



INTERLIBRARY DELIVERY SERVICE *of Pennsylvania*

705 N. Shady Retreat Road, Doylestown, PA 18901

MINUTES OF BOARD OF DIRECTORS MEETING February 23, 2016 - Dixon University, Harrisburg, PA

NOTE: UNDERLINING INDICATES ACTION ITEMS.

PRESENT Board Members – Barbara Coopey, Sandra Collins, Scott DiMarco, Donald Dilmore, Roberta Jacquet, Georgia Laudenslager, Mary Maguire, Nick Reynolds, Sandra Sander, Mary Lou Sowden
Catherine Wilt, Barbara Zaborowski
Management Services – Pamela Dinan

ABSENT State Representative Patrick Harkins, Anne Kruger

President Barbara Zaborowski called the meeting to order at 10:30 am.

WELCOME

APPROVAL OF MINUTES

Approval of the minutes of the Board of Directors meeting on October 20, 2015. MOTION by Maguire;
Seconded by DiMarco; Approved by All.

A copy of the notes from the Board's December 19, 2015 Phone Conference were distributed. No official board action was taken at this meeting.

FINANCIAL REPORT

Pamela Dinan provided an explanation of the IDS financial statements and cash flow throughout the fiscal year. She then discussed the 2015 Fourth Quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$2,1,07,633.93 as of December 31, 2015; the liabilities totaled \$54,057.76. This leaves IDS Net Assets totaling \$2,057,130.17 at the end of the Fourth Quarter 2015. IDS spent 93.66% of its 2015 budget as of December 31, 2015, and is in good standing financially.

Due to the state budget impasse, IDS had not received its state contribution as of December 31, 2015. Dinan reported that payment was received in full in January, totaling \$344,400 (July 2015 – January 2016 payments). The balance of the PA INVEST account is \$1,293,542.87 as of December 31, 2015.

ADMINISTRATOR'S REPORT

The UPS Quarterly Cost of Shipping Report for the fourth quarter of 2015 was distributed. In comparison to the fourth quarter in 2014, the number of UPS accounts remained steady at 180. Fourth quarter shipping increased 10% (from 108,823 to 119,810); the shipping expense increased by 5% (from \$429,016 to \$452,179).

Due to the incentives that IDS receives through its contract with UPS, IDS saved 57%, or \$589,647.13 (from the gross amount of \$1,041,826) on fourth quarter shipping costs. In 2015, IDS saved a total of 56%, or \$1,706,917 in shipping costs. IDS members shipped 450,440 packages in 2015, an increase of 36,446 packages since 2014.

Dinan presented a spreadsheet detailing the weekly shipping charges from January 2 to December 26, 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 resulting in a savings of approximately \$35,000 in 2015. Dinan also reported that fuel surcharges have decreased, resulting in a \$40,000 reduction of costs in 2015. Dinan cautioned that these expenses could return at any time and that IDS should be prepared for these expenses.

Based on a February 18, 2016 snapshot, IDS has 180 Full Members and 187 Affiliates, totaling 367 members.

A copy of the 2016 Board Roster was distributed.

A copy of the "History of IDS" was distributed. The initial work was created in 2012 by Mark Podvia, former member of the IDS Board.

The Board discussed the current Pennsylvania state budget impasse and directed the management team to maintain the 2016 member fee invoice due date of February 29, 2016.

Dinan shared that the 2015 Financial Audit would be conducted by Maille, Inc. and was underway.

Dinan presented an update on Nationwide Shipping, which opened to all members on July 1, 2015. The report presented shipping statistics on the full membership's nationwide shipping activity as well as the shipping activity to each state. Dinan calculates that IDS spent \$154,720 to ship approximately 39,000 packages nationwide.

OFFICE OF COMMONWEALTH LIBRARIES REPORT – Anne Kruger

Dinan shared a report on behalf of Anne Kruger.

1. The next "big" thing is the PA One Book Kick-off on Tuesday, March 29, 2016, at the State Museum in Harrisburg. Information and activities on the program are located at www.paonebook.org. Susan Pannebaker and the One Book Committee have chosen "Kite Day" by Will Hillenbrand. Susan has mini-activity guides, activity guides, and posters if you would like to have some for your library.
2. Diana Megdad said that articles from any library featuring special events, programs, workshops, or even an informational report on IDS is welcomed into the Compendium. The format has changed from the initial publication and can easily be reached by visiting <http://compendium.ocl-pa.org/>. It's easily searchable, and is updated as information is available.

COMMITTEE REPORTS

- A. Nominating Committee — **Scott DiMarco** (Chair), Mary Maguire, Mary Lou Sowden
 1. The committee discussed the 2017 Board Officers Election. The committee will present a slate of eight candidates at the July 2016 meeting.
- B. Finance Committee – Roberta Jacquet (Chair), Barbara Coopey, Scott DiMarco, **Don Dilmore**
 1. The committee will present a 2017 member fee and a 2017 budget to the board at the July 2016 meeting.
- C. Planning Committee – Catherine Wilt (Chair), Roberta Jacquet, Sandra Sander, **Nick Reynolds**
 1. The committee will consider a Board Retreat in May or June 2016 with the purpose of working on a five-year plan.
 2. Motion to create an Ad-hoc Member Fee Review Committee with the goal of creating an attractive pricing structure for low-volume shippers. MOTION by Zaborowski; Seconded by Coopey; Approved by all.
 - i. Committee members will be Mary Lou Sowden, Barbara Coopey, Barbara Zaborowski and Sandra Collins.

ii. Committee will aim to complete this work in the next 30 days.

D. Marketing Committee – Georgia Laudenslager (Chair), Barbara Zaborowski, *Sandra Collins*

1. No report

E. Committee Reassignments

1. Committee changes are noted above in bold italicized text.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

None

ADJOURNMENT

MOTION to adjourn by Maguire; Seconded by Wilt; Approved by All. Meeting adjourned at 2:22pm.

Board Meeting Dates

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

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, April 11, 2016.

Minutes reviewed by Georgia Laudenslager, Board Secretary, April 21, 2016.