



***INTERLIBRARY DELIVERY SERVICE OF PENNSYLVANIA  
MINUTES OF BOARD OF DIRECTORS MEETING  
February 10, 2011 Dixon University, Harrisburg, PA***

NOTE: ACTION ITEMS ARE INDICATED BY UNDERLINING.

**PRESENT** Board Members –Lisa Rives Collens, Scott DiMarco, Katherine Furlong, Krista Higham, Roberta Jacquet, Annette McAlister (representing Beth Bisbano), Mary Maguire, Lyn Meek, Bonnie Oldham, Philip Tramdack  
Management Services – Pamela Newman

**ABSENT** John Barnett, Mark Podvia, Janice Trapp and State Representative Patrick Harkins

President Lyn Meek called the meeting to order at 10:50 am.

**WELCOME**

Lyn Meek welcomed our new members and officers to the Board:

A. New Members

1. Lisa Rives Collens, District Consultant Librarian, Schlow Centre Region Library, State College, PA (First Term)
2. Scott DiMarco, Director of Library and Information Resources, Mansfield University of Pennsylvania, Mansfield, PA (First Term)
3. Mary Maguire, Montgomery County Library System, Norristown, PA (First Term)
4. Dr. Roberta Jacquet, Library Director, Cabrini College (2011)
5. Beth Bisbano, Advisor for Research & Statistics, Office of Commonwealth Libraries

B. 2011 Board Officers

1. Lyn Meek, Cambria County Library System, President (2011-12)
2. Katherine Furlong, Lafayette College, Vice President (2011-12)
3. Krista Higham, Millersville University, Treasurer (2011-12)
4. Bonnie Oldham, University of Scranton, Secretary (2010-11)

A memorandum of the 2011 Election results was distributed. New members of the Board were present at the meeting.

**APPROVAL OF MINUTES**

The minutes of the Board of Directors meeting on October 14, 2010 were approved. MOTION by Furlong; seconded by Tramdack; approved by all.

The minutes of the Board of Directors meeting held via phone conference on December 14, 2010 were approved. MOTION by Furlong; seconded by Tramdack; approved by all.

## **FINANCIAL REPORT**

Pamela Newman provided some background about how the Bucks Intermediate Unit serves the Interlibrary Delivery Service and how the IDS Board develops its budget. She then discussed the fourth quarter financial reports prepared by the BCIU22 Business Office. IDS assets totaled \$1,550,923.18 as of December 31, 2010; the liabilities totaled \$87,331.61. This leaves IDS Net Assets totaling \$1,463,591.57 at the end of the fourth quarter 2010. In the Statement of Activities Budget vs. Actual report (Jan-Dec 2010), total revenue was \$2,059,182.03 while total expenses were \$1,788,723.25, leaving an increase in net assets of \$270,458.78. IDS came in under budget in 2010, spending 93.05% of its 2010 budget as of December 31, 2010, and is in good standing financially.

The State Funding report shows that the PA Treasury Department is up-to-date with its payments as of December 2010. The balance of the PA INVEST account is \$1,339,752.51 as of December 31, 2010.

The 2011 Budget was distributed in the board packet. Looking ahead to the 2012 budget, Newman recommended that IDS not raise the delivery budget since IDS shipping costs were significantly under budget by 20% in 2010. Newman also recommended a decrease in the amount allocated for Postage and Printing since IDS uses online member renewal. Newman recommended that IDS increase the amount for the annual audit. It was noted that IDS did not have to use \$138,975 from the reserve in 2010 as budgeted. The Finance Committee will build the 2012 budget for the July Board Meeting.

## **ADMINISTRATOR'S REPORT**

The UPS Quarterly Cost of Shipping Report for the fourth quarter of 2010 was distributed. In comparison to the fourth quarter of 2009, the number of UPS accounts decreased from 220 to 199. Fourth quarter shipping decreased 5.96% (from 114,820 to 107,974); the shipping expense decreased by 5.8% (from \$456,792 to \$430,235). Newman reported that IDS came in 20% under budget for shipping costs in 2010. This could be attributed to the decrease in member count since 2009.

Pamela Newman distributed a report on the shipping trends from 1999-2010. The report detailed yearly member counts, budgeted vs. actual shipping costs, package count, and package cost.

The UPS Interlibrary Delivery Service Summary for the fourth quarter of 2010 was electronically distributed to Board members prior to the meeting.

Pamela Newman presented a spreadsheet detailing the shipping log from January 1 to December 31, 2010 and explained the rationale for the different charges. Board members requested that Newman add visual representation of the data to the report.

The 2011 Board of Directors Roster was distributed. Board Members should send any corrections to Pamela Newman.

As of February 9, 2010, there were 197 full members. Administration was still waiting for several members to determine the affiliate count.

Pamela Newman reported that there has been a positive response to the pilot project extension, which allows full members to ship to non-IDS PA libraries. IDS headquarters has fielded many clarifying questions, especially regarding the impact this will have on affiliate members. Newman highlighted that there have been increased address corrections on non-IDS deliveries. Administration checks the internet and UPS is correct 99% of the time.

Newman reported that the Directors & Officers Insurance was renewed for 2011 with Travelers for \$1165.00.

## OFFICE OF COMMONWEALTH LIBRARIES REPORT

Report prepared by Annette McAlister, who represented Beth Bisbano at the meeting.

### **Elizabeth (BJ) Urling's Retirement**

BJ Urling, the Office of Commonwealth Libraries liaison to IDS, retired the end of December 2010. As many of you know, BJ brought intelligence, tenacity, a strong work ethic, a willingness to listen, and gifted mentoring skills to her 16 years at Commonwealth Libraries. Among her responsibilities she served as liaison to several public library districts, to the state institution libraries, and to academic libraries. She will be missed!

### **New Commonwealth Libraries' IDS Liaison**

Beth Bisbano, the Commonwealth Libraries' advisor for research and statistics and the Keystone Fund Facilities Advisor, is now the liaison to IDS. She is looking forward to her work with IDS and will be at the next scheduled meeting.

### **New Administration**

Governor Corbett has nominated Ron Tomalis as his Secretary of Education. Ron Tomalis was the Executive Deputy Secretary of Education under former Governor Tom Ridge's administration. Given his previous position he is familiar with the Office of Commonwealth Libraries and many of our programs. He has already taken the time to meet with Commissioner Clare Zales.

### **One Book, Every Young Child**

*Whose Shoes? A Shoe for Every Job*, a photograph concept book by Stephen R. Swinburne for children ages 3 to 6, is Pennsylvania's One Book, Every Young Child 2011 selection. Published in 2010, *Whose Shoes* explores various occupations using simple text and colorful photographs.

This year's program officially kicks off on March 29, 2011. In its sixth year the One Book program highlights the importance of early literacy development in preschoolers. Paperback, hardback, and big book copies of the book will be available at public libraries, and at many preschools, childcares and other programs that work with young children. As in previous years there will be traveling trunks developed by museum educators to help expand upon the concepts in *Whose Shoes*, stickers, bookmarks, posters and activities at the [www.paonebook.org](http://www.paonebook.org) website. Swinburne will make 17 days of author visits across the state.

### **ILL Guidelines and Procedures**

Last year Commonwealth Libraries appointed a committee of librarians to revise and update the Interlibrary Code and Procedures documents to better reflect current technology and practices. Tina LaMark of the Carnegie Library of Pittsburgh is the chair and Krista Higman, a member of the IDS Board, is serving on the committee. The committee is well along with its work and plans to have draft documents available for comment late March/early April. These documents will be distributed widely through various listservs and consortia with a Survey Monkey available to elicit comments.

### **LSTA Grants Awarded**

Commonwealth Libraries has announced 2011 Fiscal Year Library Services and Technology (LSTA) grants. This year's grants to academic, public, school and special libraries totals \$545,912. Grants were awarded under 6 priorities. Projects are expected to begin in the spring. LSTA funds will continue to be used to support statewide projects.

### **Getting on Board Trustee Training Materials**

A committee representative of public libraries is nearing completion of its work on training materials to prepare and guide trustees of public library boards. The draft document was reviewed by the Advisory Council on Library Development (GAC) and the document and accompanying videos are scheduled for distribution in the spring.

## COMMITTEE REPORTS

Pamela Newman explained the duties of each of the standing committees and the Board revised committee assignments.

### **Nominating Committee** – Katherine Furlong (Chair), Mary Maguire

There will be four vacancies at the end of 2011. Committee members will begin to compile a list of potential nominees for the 2012 Board election.

### **Finance Committee** – Krista Higham (Chair), Lyn Meek, Roberta Jacquet, Scott DiMarco

Committee members will develop a proposed 2012 budget for the July 2011 meeting.

### **Planning Committee** - John Barnett (Chair), Bonnie Oldham, Phil Tramdack

There was much discussion about the loss of K-12 libraries over the past two years and finding ways to bring them back to IDS. The Planning committee will develop a survey of fixed and open-ended questions to determine the needs of K-12 libraries. Newman will provide a list of contacts for high-usage, former IDS members to survey.

### **Marketing Committee** - Mark Podvia (Chair), Katherine Furlong, Lisa Rives Collens

No report.

### **Ad hoc Bylaws Review Committee** – Roberta Jacquet (Chair), Mary Maguire, Katherine Furlong

The purpose of this committee is to review and update the IDS bylaws.

## OLD BUSINESS

- A. Policy stating rationale for Reserve Funds – Newman discussed the draft policy with the BCIU22 Director of Finance, Paula Harland. Harland felt that the policy was a good idea for an organization such as IDS. The draft policy was a good start, but Harland recommended that Newman read two documents on reserves for non-profit organizations. Newman will work with the Finance Committee and the BCIU22 business office to prepare a second draft for the July meeting.
- B. Conflict of Interest Policy – Lyn Meek presented a conflict of interest policy that was reviewed by the group. Several semantic changes were made. Newman will revise the document and present to the board at the July meeting.

## NEW BUSINESS

There was no new business.

## ANNOUNCEMENTS

There were no announcements.

## ADJOURNMENT

MOTION to adjourn by Jacquet; Seconded by DiMarco; Approved by all. Meeting adjourned at 2:30pm.

## **2011 BOARD MEETING DATES**

Tuesday, July 12, 2011 – 10:30am at Dixon University, Harrisburg

Thursday, November 3, 2011 – 10:30am at Dixon University, Harrisburg

Annual Member Meeting will be held during the PaLA Conference being held October 2-5, 2011 at the Penn State Conference Center in State College. Details to follow.