



***INTERLIBRARY DELIVERY SERVICE OF PENNSYLVANIA  
MINUTES OF BOARD OF DIRECTORS MEETING  
February 7, 2012 Dixon University, Harrisburg, PA***

NOTE: UNDERLINING INDICATES ACTION ITEMS.

**PRESENT** Board Members –Beth Bisbano, Lisa Rives Collens, Scott DiMarco, Katherine Furlong, Krista Higham, Roberta Jacquet, Georgia Laudenslager, Lyn Meek, Pamela Murphy, Denise Sticha  
Management Services – Pamela Newman Dinan

**ABSENT** State Representative Patrick Harkins, Mary Maguire, Philip Tramdock, Cathy Wilt

President Lyn Meek called the meeting to order at 10:38 am.

**WELCOME**

Lyn Meek welcomed Board Members.

**APPROVAL OF MINUTES**

Approval of minutes of the Board of Directors meeting on November 3, 2011. MOTION by Murphy; Seconded by DiMarco; Approved by all.

**FINANCIAL REPORT**

Pamela Newman Dinan provided an explanation of the IDS financial statements and cash flow throughout the fiscal year. She then discussed the fourth quarter financial report prepared by the BCIU22 Business Office. IDS assets totaled \$1,608,306.84 as of December 31, 2011; the liabilities totaled \$86,273.85. This leaves IDS Net Assets totaling \$1,694,580.69 at the end of the fourth quarter 2011. In the Statement of Activities Budget vs. Actual report (Jan-Dec 2011), total revenue was \$1,976,708.54 while total expenses were \$1,831,993.27, leaving an increase in net assets of \$144,715.27 for the 2011 fiscal year. IDS spent 80.38% of its 2011 budget as of December 31, 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 December 2011. The balance of the PA INVEST account is \$1,490,677.15 as of December 31, 2011.

**ADMINISTRATOR'S REPORT**

The UPS Quarterly Cost of Shipping Report for the fourth quarter of 2011 was distributed. In comparison to the fourth quarter in 2010, the number of UPS accounts decreased from 199 to 197. Fourth quarter shipping increased 6% (from 107,974 to 114,897); the shipping expense increased by 7% (from \$430,235 to \$460,833).

The UPS Interlibrary Delivery Service Summary for the fourth quarter of 2011 was electronically distributed to Board members prior to the meeting.

Pamela Newman Dinan presented a spreadsheet detailing the weekly shipping log from January 1 to December 31, 2011 and explained the rationale for the different charges. Beth Bisbano questioned how UPS determined which locations received the additional delivery area surcharge (rural). Newman Dinan will ask UPS for an explanation of charges.

IDS ended 2011 with 197 full member libraries and 494 affiliates, totaling 691 member libraries. As of February 6, 2012, 190 full members and 378 affiliate members, totaling 568 members, renewed for 2012. IDS administration was awaiting renewal information from the remaining members.

The 2012 Board of Directors Roster was distributed.

A copy of the updated 2012 Annual Budget was distributed. The update reflects the increase in the Audit line item, as voted on during the November 3, 2011 Board Meeting.

Newman Dinan reported that the 2011 Financial Audit was underway and is being performed by a new accounting firm, Maille, Falconiero & Company, LLP. Newman Dinan will communicate the results to the Board of Directors once complete and the final report will be distributed at the July 2012 Board Meeting.

Newman Dinan reported that a new domain was purchased for the transition of the IDS website. The domain is <http://idspa.org>. Newman Dinan will begin transitioning content. Higham asked Newman Dinan to track hours spent on the project, as well as on other new projects.

## **OFFICE OF COMMONWEALTH LIBRARIES REPORT**

Report prepared by Beth Bisbano, Library Development Advisor

**Retirement of Clare Zales** – Clare Zales, Pennsylvania State Librarian, has announced her resignation effective February 24, 2012. The Governor’s Advisory Council is conducting the interview process and a recommendation will be made to the Governor. Meek and Newman Dinan will contact the new state librarian to schedule a meeting to inform him/her of the purpose and value of IDS.

**Pennsylvania State Budget Freeze** – On January 4, 2012, Governor Tom Corbett announced a 5% spending freeze across the state budget, including Library Access, which is the line item for IDS funding. 2012-13 state funding of the IDS has not been determined yet. IDS Administration will continue to watch the monthly payments and alert the board if the spending freeze impacts IDS.

## **COMMITTEE REPORTS**

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

1. Committee Assignments – New Committee Assignments were determined and are noted with italics.
2. Planning for the 2013 Election – Vacant seats were determined for the 2013 election. The nominating committee will present a slate of candidates for the July 2012 board meeting.

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

1. Policy stating rationale for Reserve Funds – The board reviewed the final draft of the Board Designated Operating Reserve Fund. The accounting firm, Maille, Falconiero & Company, LLP, reviewed the document. Approval of the Board Designated Operating Reserve Fund Policy, with

revision of the term “email” to “electronic communication.” MOTION by DiMarco, Seconded by Jacquet, Approved by all.

**Planning Committee** – *Phil Tramdack (Chair)*, Pam Murphy, Denise Sticha

1. Survey for the K-12 libraries – The board reviewed and discussed a final draft of the K-12 library survey. Newman Dinan will prepare the edits and release the web-based survey in February 2012.

**Marketing Committee** – *Georgia Laudenslager (Chair)*, Katherine Furlong, Lisa Rives Collens

1. The marketing committee will explore submitting a session proposal and having a more visible presence at the PaLA Conference in the Fall 2012.
2. The marketing committee will collect testimonials on the value of IDS for the PaLA presentation and the IDS website.
3. Newman Dinan will work with the marketing committee to prepare an informative presentation about IDS that can be shared on the IDS website and be used for various presentations.

**Ad hoc Bylaws Review Committee** – Roberta Jacquet (Chair), Mary Maguire, Katherine Furlong  
The By-Laws Committee will have draft by-laws for the board to review at the July 2012 and prepared for vote at the Fall Annual Member Meeting.

**OLD BUSINESS**

- A. As reported at the Feb 2012 Board Meeting, IDS Headquarters continues to work with UPS to find a solution to the residential shipping errors that are occurring.
- B. PAILS Update – Collens and Newman Dinan represented IDS at the PAILS Board Meeting on December 5, 2011. They gave an overview of the purpose and structure of the IDS. Collens will act as the informal liaison between the two organizations.
- C. IDS Database – Newman Dinan will begin to explore database options and have a proposal for the July 2012 board meeting.

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

None

**ADJOURNMENT**

MOTION to adjourn by Higham; Seconded by Jacquet; Approved by all. Meeting adjourned at 2:04pm.

MOTION to re-open the meeting by DiMarco; Seconded by Higham, Approved by all.

Approval for the marketing committee to work with Scott Lyttle to recreate the IDS logo for an honorarium not to exceed \$500.00. The logo will come to the Board during the July 2012 meeting.

MOTION by Jacquet; Seconded by Sticha; Furlong abstained, Approved by all.

MOTION to adjourn by Jacquet; Seconded by Higham, Approved by all. Meeting adjourned at 2:20pm.

## **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, March 1, 2012

Minutes reviewed by Georgia Laudenslager, Board Secretary, March 12, 2012