 meeting were approved (motion made by Lorraine Abraham, seconded by Sandy Smith). Motion was approved.

Financial Report: Cathy Hanshew reported that the checking account has \$2,688.12, the savings account has \$15,346.63, and the CD balance is \$16,486.38. Total \$34,521.13.

There may be additional expense for this year from two workshops SWING agreed to co-sponsor with VCCA (\$300.00). Two other payments that usually come up in May are the VLA Liaison (\$1500.00 last year) and the Virginia Library Foundation (\$2,000.00 last year). No other expenses are anticipated for this year unless there are some from Children's/Young Adult Services.

Committee Reports

Children's/Young Adult Services: Chair Carlene Poole was not present so there was no report.

Continuing Education Programs: Chair Dot Ogburn reported. She suggested that we need to do a survey for feedback from members on what they need in the way of programs for the different types of libraries. Jody agreed to help with creating a survey to solicit program ideas and other factors that would affect participation (travel distance, expense, etc.)

Contracts: Contracts Administrator Carolea Newsome passed out an update on the vendor survey and contracts situation. Survey results won't be compiled until after May 30th. Jody will send those to Carolea and she will send a summary out to the listserv.

Membership: Business Manager Cathy Hanshew reported that the letters have not been sent out yet. She passed out a list showing members who have already paid for next year.

Scholarship: Chair Steve Vest was not present, but had sent an email recommending that scholarship amounts be cut from the \$3,000 proposed to \$2,000 or even as low as \$1,500. This would still allow for three scholarships of \$500 each.

Legislative: Chair Janis Augustine reported that everything is being cut and some libraries have already begun to adjust their budgets to deal with that.

Web Page: Webmaster Jody Hanshew reported that there have been some “issues” with the listserv. We may need to go with a different listserv. Jody is hoping that their IT people will eventually get time to look at it and figure out the problem. As a temporary solution, Carolea agreed to send out a message to everyone which can then be used to get messages out (by using “reply all”). Jody & Lorraine will continue to work on solving the listserv problem.

Unfinished Business

The new version of the SWING bookmark/brochure was passed out to the group and received positive feedback.

New Business

Budget: Members worked through the 2008-2009 proposed figures to balance the budget. One big consideration was the contract situation, because if the community colleges are not allowed to use the SWING contracts, some of them may not rejoin and membership income would drop. There was a lot of discussion about membership and how the contract situation might affect community college members. If all 22 community college members pay the current fee of \$150, their contribution would be \$3300. It was suggested that membership fees for the community colleges be lowered for one year (only) and the difference in income be made up by a withdrawal from the savings account.

A motion was made recommending that for one year only SWING charges a \$75.00 membership fees for the community colleges with all others’ fees remaining at \$150.00, due to the community colleges being unable to utilize SWING contracts at this time. (Motion made by Brenda Collins, seconded by Sandy Smith) Motion was approved.

Kelly said she will talk to someone at the State Library to see if the contracts issue can be resolved through them. She will also contact someone at the State Purchasing Office about this. She said she will speak to Linda Hahn about the decision to cut the Foundation money down to \$500.

A motion was made that the budget be approved as follows: \$16,200 income and \$17,537 expenses, with the difference taken out of savings to balance it, IF needed at any time of the year. (Motion made by Brenda Collins, seconded by Lorraine Abraham) Motion was approved.

Motion was made to adjourn. (Motion by Brenda Collins, seconded by Lorraine Abraham) Motion was approved.

Naydine Shenk, Secretary