



INTERLIBRARY DELIVERY SERVICE of *Pennsylvania*

705 N. Shady Retreat Road, Doylestown, PA 18901

***MINUTES OF BOARD OF DIRECTORS MEETING  
October 16, 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, Philip Tramdack, Cathy Wilt  
Management Services – Pamela Newman Dinan

**ABSENT** State Representative Patrick Harkins, Mary Maguire

President Lyn Meek called the meeting to order at 10:36 am.

**WELCOME**

Lyn Meek welcomed Board Members.

**APPROVAL OF MINUTES**

Approval of minutes of the Board of Directors meeting on July 17, 2012. MOTION by Tramdack; 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 third quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$2,081,812.76 as of September 30, 2012; the liabilities totaled \$52,336.80. This leaves IDS Net Assets totaling \$2,134,149.56 at the end of the third quarter 2012. In the Statement of Activities Budget vs. Actual report (Jan-September 2012), total revenue was \$1,866,264.42 while total expenses were \$1,392,758.50. IDS has spent 59% of its 2012 budget as of September 30, 2012, and is in good standing financially.

The State Funding report shows that the PA Treasury Department behind in payments since July 2012 due to the rider not yet being fully executed by the State. The balance of the PA INVEST account is \$1,491,212.34 as of September 30, 2012.

Approval to engage with Maille, Falconiero & Company, LLP to complete the 2012 financial audit. MOTION by Wilt; Seconded by Collens; Approved by all.



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### ADMINISTRATOR'S REPORT

The UPS Quarterly Cost of Shipping Report for the third quarter of 2012 was distributed. In comparison to the third quarter in 2011, the number of UPS accounts decreased from 197 to 194. Third quarter shipping showed a very small decrease (from 99,330 to 99,167); the shipping expense showed a very small decrease (from \$400,752 to \$400,672). Due to the incentives that IDS receives through its contract with UPS, shipping costs decreased by 44%, or \$319,887 (from the gross amount of \$720,559) for the third quarter.

Pamela Newman Dinan presented a spreadsheet detailing the weekly shipping log from January 1 to September 30, 2012 and explained the rationale for the various service charges. The Board asked for a more detailed explanation of the Delivery Area Surcharges. Dinan will follow-up with the UPS representative for more information.

Board members who attended gave an update on the Annual Member Meeting held on October 2, 2013. The format of the presentation was changed to be more informational about how IDS functions as an organization. Overall, the session was well received based on the session feedback forms. The Board discussed holding a follow-up meeting online for those who could not attend; Dinan will coordinate an online informational session for members.

Pamela Newman Dinan presented the 2012 Annual Report, which was distributed at the Annual Member Meeting. This report included membership statistics for October 2012: 194 full members and 359 affiliate members totaling 553 IDS members.

Pamela Newman Dinan provided an update on the UPS Campus Ship Option. IDS continues to explore the facets of this services and its relevance to IDS; two of the major benefits are a unified address book and the smart pickup option. IDS Administration will compile shipping methods for each IDS full member and continue to explore whether Campus Ship meets the needs of IDS.

### OFFICE OF COMMONWEALTH LIBRARIES REPORT

Report presented by Beth Bisbano, Library Development Advisor

Bisbano reported that Stacy Aldrich has been named as the Deputy Secretary of Education and Commissioner of Libraries. Ms. Aldrich was formerly the State Librarian of California and will assume responsibilities on November 1, 2012.

### COMMITTEE REPORTS

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

1. 2013 Election Results - The following persons have been elected to the IDS Board of Directors for a three-year term (2013-2015) effective January 1, 2013:
  - i. Katherine Furlong, Associate Director for Access and Administrative Services, Lafayette College (Second Term)
  - ii. Krista Higham, Access Services Librarian, Millersville University Library, Millersville University (Second Term)



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- iii. Philip Tramdack, Director of Library Services, Bailey Library, Slippery Rock University (Second Term)
- iv. Christine LaMark, Assistant Director, Technical Services, Carnegie Library of Pittsburgh (First Term)
2. Nominations of 2013 Board Officers
  - i. Nomination of Krista Higham for a second term as Treasurer; nomination accepted by Higham. MOTION by Wilt; Second by Jacquet; Approved by all.
  - ii. Nomination of Katherine Furlong for first term as Board President; nomination accepted by Furlong. MOTION by Wilt; Seconded by Jacquet; Approved by all.
  - iii. Nomination of Denise Sticha for first term as Board Vice-President; nomination accepted by Sticha. MOTION by Furlong; Seconded by Jacquet; Approved by all.
- B. Finance Committee – Krista Higham (Chair), Lyn Meek, Roberta Jacquet, Scott DiMarco  
No report
- C. Planning Committee – Phil Tramdack (Chair), Pam Murphy, Denise Sticha
  1. A discussion of the Library Survey results was led by Tramdack.
  2. Motion to create an Ad-hoc Member Fee Review Committee to explore the member fee structure and dues. MOTION by Higham; Seconded by DiMarco; Approved by all.
    - i. Committee will be co-chaired by Bobbi Jacquet and Denise Sticha
- D. Marketing Committee – Georgia Laudenslager (Chair), Katherine Furlong, Lisa Rives Collens
  1. The final version of the new IDS logo and letterhead was presented and well received by board members.
  2. Approval to pay D. Scott Lyttle in the amount of \$350.00 for IDS logo design. MOTION by Tramdack; Seconded by Jacquet; Furlong abstained; Approved by remaining board members.
  3. Dinan reported that the migration of the IDS website continues and will be completed for the February Board Meeting.
- E. Ad hoc Bylaws Review Committee – Roberta Jacquet (Chair), Mary Maguire, Katherine Furlong
  1. The revised by-laws were approved at the Annual Member Meeting on October 2, 2012 by the membership. A final copy of the by-laws was distributed to board members.
  2. The work of this committee has been completed; therefore, the committee is dissolved.

### **OLD BUSINESS**

- A. Pennsylvania Integrated Library System (PAILS) Update – Reported by Collens
  1. Announcement by the PaILS Board that the HSLC Evergreen Library System is now called SPARK.
  2. HSLC will begin implementing new brand marks based on an overall top level brand which has already been released: the POWER Library Network. The POWER Library Network will serve as the umbrella name for a variety of existing services including Ask Here PA, the POWER Library Electronic Resources, the Pennsylvania Electronic Library Catalog (formerly the Access PA Database), the Pennsylvania Digital Repository (formerly the Access PA Digital Repository), and SPARK (Pennsylvania's statewide library system based on Evergreen and VuFind). The brand name Find It PA will replace all variations of "Access Pennsylvania" which will be retired,



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and will eventually serve to join all search tools through a single portal. New logos for each of these services have been or will soon be unveiled as service components of the POWER Library Network.

3. Lew Maurer has been named the initial PaILS Executive Director.

### **NEW BUSINESS**

- A. Presentation to the Governor's Advisory Council (GAC) – On September 30, 2012, Lyn Meek provided a brief presentation on IDS for the GAC; this is the first time that IDS was invited to this meeting. The GAC commented that it was helpful to learn more about the organization and its role in interlibrary loan throughout the state. IDS is very grateful for this opportunity.
- B. Meeting with the Office of Commonwealth Libraries (OCL) – On October 9, 2012, Lyn Meek, Katherine Furlong, and Pamela Newman Dinan met with Alice Lubrect (Acting Deputy Secretary), Susan Pannebaker (Director of Library Development), and Beth Bisbano of the Office of Commonwealth Libraries to provide an update on IDS. Topics included: purpose of IDS, membership, financial report including the recently established reserve policy, shipping services, management services, and ways that IDS is staying relevant. There was considerable discussion on how interlibrary loans are achieved both formally and informally through out the state. Lubrect and Pannebaker will share the update and related materials with the new Deputy Secretary, Stacy Aldrich.

### **ANNOUNCEMENTS**

Lyn Meek presented a certificate of appreciation to Pamela Murphy, whose term ends in 2012, for her service on the Board of Directors and dedication to IDS.

### **ADJOURNMENT**

MOTION to adjourn by Furlong; Seconded by Wilt; Approved by all. Meeting adjourned at 2:42pm.

### **2013 BOARD MEETING DATES**

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

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.

Minutes prepared by Pamela Newman Dinan, IDS Administrative Director, October 30, 2012

Minutes reviewed by Georgia Laudenslager