



## INTERLIBRARY DELIVERY SERVICE of Pennsylvania

705 N. Shady Retreat Road, Doylestown, PA 18901

### ***MINUTES OF BOARD OF DIRECTORS MEETING July 24, 2018 - Dixon University, Harrisburg, PA***

NOTE: UNDERLINING INDICATES ACTION ITEMS.

**PRESENT** Board Members – Carol Brigham, Sandra Collins, Tessa Mitchell, Jill Morris, Sarah Penniman, Ann Snowman, Mary Lou Sowden, Beth Williams, Barbara Zaborowski  
Management Services – Pamela Dinan

**ABSENT** State Representative Patrick Harkins, Anne Kruger, Robert Leshner, Sandra Sander, Nick Reynolds

President Barbara Zaborowski called the meeting to order at 10:47am.

#### **WELCOME**

#### **APPROVAL OF MINUTES**

Approval of the minutes of the Board of Directors meeting on April 5, 2018. MOTION by Snowman; Seconded by Morris; 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 2018 second quarter financial report prepared by the Bucks IU Business Office. IDS net assets totaled \$2,915,785.22 as of June 30, 2018; the liabilities totaled \$52,997.12. This leaves IDS current assets totaling \$2,968,792.34 at the end of the second quarter 2018. IDS spent 47% of its 2018 budget as of June 30, 2018, 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 \$1,319,463.60 as of June 30, 2018.

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

In comparison to the first and second quarters of 2017, the number of UPS accounts decreased from 181 to 178. First quarter shipping decreased 7% (from 137,738 to 128,281); the shipping expense decreased by 6% (from \$525,316 to \$495,506). Second quarter shipping decreased 5% (from 126,093 to 119,943); the shipping expense decreased by 3.2% (from \$480,529 to \$465,340).

Due to the incentives that IDS receives through its contract with UPS, IDS saved 62%, or \$1,593,684.19 (from the gross amount of \$2,544,530.99) on first and second quarter shipping costs. IDS members shipped 248,224 packages in the first and second quarters of 2018.

Dinan presented a spreadsheet detailing the weekly shipping charges from January 6 to June 30, 2018 and explained the rationale for the various service charges. Dinan noted that UPS has not been charging service fees since the week of November 15, 2014.

Based on a July 20, 2018 snapshot, IDS has 178 Full Members and 152 Affiliates, totaling 330 members.

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 \$191,546.84 to ship approximately 49,834 packages nationwide in the first and second quarters of 2018.

Dinan provided an overview of the Residential Shipping Pilot that launched on July 1, 2018. Of the 35 member libraries invited to attend, 10 had accepted the invitation. Dinan expected more to sign on in coming months. The board granted permission to add two additional Drexel member libraries, in addition to the one that was invited. The pilot will run until June 30, 2019 and Dinan will prepare a more detailed report at the October meeting.

An updated Board Roster was distributed.

#### **OFFICE OF COMMONWEALTH LIBRARIES REPORT – Anne Kruger**

No Report

#### **COMMITTEE REPORTS**

**(New Committee Assignments are noted in bold italics)**

**A. Nominating Committee — Mary Lou Sowden (Chair), *Sandra Collins*, Nick Reynolds, Tessa Mitchell**

1. The Board approved the appointment of Bronwen Gamble to fill Robert Leshner's term per his resignation. Gamble's term will end December 30, 2019. MOTION by Sowden; Seconded by Williams; Approved by All.
2. Sandra Collins was added to the Nominating Committee.
3. In preparation for the 2019 election, the following board members have agreed to run for re-election: Mary Lou Sowden and Nick Reynolds. Tessa Mitchell (Scranton Public Library) and Renee Haines (Allentown Public Library) will also be on the ballot.

**B. Finance Committee – Sandra Collins (Chair), Sarah Penniman, Jill Morris**

1. Approval to accept the 2019 Proposed Budget totaling \$2,186,000 which includes no increase in membership fees. MOTION by Brigham; Seconded by Morris; Approved by All.

**C. Planning Committee – Nick Reynolds (Chair), Sandra Sander, Carol Brigham, Beth Williams**

1. See Residential Pilot Item above.

**D. Marketing Committee –Barbara Zaborowski (Chair), Ann Snowman, Sandra Collins**

1. No Report

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

None

#### **ANNOUNCEMENTS**

Robert Leshner resigned from the Board on July 11, 2018.

#### **ADJOURNMENT**

MOTION to adjourn by Snowman; Seconded by Morris; Approved by All. Meeting adjourned at 1:10pm.

### **Board Meeting Dates**

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

Wednesday, October 24, 2018