



***INTERLIBRARY DELIVERY SERVICE OF PENNSYLVANIA  
MINUTES OF BOARD OF DIRECTORS MEETING  
July 12, 2011 Dixon University, Harrisburg, PA***

NOTE: ACTION ITEMS ARE INDICATED BY UNDERLINING.

**PRESENT** Board Members – John Barnett, Beth Bisbano, Scott DiMarco, Katherine Furlong, Krista Higham, Roberta Jacquet, Georgia Laudenslager, Lyn Meek, Mark Podvia, Philip Tramdack  
Management Services – Pamela Newman  
  
Non-voting Participant – Pamela Murphy

**ABSENT** Lisa Rives Collens, State Representative Patrick Harkins, Mary Maguire, Bonnie Oldham

President Lyn Meek called the meeting to order at 10:40 am.

**WELCOME**

Lyn Meek welcomed Board Members and announced the resignation of Janice Trapp from the Board of Directors.

Approval to appoint Georgia Laudenslager to the IDs Board of Directors, filling the remainder of Janice Trapp's term through 2011. MOTION by Barnett; seconded by Podvia; approved by all.

**APPROVAL OF MINUTES**

Approval of minutes of the Board of Directors meeting on February 10, 2011. MOTION by Jacquet; seconded by DiMarco; approved by all.

**FINANCIAL REPORT**

Pamela Newman provided an explanation of the IDS financial statements and cash flow throughout the fiscal year. She then discussed the first and second quarter financial reports prepared by the BCIU22 Business Office. IDS assets totaled \$2,315,049.73 as of June 30, 2011; the liabilities totaled \$93,126.01. This leaves IDS Net Assets totaling \$2,221,923.72 at the end of the second quarter 2011. In the Statement of Activities Budget vs. Actual report (Jan-June 2011), total revenue was \$1,654,339.78 while total expenses were \$869,007.63, leaving an increase in net assets of \$758,332.15. IDS has spent 39.3% of its 2011 budget as of June 30, 2011, 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 June 2011. The balance of the PA INVEST account is \$2,090,293.33 as of December 31, 2010.

The annual audit of IDS financial statements for 2010 was done by Stanley N. Booz, LLC, and distributed to Board Members. The auditors found all financial statements to be in order and presented fairly. Newman will contract with a new auditor for the 2011 Audit.

## **ADMINISTRATOR'S REPORT**

The UPS Quarterly Cost of Shipping Report for the first and second quarters of 2011 was distributed. In comparison to the first and second quarters in 2010, the number of UPS accounts decreased from 201 to 197. First quarter shipping decreased 5% (from 117,977 to 112,388); the shipping expense decreased by 5% (from \$475,351 to \$450,286). Second quarter shipping increased 2% (from 106,492 to 108,331); the shipping expense increased by 1% (from \$427,124 to \$432,573).

The UPS Interlibrary Delivery Service Summary for the first and second quarters of 2011 was electronically distributed to Board members prior to the meeting.

Pamela Newman presented a spreadsheet detailing the weekly shipping log from January 1 to June 4, 2011 and explained the rationale for the different charges. Questions came up regarding the CoStars agreement with UPS. Newman will ask UPS if it is possible to have different pickup services within the IDS membership.

An IDS Full Membership Statistics Report was distributed. Currently, there are 197 full members and 437 affiliate members, totaling 634 members. The report detailed the total package count for each full member based on the 4th quarter of 2009 and the first 3 quarters of 2010. This package total indicates the category that the member is invoiced for 2011. The report also detailed the cost per package for each full member, highlighting the members paying the most and least per package. As requested, Newman will provide Bisbano with a breakdown of IDS membership by type.

A memorandum was distributed informing the Board that IDS has been credited a total of \$2,610.44 by UPS as of July 7, 2011 for incorrect residential charges. The board thanked Julia Fitzsimmons, IDS Administrative Assistant, for her diligent work in reviewing the weekly UPS bills.

A routine Decennial report for IDS was completed by administration and submitted to the PA Department of State. IDS will be able to continue operating under the name "Interlibrary Delivery Service of Pennsylvania." This filing is valid for 10 years.

Board members asked about the IDS website. Newman stated that IDS does have a website under the BCIU22 domain. Newman will investigate purchasing an IDS domain and migrating content to a new website. She will report back to the board about the costs associated with this migration.

## **OFFICE OF COMMONWEALTH LIBRARIES REPORT**

Report prepared by Beth Bisbano, Library Development Advisor

### **State Budget**

The 2011-12 State budget totals \$27.1 billion, a reduction of about \$1.2 billion, or about 4% less, than this current year's budget.

The final bill sustains library funding around the levels originally proposed by Governor Corbett back in March, and close to our current 2010-11 levels.

Specifics library line items in the final budget include:

- \$53,507,000 for the Public Library Subsidy

(Nearly level funding; down just \$6,000 over 2010-11 actual funding)

- \$2,970,000 for Library Access (- 1%)
- \$630,000 for IDS, same as previous year
- \$2,702,000 for Library Services for Visually Impaired & Disabled (- 1%)
- \$2,060,000 for the Office of Commonwealth Libraries (- 6.5%)

The four library line items taken together are reduced by a total of about \$200,000, which is an overall reduction in library funding of just one-third of 1%.

#### Statewide ILS

The inaugural meeting of the PA Integrated Library System Consortium Board of Directors took place June 30, 2011.

- ILS is a full functioning online library catalog developed on open source software (Evergreen). The long-term goal is to offer this system to libraries statewide.
- Board members present included: Present were: William Schell, President (Martin Memorial Library, York); Cathi Alloway, Vice President (Schlow Centre Regional Library, State College); William Hudson, Treasurer (Library System of Lancaster County); Jonelle Darr, Secretary (Cumberland County Library System); John Brice (Crawford County Library System); David LaFrance (Bradford County Library System); Jodi Oliver (Beaver County Library System); Sue Stone (Susquehanna County Historical Society and Free Library); and Tim Salony (Blair County Library System).
- A request for a meeting with the IDS Board will be forthcoming.
- The next ILS meeting will be October 5, 2011 at PALA.

#### ILL Update

- New guidelines for ILL have been approved by the GAC (Governor's Advisory Council).
- Work is currently being done on the procedures that will complement the guidelines.
- Draft copy available on WebJunction PA.

#### LSTA

- Grant application process is underway.
- Access available through WebJunction PA.

### COMMITTEE REPORTS

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

Committee collected potential names from the board; a slate will be presented in time to run a fall election that coincides with member renewal.

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

- A. 2012 Budget - Krista Higham, IDS Treasurer, presented a 2012 budget proposal with an overall 4% increase over the 2011 budget. Higham recommended not raising member fees for 2012.

Approval of the 2012 budget, including a \$500 increase in Legal Fees expenditures, resulting in the \$500 increase in Reserves. MOTION by Higham, seconded by Tramdack; approved by all.

Approval to not increase member fees for 2012. MOTION by Barnett; seconded by DiMarco; approved by all.

- B. The Finance Committee presented a first draft of an Operating Reserve Policy prepared by Pamela Newman. All present went through the draft; Newman collected edits. Newman will

revise draft, take to BCIU22 Business Office for review, and investigate having an external accountant review the document.

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

The Planning Committee presented a draft of the K-12 libraries survey. John Barnett will make revisions to the online survey. The Planning Committee will work on finalizing the survey and send to former K-12 IDS member libraries in September-October 2011.

**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 committee presented a draft of amended and restated by-laws, based on PALCI's by-laws. Amendments to by-laws must be approved by the membership during the annual member meeting held in October. The board determined that this was a tight turnaround to revise the document and give proper notice. Board Members are asked to send their edits to Bobbi Jacquet by August 31. The Committee and Newman will work together to revise the document and present a second draft at the November board meeting.

**OLD BUSINESS**

- A. Conflict of Interest Policy – Newman presented a revised document to the Board. Based on the By-laws review, the board did not vote to approve the Conflict of Interest Policy until it is determined if it will be part of the by-laws review. The topic was tabled until the November meeting.

**NEW BUSINESS**

- A. Virtual Member Meeting – Newman recommended holding a virtual member meeting after the face-to-face meeting in October. This meeting will have the same content but allow IDS to reach more members. Newman will schedule and advertise the virtual meeting to the membership.

**ANNOUNCEMENTS**

John Barnett announced his resignation to the Board effective immediately. Meek presented Barnett with a certificate of recognition from the IDS Board of Directors and thank you letter.

Appointment of Pamela Murphy to fill John Barnett's seat for the remainder of his term (2012). MOTION by Podvia; seconded by Higham; approved by all.

**ADJOURNMENT**

MOTION to adjourn by Tramdack; Seconded by Higham; Approved by all. Meeting adjourned at 2:45pm.

## **2011 BOARD MEETING DATES**

2011 Annual Member Meeting - Monday, October 3, 2011, 3:30pm – 4:30pm, during the PaLA Annual Conference at the Penn Stater, State College

Board Meeting - Thursday, November 3, 2011, 10:30am at Dixon University, Harrisburg, PA