



***INTERLIBRARY DELIVERY SERVICE OF PENNSYLVANIA
MINUTES OF BOARD OF DIRECTORS MEETING
November 3, 2011 Dixon University, Harrisburg, PA***

NOTE: ACTION ITEMS ARE INDICATED BY UNDERLINING.

PRESENT Board Members –Beth Bisbano, Lisa Rives Collens, Scott DiMarco, Katherine Furlong, Krista Higham, Georgia Laudenslager, Mary Maguire, Lyn Meek, Pamela Murphy, Bonnie Oldham, Mark Podvia, Philip Tramdack
Management Services – Pamela Newman

Non-voting Participant – Sandy Edmonds, Division Manager, Office of Commonwealth Libraries and John Brice, PA ILS

ABSENT State Representative Patrick Harkins, Roberta Jacquet

President Lyn Meek called the meeting to order at 10:45 am.

WELCOME

Lyn Meek welcomed Board Members and guests.

APPROVAL OF MINUTES

Approval of minutes of the Board of Directors meeting on July 12, 2011. MOTION by DiMarco; seconded by Podvia; 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 third quarter financial report prepared by the BCIU22 Business Office. IDS assets totaled \$1,929,621.57 as of September 30, 2011; the liabilities totaled \$109,103.86. This leaves IDS Net Assets totaling \$2,038,725.43 at the end of the third quarter 2011. In the Statement of Activities Budget vs. Actual report (Jan-Sept 2011), total revenue was \$1,815,706.78 while total expenses were \$1,349,676.78, leaving an increase in net assets of \$466,030.00. IDS has spent 59.22% of its 2011 budget as of Sept 30, 201, 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 September 2011. The balance of the PA INVEST account is \$1,590,471.61 as of September 30, 2011.

ADMINISTRATOR'S REPORT

The UPS Quarterly Cost of Shipping Report for the third quarter of 2011 was distributed. In comparison to the third quarter in 2010, the number of UPS accounts decreased from 199 to 197. Third quarter shipping increased 6% (from 93,993 to 99,330); the shipping expense increased by 7% (from \$375,722 to \$400,752).

The UPS Interlibrary Delivery Service Summary for the third quarter 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 September 30, 2011 and explained the rationale for the different charges.

IDS currently has 197 full member libraries and 494 affiliates, totaling 691 member libraries.

Newman reported that the October 3, 2011 Annual Member Meeting was one of the most attended, with approximately 30 participants. There are no issues to report in terms of IDS' services. Participants did have questions focused on navigating UPS shipping processes and procedures. Lisa Rives Collens recommended IDS explore ways we can provide member libraries with more supports in navigating UPS services. Collens and Newman will work together on providing information to members. Newman will approach UPS representatives to see if they can provide support.

OFFICE OF COMMONWEALTH LIBRARIES REPORT

Report prepared by Beth Bisbano, Library Development Advisor

New Staff

Sandra Edmunds has been appointed as the Manager of the Subsidies and Grants Division in the Bureau of Library Development. Sandy previously held other positions in the Department of Education to include, most recently, interim Deputy Secretary of Postsecondary and Higher Education.

Iren Snavelly has been appointed as the State Library's Rare Books Librarian. Iren returns to the State Library after working on a grant project at the American Philosophical Society in Philadelphia.

Preservation Programs

The Office of Commonwealth Libraries is promoting the recently launched Conservation Center for Art & Historic Artifacts (CCAHA) initiative to libraries across the Commonwealth. This initiative, "Save Pennsylvania's Past," is an effort to provide educational opportunities to library staff on how to protect and preserve historically significant materials in their collection. There will be a variety of workshops being held across the Commonwealth at a very low cost (\$25). These workshops will be offered through 2013. For more information, please visit this website: <http://www.ccaha.org>

LSTA Funding

The Office of Commonwealth Libraries requested a waiver for the 'maintenance of effort' requirement for the 2009-2010 state fiscal year. Due to state funding cuts in 2009, \$3.1 million of federal funding could have been lost for the 2012-13 federal funding year. The waiver also serves to reset the 'maintenance of effort' responsibility in the future.

New address for Office of Commonwealth Libraries:

Office of Commonwealth Libraries
Pennsylvania Department of Education
Forum Building
607 South Drive
Harrisburg, PA 17120-1600

COMMITTEE REPORTS

Nominating Committee – Katherine Furlong (Chair), Mary Maguire

The Committee announced that the following persons have been elected to the IDS Board of Directors for a three-year term (2012-2014) effective January 1, 2012.

- **Dr. Roberta Jacquet**, Library Director, Cabrini College, Radnor, PA (First Term)
- **Georgia Laudenslager**, Librarian, Pennsylvania College of Technology, Milton, PA (First Term)
- **Denise Sticha**, Executive Director, Westmoreland County Federated Library System, Murrysville, PA (First Term)
- **Catherine Wilt**, Executive Director, Pennsylvania Academic Library Consortium, Philadelphia, PA (First Term)

The Committee sincerely thanks the other candidates for their willingness to run, and the nominating committee for their diligence in selecting representatives from all types of libraries.

The elected members of the Board of Directors will be seated at the February 7, 2012 Board meeting.

The 2012 Board of Directors Contact Sheet was distributed.

Bonnie Oldham has completed her term as Board Secretary. A motion was made by Lyn Meek to appoint Georgia Laudenslager as Board Secretary for a two-year term (2012-2013). Seconded by Maguire; Approved by all.

In preparation for new committee assignments at the Feb 2012 meeting, Pam Newman will prepare a brief description of the responsibilities of each board committee.

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

Newman requested that the Board table the discussion of the Operating Reserve Policy until an external accountant could review the document. Newman will have the Auditor review the policy in January.

Two quotes for a new accounting firm to handle the 2011 Audit were presented. The Financial Committee recommended that IDS proceed with Maille, Falconiero & Company. MOTION by Higham; Seconded by Maguire, Approved by all.

MOTION by Higham to revise the 2012 audit budget to \$3500; Seconded by Rives Collens; Approved by all.

Planning Committee – Need Chair, Bonnie Oldham, Phil Tramdack

The K12 Library Survey has been finalized. The list provided by Access PA contains almost 200 high school libraries with high ILL involvement. Once Newman compiles email addresses for the list, she will release the survey.

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

Mark Podvia has been doing research for an article, to be published in the *PaLA Bulletin*, about the history of IDS to celebrate IDS' 35th anniversary. Podvia will share with the Board when the article is complete.

Ad hoc Bylaws Review Committee – Roberta Jacquet (Chair), Mary Maguire, Katherine Furlong
The By-Laws Committee will have draft by-laws for the February 2012 meeting.

OLD BUSINESS

- A. As reported at the July 2011 Board Meeting, IDS Headquarters continues to work with UPS to find a solution to the residential shipping errors that are occurring.

NEW BUSINESS

- A. **IDS Database** - From an external user perspective the IDS database is working fine; however, there are some reports that the database is unable to provide. Therefore, Pam would like to explore other database options independent of the Bucks County IU. MOTION to allow Pam to explore database options by Rives Collens, seconded by Tramdack. Approved by all.
- B. **Pennsylvania Integrated Library System (PA ILS)** – John Brice and Bill Schell gave a presentation on PA ILS, a non-profit organization that provides libraries in Pennsylvania with a cost effective integrated library system for all sizes of libraries. The organization is a state library partnership until enough libraries have joined to make it self-sustaining. PA ILS is interested in exploring how IDS could fit into the delivery component of PA ILS. Newman and Collens will be liaisons to the PA ILS Board to explore this relationship and will attend the December 7, 2011 Board Meeting in State College.

ANNOUNCEMENTS

Bonnie Oldham and Mark Podvia will complete their terms on the IDS Board of Directors on December 31, 2011. Lyn Meek presented both with certificates and letters of thanks for their years of service and dedication to IDS.

ADJOURNMENT

MOTION to adjourn by Oldham; Seconded by Podvia; Approved by all. Meeting adjourned at 2:08pm.

2012 BOARD MEETING DATES

All Board Meetings will take place at Dixon University in Harrisburg, PA and begin at 10:30am.

Tuesday, February 7, 2012

Tuesday, February 21, 2012 – Snow date for 2/7

Tuesday, July 17, 2012
Tuesday, October 16, 2012

The Annual Member meeting will be held during PaLA, which is scheduled for September 30-October 3, 2012 in Gettysburg, PA.

Minutes prepared by Pamela Newman, IDS Administrative Director, November 13, 2011
Minutes reviewed by Bonnie Oldham, Board Secretary, November 28, 2011