

SWING
Executive Board Meeting
Friday, February 26, 2010, 1:00 a.m.
Peking Restaurant, Wytheville

SUMMARY OF MINUTES

Members present: Lorraine Abraham (Emory & Henry College), Brenda Collins (Carroll County Public Schools), Cy Dillon (Ferrum College), Cathy Hanshew (Business Manager), Jody Hanshew (Emory & Henry College), Janet Kirby (Emory & Henry College), Kelly McBride (Russell County Public Library), Carolea Newsome (UVA's College at Wise), Julie Roberson (King College), Naydine Shenk (New River Community College), Julie E. Short (Lonesome Pine Regional Library), Barbara Stepp (MCPS/Blacksburg High School), Lisa Vassady (Radford University)

Call to order: The meeting was called to order by President Lorraine Abraham at 11:00 a.m.

Minutes: The minutes from the October 23, 2009 meeting were approved. *(Motion to approve by Cy Dillon; second by Brenda Collins)*

Financial Report: Treasurer Kelly McBride reported that there is over \$12,000 in checking, over \$12,000 in savings, and \$10,000 in the two CDs, for a total of \$45,281.18.

COMMITTEE REPORTS

Children's/Young Adult Services: Chair Julie Short reported that their group's next meeting will be on April 30th

Continuing Education Programs: this report was postponed until the Spring Meeting discussion which took place later in the meeting.

Contracts: Contracts Administrator Carolea Newsome reported that the materials contracts are up and running, through June 30, 2012, with 23 companies participating. All information is available on the website. They are all in compliance with state regulations (and all vendors are members of EVA). Contracts for supplies, serials and subscriptions will be coming up for renewal this summer. The first part of the RFP process will be a survey this summer. As with the materials contracts, once these contracts are in place, all state institutions should be able to use them.

Membership: Business Manager Cathy Hanshew reported that we now have 133 members. There are 27 new members and quite a few are now from North Carolina.

Scholarship: Lorraine reported for Chair Steve Vest. There are currently no applications so everyone was asked to encourage people to apply.

Legislative: Chair Cy Dillon reported. Nothing is set as yet, but information on the VLA webpage looks pretty bad (a 20% cut in the second part of the biennium). This is one of the worst years for state aid. The last time there was full funding was 2001. What can we do? Use the VLA page to contact legislators with the message: times are hard and that is when people use libraries. There was a discussion about the possibility of SWING considering support VLA's lobbyist, perhaps with a one time contribution. The motion was made to double the donation to the VLA's legislative person this year. (*Cy Dillon made the motion; second was by Brenda Collins*) Motion was passed.

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

OLD BUSINESS

North Carolina Public Library Directors Conference (March 18-19). Lorraine was invited to talk to this group. She and Barbara Stepp will be going to the meeting to talk about SWING and to encourage them to join. A motion was made for SWING to cover their gas and food expenses for this trip. (*Motion by Cy Dillon; second by Jody Hanshew*). The motion passed.

NEW BUSINESS

SWING Youth CriCut Machine purchase proposal. A printed copy of the CriCut proposal was shown to the group and a discussion followed. The total cost would be \$1911.00 and is based on 21 sharing library systems. One advantage is that it isn't as heavy as the old die-cut system. It also has free software that really adds to what it can do. The proposal states that cutting mats, at \$12-17, depending on size, are good for 25-40 cuts and each participating library would need to purchase some to keep on hand. Also, after the initial purchase, each library would be responsible for blades (\$10.00 pk/2) and other miscellaneous tools. A motion was made to approve the purchase of the CriCut machine. (*Motion by Kelly McBride, second by Barbara Stepp*). The motion was approved. Julie Short and Cathy Hanshew will get together to order it.

Adam Webb, the at-large public library representative has left the Wythe-Grayson library, so that position is open. Several people were suggested as possible replacements but no action was taken yet.

Kelly McBride brought up the topic of 501C-3 tax forms. It is possible that SWING will be required to file some tax forms. Lorraine and Cy Dillon gave her suggestions for people to contact about this.

Employee Salary Considerations. The Business Manager, Webmaster, and Contracts Administrator left the meeting while the rest of the Executive Committee considered salaries for the three positions. The growth in SWING membership and the time-consuming and complicated contracts work have meant heavier workloads for all of them. Everyone agreed that this merits an increase in compensation. After some discussion, a motion was made to pay each of them a 20% bonus as a one-time thing, before the

end of this fiscal year (April 1), and to re-evaluate the situation in the future, depending on the state of the economy. (*motion by Brenda Collins; second by Julie Short*). The motion passed.

Spring Meeting Location and Activity. Co-chairs of the Continuing Education Programs Committee, Julie Roberson and Janet Kirby reported that they are planning to have something similar to VLA's paraprofessional forum. Topic ideas for three sessions include: technical services, Google, customer service (FISH training). This would be a one day meeting with three sessions, each one 60-90 minutes long, (one session in the morning, a lunch break and two sessions following lunch). There were some suggestions on possible locations (Roanoke Higher Education Center, somewhere in Radford). Lisa Vassady agreed to check into a Radford location and get back to Julie or Lorraine. Possible dates suggested were May 14 or 21. We also talked about the possibility of having this be a free event except for participants paying for their own lunches. No final decision was made.

The meeting adjourned at 12:15.

Naydine S. Shenk
Secretary

More action by the Executive Board took place through email communications, as follows:

On March 8, 2010, Board members were asked to vote yes or no on a proposal to change the name of our group from SWING (Southwest Virginia Information Network Group) to a more appropriate name, since many of our member libraries are located outside of Virginia. It was proposed that we "institute a contest on our website and put it out on the list-serv for a new name. We could give a prize for the name we select".

Board members voted, via email, to approve this suggestion. Webmaster Jody Hanshew will be putting the information out to all members and posting it on the SWING website. Deadline for new name suggestions will be April 15, 2010.

Naydine S. Shenk
Secretary