

SWING

Executive Board Meeting

Friday, August 13, 2010, 10:00 a.m.

Wytheville Public Library

MINUTES

Members present: Lorraine Abraham (Emory & Henry College), Jan Beck (West Davidson, NC), Amy Bond (Lonesome Pine Regional Library), Brenda Collins (Carroll County Public Schools), Cathy Hanshew (Business Manager), Jody Hanshew (Emory & Henry College), Janet Kirby (Emory & Henry College), Carolea Newsome (UVA's college at Wise), Julie Roberson (King College), Naydine Shenk (New River Community College), Julie Short (Lonesome Pine Regional Library), Sandy Smith (New River Community College), Barbara Stepp (Blacksburg High School), Brenda Tester (Eastern Montgomery High School), Lisa Vassady (Radford University). Also present, one guest: Sara Paulk (Wythe-Grayson Regional Library)

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

Minutes: The minutes from the May 21, 2010 meeting were approved. *(Motion to approve by Julie Short; second by Janet Kirby)*

Financial Report: Business Manager Cathy Hanshew reported. Total for checking, savings and the 2 CDs is \$51,229.53

COMMITTEE REPORTS

Children's/Young Adult Services: Chair Julie Short reported. She thanked the Board for the purchase of the CriCut machine. They have spent money on Elison dies and equipment for the machine. Lonesome Pine is working on a training manual and CD to go with it. Next meeting of the Children's/Young Adult group will be on August 27nd in Wytheville. They will be having a workshop on early childhood development, using Sesame Street characters.

Continuing Education Programs: Co-chairs Julie Roberson and Janet Kirby reported. That the spring meeting at Radford University went well, with great attendance. They are planning for the fall program and the group provided several ideas for programs.

Contracts: Contracts Administrator Carolea Newsome reported. Requests for Proposals for library supplies and serials/subscriptions were published on August 2, 2010 and have a due date of September 3, 2010. They were published by the Library of Virginia via EVA, the Commonwealth's electronic marketplace, and posted on the SWING listserv and website in their entirety. After the deadline, an evaluation committee will review the proposals and prepare recommendations which will be presented at the Fall 2010 meeting. Sandy Smith and Amy Bond volunteered to serve on the evaluation

committee. Contracts will be then be awarded to selected vendors after approval by the SWING Executive Board. New contracts will go into effect January 1, 2011 through June 30, 2014. When these contracts go into effect, they will be in full compliance with state regulations and state institutions will be able to participate in all SWING contracts without restrictions.

Carolea also reported that Books on Tape, which is not an official SWING vendor, is offering new lower prices to SWING members. The company's discount information can be accessed from the SWING website contracts page.

Membership: Business Manager Cathy Hanshew reported that we now have 150 members , including 34 members from North Carolina.

Scholarship: Lorraine Abraham reported for Steve Vest. [NOTE: on July 1, 2010, members of the Executive Board received notice from Chair Lorraine, via email, that we had 5 scholarship applicants this year. We normally award 3 scholarships each year. On July 2, 2010, Kelly McBride made the motion, via email, that SWING award \$500 each to all five applicants once they have been approved by the Scholarship Committee. This motion was approved by email vote from Board members.] Lorraine reported that the five scholarship applicants were approved by the Scholarship Committee and that checks would be mailed to them once they verified their status to the Business Manager. All five of them are working toward Master of Library Science degrees.

Legislative: Lorraine reported for Chair Cy Dillon. Cy encouraged members of the Board to join the VLA legislative discussion list as a way of keeping up-to-date on legislative matters.. Information on this is available at the VLA.org webpage. Webmaster Jody Hanshew agreed to post the information on the SWING webpage.

Web Page: Webmaster Jody Hanshew said to let him know if there is anything else that needs to be put on the SWING page.

OLD BUSINESS

SWING name-change. Lorraine reported that the quest for a new name went nowhere, so for the time being, we will retain the name SWING.

NEW BUSINESS

Electronic Resources . There was some discussion about the possibility of SWING getting into electronic resources. Political ramifications with the Library of Virginia and VIVA would have to be a consideration. Some questions: how many databases do we want to look at? Which vendors? Would we need an "electronic resources manager"? Would this be geared toward K-12 and the public libraries? In the past, "Find-It Virginia" supplied many electronic resources for these groups, but the funding for this (from the State Legislature) keeps being cut each year. A committee was set up to explore this further. Committee members will be Barbara Stepp & Brenda Collins (co-chairs), and Brenda Tester, Jody Hanshew, and Carolea Newsome. A survey will also be developed for feedback from members.

FY 2011 Budget: Review of the 2010-2011 Proposed Budget shows a surplus. It was suggested that we increase some of the expenses we cut when we had a tighter budget. There was some discussion of how we might serve the large group of North Carolina libraries who are now SWING members. NC representative Jan Beck suggested that they would be very interested in workshops and also the possibility of having a meeting held in North Carolina.

Proposed changes to the budget were:

A motion was made and approved to increase the Youth SWING amount from \$500 to \$2000, with the understanding that it will be split between North Carolina and Virginia and if the North Carolina group needs something that costs more than \$1000, they will notify the Executive Board who will vote on that separately. *(Motion by Brenda Collins; second by Barbara Stepp)*

It was suggested that SWING combine these three budget items into one: 1--Programs (bi-annual mtg), 2--Meeting Honorarium, Expenses, Mileage, Hotel, and 3—Meeting Refreshments. The new budget item would be labeled “General Meeting” and would be increased from the current amount of \$750.00 to \$1500.00.

The three paid employees of SWING left the room while their salary items were discussed. A motion was made and approved for a 5% increase for the Contract Administrator, Business Manager, and Web Master. This would be an increase from \$11,500 to \$12,075. *(Motion was made by Naydine Shenk; second by Brenda Collins)*

It was suggested that SWING change the PR-VLA Ad item to read “VLA/NC Ad” and increase this by \$500 to cover advertising in a North Carolina Library Association publication.

These suggestions and motions put the current budget figure at \$22,500. On the income side, the membership will be increasing, and on the expense side, we will possibly need to expend more than budgeted for speakers, workshops, etc. An Executive Board Discretionary Fund could be used to make sure SWING keeps a balanced budget.

A motion was made to approve the budget as amended. This was approved. *(Motion by Brenda Collins; second by Brenda Tester)*

Fall General Meeting location and activity. There was a discussion of possible dates and conflicts. VLA is October 28-29, and the community college Peer Conference is October 14-15. No final date was decided. It was suggested that a good location would be the Crossroads Institute in Galax. This would be close enough for some of the new North Carolina members to attend.

ANNOUNCEMENTS

There were no announcements

ADJOURNMENT

A motion was made and approved to adjourn (at 11:45?). (*Motion by Julie Roberson; second by Janet Kirby*)

Naydine S. Shenk

Secretary