



***INTERLIBRARY DELIVERY SERVICE OF PENNSYLVANIA
MINUTES OF BOARD OF DIRECTORS MEETING
July 17, 2012 Dixon University, Harrisburg, PA***

NOTE: UNDERLINING INDICATES ACTION ITEMS.

PRESENT Board Members –Beth Bisbano, Scott DiMarco, Krista Higham, Lyn Meek, Pamela Murphy, Denise Sticha, Philip Tramdack, Cathy Wilt
Management Services – Pamela Newman Dinan

ABSENT Lisa Rives Collens, Katherine Furlong, State Representative Patrick Harkins, Roberta Jacquet, Georgia Laudenslager, Mary Maguire

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

WELCOME

Lyn Meek welcomed Board Members.

In Georgia Laudenslager's absence, Denise Sticha will act as the Secretary for this meeting.

APPROVAL OF MINUTES

Approval of minutes of the Board of Directors meeting on February 7, 2012. MOTION by DiMarco; Seconded by Higham; Approved by all.

Approval of minutes of the Board of Directors meeting conducted via phone conference on May 22, 2012. 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 2012 first and second quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$2,350,614.74 as of June 30, 2012; the liabilities totaled \$46,175.00. This leaves IDS Net Assets totaling \$2,396,789.74 at the end of the second quarter 2012. In the Statement of Activities Budget vs. Actual report (Jan-June 2012), total revenue was \$1,718,156.51 while total expenses were \$975,848.61. IDS has spent 41% of its 2012 budget as of June 30, 2012, 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 2012. The balance of the PA INVEST account is \$1,490,995.14 as of June 30, 2011.

The annual audit of IDS financial statements for 2011 was completed by Maille, Falconiero & Company, LLP, and distributed to Board Members. The auditors found all financial statements to be in order and

presented fairly. The Auditors also completed and filed the 990 in compliance with IRS requirements. The Board accepted the 2011 financial statements and Audit report. MOTION by Tramdack; Seconded by Higham; Approved by all.

ADMINISTRATOR'S REPORT

The UPS Quarterly Cost of Shipping Report for the first and second quarter of 2012 was distributed. In comparison to the first and second quarters in 2011, the number of UPS accounts decreased from 197 to 194. First quarter shipping increased 9% (from 112,388 to 122,185); the shipping expense increased by 9% (from \$450,286 to \$489,193). Second quarter shipping increased 3% (from 108,331 to 111,870); the shipping expense increased by 4% (from \$432,573 to \$449,400).

Pamela Newman Dinan presented a spreadsheet detailing the weekly shipping log from January 1 to June 30, 2012 and explained the rationale for the different charges. UPS determines the Delivery Area Surcharge (Rural) based on a location's proximity to an urban area.

Pamela Newman Dinan asked the Board to consider UPS' Campus Ship option for some IDS members. The Campus Ship option would benefit IDS members in the following ways:

- They would have to become internet shippers, which could reduce printing charges.
- Move to Smart Pickup, where UPS would only stop at the library when prompted that there was a pickup. Under the UPS contract, a \$10 incentive would cancel out the \$10 weekly Smart Pickup charge. This would save IDS a considerable amount in Service Charges.

Newman Dinan will outline a pilot plan to identify libraries to participate in utilizing Campus Ship. Newman Dinan will schedule an online meeting with UPS and the Board of Directors to give an overview of Campus Ship. The Board will consider additional compensation to BCIU22 for managing this additional project at the October 2012 meeting.

Newman Dinan reported that the 5-year Pennsylvania CoStars agreement with UPS, which IDS operates under, expired on June 30, 2012. The contract was extended for one year with no rate increase and with a cap of 7% on fuel surcharges.

The UPS Interlibrary Delivery Service Detail Log for the first and second quarter of 2012 was electronically distributed to Board members. The Board reviewed the second quarter detail log, which detailed that IDS saved \$364,566.73 in 2Q2012 through the incentives received under the PA CoStars agreement. The Board was pleased by this number and had considerable discussion. Newman Dinan has requested this data from UPS back to 2009 on an annual basis. Newman Dinan will share the data with the Board and determine ways to report this savings to IDS membership.

The Board received updated membership statistics. As of July 16, 2012 IDS has 194 full member libraries and 359 affiliates, totaling 553 member libraries.

Newman Dinan reported that IDS administration and the BCIU22 technology department have completed a needs assessment for the new IDS database project. Newman Dinan will now identify vendors and go out to bid for a new IDS database. Newman Dinan will track the hours spent on the project, as requested by the Board.

OFFICE OF COMMONWEALTH LIBRARIES REPORT

Report prepared by Beth Bisbano, Library Development Advisor

Bisbano reported that no one has been named as the Deputy Secretary of Education and Commissioner of Libraries. Alice Lubrecht has been named Acting Deputy Secretary in the interim.

COMMITTEE REPORTS

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

1. The Ballot for the 2013 Board Elections was presented. Newman Dinan will collect biographical information from the candidates and hold the election online in late summer.
 - Katherine Furlong - Lafayette College (Academic – Northeast) Re-election
 - Krista Higham - Millersville University (Academic - Central) Re-election
 - Philip Tramdack - Slippery Rock University (Academic - Northwest) Re-election
 - Pamela Murphy - Scranton Public Library (Public - Northeast) Re-election
 - Dan Parker - Oil City (Public - Northwest)
 - Eric Rosendale - Beaver Valley Intermediate Unit #27 (School – Northwest)
 - Lisa Bitterman - Dauphin County (Public– Central)
 - Christina LaMark - Carnegie Library of Pittsburgh (Public – West)

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

1. The final version of the Board Operating Reserve Fund Policy was distributed.
2. The finance committee presented a proposed 2013 Annual Budget and an increase in member fees of 1%. Lyn Meek reported that the Office of Commonwealth Libraries will reduce IDS funding by \$40,000 (6.4%) to \$590,000 for 2012-2013.

Approval of the 2013 proposed budget with amendments to Audit, Insurance, and Reserves. MOTION by Tramdack; seconded by Murphy; Approved by all.

Approval to increase all 2013 member fees by 1%. MOTION by Tramdack; Seconded by Wilt; Approved by all.

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

1. The results of the Library Survey were distributed and reviewed. Based on the information of the survey, discussion ensued regarding various membership recruitment and retainment strategies. The Planning Committee will provide feedback to the respondents. The Planning Committee will explore the results in greater depth for discussion at the October 2012 meeting.

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

1. IDS will present a session at PaLA about the benefits of IDS in conjunction with the Annual Member Meeting. 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

1. The committee presented the amended bylaws for a second read by the Board; the first read was conducted through electronic communication. A solicitor reviewed and approved the bylaws with no changes. Approval to present the amended by-laws to the membership for approval at the October 2012 annual meeting. MOTION by DiMarco; seconded by Higham; approved by all.

OLD BUSINESS

- A. Residential Shipping Charges – Newman Dinan reported that UPS attached a waiver to the IDS account to eliminate the problem. The credits owed to IDS are still being resolved.
- B. PAILS Update – No report

NEW BUSINESS

None

ANNOUNCEMENTS

Lyn Meek expressed thanks to Katherine Furlong for her efforts on the Nominating, Marketing, and By-laws committee. Furlong was a driving force to the work that was accomplished by each committee.

ADJOURNMENT

MOTION to adjourn by Wilt; Seconded by Higham; Approved by all. Meeting adjourned at 2:49pm.

BOARD MEETING DATES

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

2012 Meeting Dates

Tuesday, October 16, 2012

The Annual Member meeting will be held on Tuesday, October 2, 2012 from 11:00am – 12:00pm at the Gettysburg Gateway Hotel.

2013 Meeting Dates

~~Tuesday, April 9, 2013~~ Changed to Tuesday, February 26, 2013 (Snow Date Thursday, March 7, 2013)

Tuesday, July 16, 2013

Tuesday, October 8, 2013

The Annual Member Meeting will be held during the PaLA Conference, October 20-23, 2013 in Seven Springs.