



INTERLIBRARY DELIVERY SERVICE of *Pennsylvania*

705 N. Shady Retreat Road, Doylestown, PA 18901

***MINUTES OF BOARD OF DIRECTORS MEETING  
August 13, 2013 Dixon University, Harrisburg, PA***

NOTE: UNDERLINING INDICATES ACTION ITEMS.

**PRESENT** Board Members –Beth Bisbano, Scott DiMarco, Katherine Furlong, Krista Higham, Roberta Jacquet, Tina LaMark, Georgia Laudenslager, Lyn Meek, Denise Sticha, Philip Tramdack, Cathy Wilt  
Management Services – Pamela Newman Dinan

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

President Katherine Furlong called the meeting to order at 10:36 am.

**WELCOME**

Katherine Furlong welcomed Anne Kruger from the Office of Commonwealth Libraries to the meeting.

**APPROVAL OF MINUTES**

Approval of minutes of the Board of Directors meeting on February 26, 2013. MOTION by DiMarco; Seconded by Tramdack; 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 2013 first and second quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$2,430,332 as of June 30, 2013; the liabilities totaled \$47,500. This leaves IDS Net Assets totaling \$2,477,832 at the end of the second quarter 2013. In the Statement of Activities Budget vs. Actual report (Jan-June 2013), total revenue was \$1,649,419 while total expenses were \$931,919. IDS has spent 79% of its 2013 budget as of June 30, 2013, and is in good standing financially.

The State Funding report shows that the PA Treasury Department is up-to-date in its payments for 2013. The balance of the PA INVEST account is \$1,291,908 as of June 30, 2013.

There was discussion about IDS' investment strategy. Wilt shared that PALCI is reviewing its investment strategy and will share the results with the Board.

A copy of the 2012 Financial Audit results completed by Maille, LLP was distributed. All financial statements present fairly the financial position of IDS. MOTION to accept the audit results by Wilt; Seconded by Tramdack; Approved by all.



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### ADMINISTRATOR'S REPORT

The UPS Quarterly Cost of Shipping Report for the first and second quarter of 2013 was distributed. In comparison to the first and second quarters in 2012, the number of UPS accounts decreased from 194 to 180. First quarter shipping decreased 5% (from 122,185 to 115,818); the shipping expense decreased by 6% (from \$489,193 to \$462,220). Second quarter shipping decreased 4% (from 111,870 to 107,103); the shipping expense decreased by 5% (from \$449,400 to \$429,093).

Due to the incentives that IDS receives through its contract with UPS, IDS saved 48%, or \$891,314 (from the gross amount of \$1,729,932) on the first and second quarter shipping costs.

Pamela Newman Dinan presented a spreadsheet detailing the weekly shipping log from January 1 to June 22, 2013 and explained the rationale for the various service charges.

As of July 16, 2013, IDS had 180 Full Members and 242 Affiliates, totaling 422 members. On September 1, 2013, IDS will be adding two new out-of-state PALCI members: Rutgers University Health Sciences at Newark and New York University.

Dinan provided an update on the UPS Smart Pickup project:

1. UPS has prepared a presentation to share with the membership.
2. Dinan and UPS Representative, Jim Downs, will hold a webinar for all members in late September or early October to present the Smart Pickup option.
3. The goal of moving some members to Smart Pickup is to cut down on service charges, which total \$16,000 for the first two quarters of 2013.

### OFFICE OF COMMONWEALTH LIBRARIES REPORT

Report presented by Beth Bisbano, Library Development Advisor

Bisbano reported that due to reorganization at the Office of Commonwealth Libraries, Anne Kruger is now the State Library representative to the IDS Board of Directors.

### COMMITTEE REPORTS

A. Nominating Committee —*Tina LaMark* (Chair), Mary Maguire, Cathy Wilt

The Nominating Committee presented the 2014 IDS Election Nominees. The election will run in the fall of 2013.

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

Approval to maintain the 2014 Members Fees at the same level as 2013. MOTION by Wilt;  
Seconded by Tramdack; Approved by All.

Approval to accept the 2014 Proposed Budget totaling \$2,086,000. MOTION by Jacquet; Seconded by LaMark; Approved by All.



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- C. Planning Committee – Phil Tramdack (Chair), Denise Sticha
  - 1. Tramdack asked if there were any new projects to focus on. Sticha suggested a survey to see how ILL is done in district library centers, school libraries, private schools, and cyber schools. The board will discuss this at the October meeting.
  
- D. Ad-Hoc Member-Fee Review Committee - Bobbi Jacquet (Co-Chair), Denise Sticha (Co-chair), Georgia Laudenslager, Krista Higham, Lisa Rives Collens, Phillip Tramdack
  - 1. The committee will continue its work and report back in October 2013.
  
- E. Marketing Committee – Georgia Laudenslager (Chair), Katherine Furlong, Lisa Rives Collens
  - 1. There was discussion about updating the IDS brochure. Dinan will forward a copy to Laudenslager.
  
- F. Ad-Hoc Management Contract Review Committee – Lyn Meek, Katherine Furlong, Scott DiMarco
  - 1. The board was presented with a first read of the revised management contract with the Bucks County Intermediate Unit #22. After discussion amongst the Board, it was determined that Meek would follow up with Dinan regarding revised contract language.

### **OLD BUSINESS**

- A. Pennsylvania Integrated Library System (PAILS) Update – Due to Collens absence, there was no report.
- B. IDS Database Update – Dinan reported that production of the new IDS Database was almost complete and testing would begin soon. Dinan expected it to launch in September 2013.
- C. IDS Website – Dinan announced that the new IDS website has launched. IDS now has its own domain address (<http://www.idspa.org>) and will no longer be hosted on the Bucks County IU #22 website. Board Members were complimentary about the new look and function of the website.

**NEW BUSINESS – There was no new business.**

### **ANNOUNCEMENTS**

Furlong thanked Beth Bisbano for her time and dedication as the State Library Designee on the IDS Board of Directors.

### **ADJOURNMENT**

MOTION to adjourn by Wilt; Seconded by Higham; Approved by all. Meeting adjourned at 2:52pm.

Minutes prepared by Pamela Newman Dinan, IDS Administrator, September 23, 2013.  
Minutes reviewed by Georgia Laudenslager, September 30, 2013.



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**2013 BOARD MEETING DATES**

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

Tuesday, October 8, 2013

Annual Member Meeting has been confirmed for Tuesday, October 22, 2013 at 9:00am at the PaLA Annual Conference held at the Seven Springs Mountain Resort.

**2014 BOARD MEETING DATES**

Tuesday, February 18, 2014 (Snow Date Thursday, February 27, 2014)

Tuesday, July 15, 2014

Tuesday, October 14, 2014

The Annual Member Meeting will be held during the PaLA Annual Conference, which is being held Sept 29 – October 1, 2014 in Lancaster.