



## INTERLIBRARY DELIVERY SERVICE *of Pennsylvania*

705 N. Shady Retreat Road, Doylestown, PA 18901

### ***MINUTES OF BOARD OF DIRECTORS MEETING October 14, 2014 Dixon University, Harrisburg, PA***

**NOTE:** UNDERLINING INDICATES ACTION ITEMS.

**PRESENT** Board Members – Barbara Coopey, Scott DiMarco, Katherine Furlong, Krista Higham, Roberta Jacquet, Christine LaMark, Georgia Laudenslager, Philip Tramdack, Barbara Zaborowski  
Management Services – Pamela Dinan

**ABSENT** Anne Kruger, Mary Maguire, Denise Sticha, Catherine Wilt, State Representative Patrick Harkins

President Katherine Furlong called the meeting to order at 10:35 am.

#### **WELCOME**

#### **APPROVAL OF MINUTES**

Approval of minutes of the Board of Directors meeting on July 15, 2014. MOTION by DiMarco; Seconded by Zaborowski; 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 third quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$2,252,335.49 as of September 30, 2014; the liabilities totaled \$129,743.59. This leaves IDS Net Assets totaling \$2,382,079.08 at the end of the third quarter 2014. IDS spent 63% of its 2014 budget as of September 30, 2014, and is in good standing financially.

The State Funding report shows that IDS has not received funding since June 2014. IDS Management is awaiting the return of the executed rider from the State; payments are not expected until we have a fully executed agreement. This delay in state funding demonstrates the importance of the Board Designated Operating Reserve Fund currently set at \$918,389. The balance of the PA INVEST account is \$1,292,718.67 as of September 30, 2014.

#### **ADMINISTRATOR'S REPORT**

The UPS Quarterly Cost of Shipping Report for the third quarter of 2014 was distributed. In comparison to the third quarter in 2013, the number of UPS accounts remains increased from 180 to 181. Third quarter shipping decreased 2% (from 95,320 to 92,988); the shipping expense decreased by 2% (from \$393,293 to \$384,028).

Due to the incentives that IDS receives through its contract with UPS, IDS saved 50%, or \$388,352 (from the gross amount of \$772,380) on third quarter shipping costs. IDS has saved a cumulative total of \$1,275,803 in the first three quarters of 2014.

## ADMINISTRATOR'S REPORT (continued)

Dinan presented a spreadsheet detailing the weekly shipping charges from January 1 to September 27, 2014 and explained the rationale for the various service charges. Dinan noted that UPS has reinstated address corrections charges after not charging IDS for one year (July 2013- June 2014).

Based on an October 12, 2014 snapshot, IDS has 181 Full Members and 228 Affiliates, totaling 409 members.

Dinan reported that the 2014 Member Meeting held on September 30, 2014 was attended by approximately 25 people and was received positively. Katherine Furlong reported that she presented to the Governor's Advisory Council on September 28, 2014 and her report was received positively. A copy of the September 2014 Update was distributed to board members; this document was distributed at the Governor's Advisory Council and at the Annual Member Meeting.

Dinan provided an update on the UPS Smart Pickup project. Since the rollout of Smart Pickup in November 2013, 22 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.

Dinan presented an update on the Nationwide Shipping Pilot, which launched on October 1, 2014. Twenty-six libraries were invited to participate; 14 have confirmed participation. IDS Management will collect statistics to analyze the financial impact of Nationwide Shipping. The IDS Board will hold a phone conference on December 15, 2014 at 1:00pm to receive an update from IDS Management on the pilot and determine if the pilot should continue.

## OFFICE OF COMMONWEALTH LIBRARIES REPORT

No Report

## COMMITTEE REPORTS

### A. Nominating Committee —*Tina LaMark* (Chair), Mary Maguire, Vacant

1. The following persons were elected to the 2015 Board of Directors:
  - Roberta Jacquet, Cabrini College
  - Georgia Laudenslager, PA College of Technology
  - Sandra Sander, Northampton Community College
  - Cathy Wilt, PALCI
2. Philip Tramdack has announced his retirement and has submitted his letter of resignation from the IDS Board of Directors effective October 16, 2014. The Board selected Linda Filkosky to complete Tramdack's term through December 2015. Dinan will contact Filkosky about the appointment.
3. Nomination of 2015 Board Officers
  - a. Nomination of Barbara Zaborowski for first term as Board President – MOTION by Furlong; Seconded by DiMarco; Approved by All
  - b. Nomination of Christine LaMark for first term as Board Vice-President – MOTION by Furlong; Seconded by DiMarco; Approved by All
  - c. Nomination of Georgia Laudenslager for second term as Board Secretary – MOTION by Furlong; Seconded by DiMarco; Approved by All – MOTION by Furlong; Seconded by DiMarco; Approved by All
  - d. Nomination of Roberta Jacquet for first term as Board Treasurer – MOTION by Furlong; Seconded by DiMarco; Approved by All

- B. Finance Committee – Krista Higham (Chair), Roberta Jacquet, Scott DiMarco, Barbara Coopey
  - 1. A copy of the 2015 Budget was distributed.
- C. Planning Committee – Philip Tramdack (Chair), Denise Sticha, Catherine Wilt
  - 1. K-12 Library Update – There was discussion about running a K-12 Library Pilot. Dinan requested that IDS focus on the Nationwide shipping Pilot and re-engage in conversation at the February 2015 meeting.
- D. Ad-Hoc Member-Fee Review Committee - Roberta Jacquet (Co-Chair), Denise Sticha (Co-chair), Georgia Laudenslager, Krista Higham, Phillip Tramdack  
No Report
- E. Marketing Committee – Georgia Laudenslager (Chair), Katherine Furlong, Barbara Zaborowski
  - 1. The Marketing Committee will focus on updating the IDS brochure.

### **OLD BUSINESS**

- A. Pennsylvania Integrated Library System (PAILS) Update – No Update

### **NEW BUSINESS**

- A. Digital Public Library of America – Pam Dinan shared that she has attended several meetings regarding a state-wide initiative related to digital collections. Dinan sees potential for IDS to be involved in the initiative. The Board encouraged Dinan to explore the possibilities on behalf of IDS and report back to the Board.

### **ANNOUNCEMENTS**

- A. Certificates of Appreciation were presented to Philip Tramdack and Denise Sticha. The Board would like to extend thanks for their service to the IDS Board of Directors.

### **ADJOURNMENT**

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

### **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, October 23, 2014.

Minutes reviewed by Georgia Laudenslager, October 28, 2014.