



INTERLIBRARY DELIVERY SERVICE *of Pennsylvania*

705 N. Shady Retreat Road, Doylestown, PA 18901

MINUTES OF BOARD OF DIRECTORS MEETING July 14, 2015 - Dixon University, Harrisburg, PA

NOTE: UNDERLINING INDICATES ACTION ITEMS.

PRESENT Board Members – Barbara Coopey, Scott DiMarco, Linda Filkosky, Krista Higham, Roberta Jacquet, Christine LaMark, Georgia Laudenslager, Anne Kruger, Sandra Sander, Catherine Wilt, Barbara Zaborowski
Management Services – Pamela Dinan

ABSENT Katherine Furlong, Mary Maguire, State Representative Patrick Harkins

President Barbara Zaborowski called the meeting to order at 10:31 am.

WELCOME

APPROVAL OF MINUTES

Approval of the minutes of the Board of Directors meeting on February 24, 2015. MOTION by DiMarco; Seconded by LaMark; 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 2015 Second Quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$2,728,624.65 as of June 30, 2015; the liabilities totaled \$46,124.46. This leaves IDS Net Assets totaling \$2,734,845.15 at the end of the second quarter 2015. IDS spent 44.55% of its 2015 budget as of June 30, 2015, and is in good standing financially.

The State Funding report shows that IDS is up-to-date with its payments. The balance of the PA INVEST account is \$1,293,202.46 as of June 30, 2015.

ADMINISTRATOR'S REPORT

The UPS Quarterly Cost of Shipping Report for the first and second quarters of 2015 was distributed. In comparison to the first and second quarters in 2014, the number of UPS accounts decreased from 180 to 179. First quarter shipping decreased 3% (from 106,511 to 103,225); the shipping expense decreased by 10% (from \$436,434 to \$415,106). Second quarter shipping increased 3% (from 105,672 to 109,085); the shipping expense decreased by 5% (from \$432,823 to \$415,106).

Due to the incentives that IDS receives through its contract with UPS, IDS saved 56%, or \$1,031,072.63 (from the gross amount of \$1,838,550) on first and second quarter shipping costs.

Dinan presented a spreadsheet detailing the weekly shipping charges from January 1 to June 27, 2015 and explained the rationale for the various service charges. Dinan noted that UPS has not been charging service charges since the week of November 15, 2014.

Based on February 6, 2015 snapshot, IDS has 179 Full Members and 191 Affiliates, totaling 370 members. IDS lost 1 full member (Oil City District Library) in the spring.

The 2014 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, 2014, 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.”

Dinan provided an update on the UPS Smart Pickup project. Since the rollout of Smart Pickup in November 2013, 39 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.

Dinan presented an update on the Nationwide Shipping Pilot, which launched on October 1, 2014. The report presented shipping statistics on the full membership’s nationwide shipping activity as well as the shipping activity to each state.

OFFICE OF COMMONWEALTH LIBRARIES REPORT – Anne Kruger

Kruger reported that the Governor’s Advisory Council is currently looking for a new state librarian. Kruger introduced and handed out brochures explaining the “Cruise Into Kindergarten” program. Kruger also mentioned there would be one more “One Book, Every Young Child” program.

COMMITTEE REPORTS

A. Nominating Committee –*Tina LaMark* (Chair), Mary Maguire, Scott DiMarco

1. The nominees for the 2015 Board of Directors Election were presented:
 - Don Dilmore, Edinboro University
 - Sandra Collins, New Castle Public Library and District Center
 - Linda Helms, Beaver Area Library System
 - Linda Filkosky, Altoona Area Public Library
 - Tessa Mitchell, ILL, Scranton Public Library
 - Doug Hoover, Dean of Libraries, California University of Pennsylvania
 - Nick Reynolds, ILL, Temple University
 - Mary Lou Sowden, Coordinator, Keystone Library Network

B. Finance Committee – Roberta Jacquet (Chair), Barbara Coopey, Scott DiMarco, Krista Higham

1. Approval to increase the 2016 Members Fees by 1% over the 2015 Member Fees and to accept the 2016 Proposed Budget totaling \$2,001,328.00. MOTION by Higham; Seconded by Jacquet; Approved by All.

C. Planning Committee – Catherine Wilt (Chair), Roberta Jacquet, Sandra Sander

1. K-12 Library Update – Dinan shared that she was invited to attend HSLC’s Annual Planning Meeting in October to discuss ways that the two organizations can work together.
2. There was discussion about creating an action plan for IDS. Cathy Wilt will organize a discussion to formalize a plan to collect feedback from the membership about the future of IDS

and report back in time for action at the Annual Member Meeting in October and to the Board in October.

- D. Marketing Committee – Georgia Laudenslager (Chair), Katherine Furlong, Barbara Zaborowski
1. No Report. The Marketing Committee will focus on updating the IDS brochure.

OLD BUSINESS

- A. Pennsylvania Integrated Library System (PAILS) Update – No Update
B. DPLA Project Update – Cathy Wilt reported that the Project Planning group has done a lot of work over the past six months. Funding has been secured from a variety of places, staffing has been secured and the Planning Group plans on submitted the application to be a DPLA content hub in July. Dinan shared the [link to the project page](#).

NEW BUSINESS

- A. ILLiad/OCLC and IDS Shipping Addresses – Higham discussed an issue with formatting IDS shipping addresses in ILLiad/OCLC. Higham will continue to work on this issue and will report out at the Annual Member Meeting.
B. Report on ALA – Wilt shared that the Massachusetts courier service aspires to expand into a multi-state courier service in the Northeast. The Board could consider this during the larger organizational action planning.

ANNOUNCEMENTS

None

ADJOURNMENT

MOTION to adjourn by Jacquet; Seconded by Sander; Approved by All. Meeting adjourned at 2:06pm.

Board Meeting Dates

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

Tuesday, October 20, 2015

Tuesday, October 6, 2015 – 3:45pm – 5:00pm - Annual Member Meeting (PaLA Annual Conference, Penn Stater in State College)

Tuesday, February 23, 2016 (Snow date Tuesday, March 1, 2016)

Wednesday, July 20, 2016

Wednesday, October 12, 2016

Annual Member Meeting – PaLA – October 16-19, 2016 in the Poconos

Minutes prepared by Pamela Newman Dinan, IDS Administrator, July 20, 2015.

Minutes reviewed by Georgia Laudenslager, Board Secretary, August 12, 2015.