



INTERLIBRARY DELIVERY SERVICE *of Pennsylvania*

705 N. Shady Retreat Road, Doylestown, PA 18901

MINUTES OF BOARD OF DIRECTORS MEETING July 15, 2014 Dixon University, Harrisburg, PA

NOTE: UNDERLINING INDICATES ACTION ITEMS.

PRESENT Board Members – Barbara Coopey, Scott DiMarco, Katherine Furlong, Krista Higham, Anne Kruger, Christine LaMark, Georgia Laudenslager, Denise Sticha, Philip Tramdack, Catherine Wilt, Barbara Zaborowski
Management Services – Pamela Dinan

ABSENT Roberta Jacquet, Mary Maguire, State Representative Patrick Harkins

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

WELCOME

APPROVAL OF MINUTES

Approval of minutes of the Board of Directors meeting on February 27, 2014. MOTION by DiMarco; Seconded by Tramdack; Approved by all.

FINANCIAL REPORT

Pamela Dinan provided an explanation of the IDS financial statements and cash flow throughout the fiscal year. She then discussed the 2014 first and second quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$2,618,047.56 as of June 30, 2014; the liabilities totaled \$122,077.91. This leaves IDS Net Assets totaling \$2,629,597.56 at the end of the second quarter 2014. IDS spent 43.7% of its 2014 budget as of June 30, 2014, and is in good standing financially.

The State Funding report shows that IDS has received its full funding from state through June 30, 2014. Dinan pointed out that there was an eight month delay in receiving payments from the state; IDS used fund balance amounts totaling \$393,600 in the absence of receiving the funds; this demonstrates the importance of the Board Designated Operating Reserve Fund currently set at \$918,389. The balance of the PA INVEST account is \$1,292,500 as of June 30, 2014.

The 2013 Financial Audit and End of Year Statements were prepared by an outside auditor, Maille, and distributed to the Board. Maille stated that the financial statements “present fairly the financial position of the Interlibrary Delivery Service of PA as of December 31, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America”. MOTION to accept the financial audit and end-of-year statements prepared by Maille by Sticha; Seconded by Zaborowski; Approved by All.

ADMINISTRATOR'S REPORT

The UPS Quarterly Cost of Shipping Report for the first and second quarter of 2014 was distributed. In comparison to the first and second quarters in 2013, the number of UPS accounts remains unchanged at 180. First quarter shipping decreased 8% (from 115,818 to 106,511); the shipping expense decreased by 6% (from \$462,220 to \$436,434). Second quarter shipping decreased 1% (from 107,103 to 105,672); the shipping expense increased by 5% (from \$429,093 to \$432,823).

Due to the incentives that IDS receives through its contract with UPS, IDS saved 50%, or \$444,081 (from the gross amount of \$880,515) on first quarter shipping costs. In the second quarter, IDS saved 51%, or \$443,370 (from the gross amount of \$876,193). IDS saved a cumulative total of \$887,451 in the first two quarters of 2014.

Dinan presented a spreadsheet detailing the weekly shipping charges from January 1 to June 28, 2014 and explained the rationale for the various service charges. Dinan noted that UPS has not charged IDS for address corrections since July 2013, even though address corrections are noted on the weekly invoices. IDS Management has made UPS aware of the discrepancy verbally and in writing.

Based on a July 10, 2014 snapshot, IDS has 181 Full Members and 228 Affiliates, totaling 409 members.

Dinan provided an update on the UPS Smart Pickup project. Since the rollout of Smart Pickup in November 2013, 21 libraries have switched to Smart Pickup (a list of the libraries and related statistics was distributed). Dinan noted that it is hard to identify exact savings amounts but there are trends in the data that indicate that costs are going down. IDS Management will continue to collect statistics to analyze the financial benefits of Smart Pickup. After discussion, the board made a motion to migrate libraries shipping under 400 packages a year to Smart Pickup. MOTION by Zaborowski; Seconded by Tramdack; Approved by All. IDS Management will reach out to these libraries over the next six months to migrate them to Smart Pickup.

An updated board roster was distributed.

OFFICE OF COMMONWEALTH LIBRARIES REPORT

Anne Kruger reported on the following topics:

1. The State Library releases a weekly compendium of news about library happenings from the State Library and from libraries throughout the state.
2. The State Library of Pennsylvania announced the temporary closing of its Law Library for approximately six (6) months beginning on June 24. The closing is due to renovations of its historic ceiling and lighting fixtures. Full service from the Law and Government Publications materials will continue to be available during the renovations as staff will respond to questions and requests from the Main Reading Room of the Library.
3. There is no update on State Funding for IDS for the 2014-15 year.

COMMITTEE REPORTS

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

1. The nominees for the 2015 Board of Directors Election were announced:
Georgia Laudenslager, PA College of Technology (incumbent)
Cathy Wilt, PALCI (incumbent)
Roberta Jacquet, Cabrini College (incumbent)
Denise Sticha, Berks County Library System (incumbent)
Linda Filkowsky, Altoona Area Public Library
Cindy Murphy, B. F. Jones Memorial Library
Susan Calvin, Berks County IU #14
Sandra Sander, Northampton Community College

2. IDS Management will collect biographical information, prepare the electronic ballot, and hold the election in time for the Annual Member Meeting on September 30.
- B. Finance Committee – Krista Higham (Chair), Roberta Jacquet, Scott DiMarco, Vacant
1. Approval to increase the 2015 Members Fees by 1% over the 2014 Member Fees. MOTION by the Finance Committee; Approved by All.
 2. Approval to increase the 2015 IU Management Fee by 3% as per the contract, with an additional one-time \$2,000 payment as an extra management service fee for the IDS website work. MOTION by Wilt; Seconded by Tramdack; Approved by All.
 3. Approval to accept the 2015 Proposed Budget totaling \$1,927,435.00. MOTION by Jacquet; Seconded by LaMark; Approved by All.
- C. Planning Committee – Philip Tramdack (Chair), Denise Sticha
1. The board would like to continue outreach to K-12 schools regarding their ILL practices. IDS Management will reach out directly to the 33 schools on the list to collect more information about their ILL shipping needs and interest in IDS.
 2. Dinan presented a written report of the Nationwide Shipping Survey Results, which showed positive support for nationwide shipping across the IDS Membership. Approval to conduct a pilot allowing 25 member libraries to ship nationwide from September to December 2014 with costs capped at approximately \$50,000. MOTION by Wilt; Seconded by Zaborowski; Approved by All. IDS Management will conduct the pilot and report back to the board.
- D. Ad-Hoc Member-Fee Review Committee - Roberta Jacquet (Co-Chair), Denise Sticha (Co-chair), Georgia Laudenslager, Krista Higham, Phillip Tramdack
1. No Report
- E. Marketing Committee – Georgia Laudenslager (Chair), Katherine Furlong, Vacant
1. No Report
- F. Committee Reassignments
1. Barbara Coopey will join the Finance Committee.
 2. Cathy Wilt will move from the Nominating Committee to the Planning Committee. The Nominating Committee has an open slot.
 3. Barbara Zaborowski will join the Marketing Committee.

OLD BUSINESS

- A. Pennsylvania Integrated Library System (PAILS) Update – Dinan reported that PAILS will be conducting a pilot entitled “Book Drop” which is centered around purchasing books to fulfill ILL requests.
- B. Dinan reported that she has scheduled regular meetings with leadership from PAILS and HSLC to increase communication and collaboration across the State Library support organizations.

NEW BUSINESS

- A. None

ANNOUNCEMENTS

- A. Dinan announced that she has received a promotion at the Bucks County Intermediate Unit #22 and has the title of Supervisor of Education. Her responsibilities with IDS will remain the same.

ADJOURNMENT

MOTION to adjourn by Zaborowski; Seconded by LaMark; Approved by all. Meeting adjourned at 2:40pm.

2014 BOARD MEETING DATES

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.

2015 BOARD MEETING DATES

Tuesday, February 24, 2015 (Snow date Wednesday, March 4, 2015)

Tuesday, July 14, 2015

Tuesday, October 20, 2015

The Annual Member Meeting will be held during the PaLA Annual Conference, which is being held from October 4-7, 2015 at the Penn Stater in State College.

Minutes prepared by Pamela Newman Dinan, IDS Administrator, September 1, 2014.

Minutes reviewed by Georgia Laudenslager, September 4, 2014.