

**MINUTES
GENERAL MEMBERSHIP MEETING**

**TUESDAY, OCTOBER 30, 2007
SHALER NORTH HILLS LIBRARY**

I. **Call to Order** – Wendy Smith called the meeting to order at 7:30 p.m.

II. **Determination of Quorum** – Quorum established

MOTION made by Bill Lewis (Mt. Lebanon Public Library) and seconded by Fred Hildebrand (Wilkinsburg) to revise the agenda to begin with action items (Bylaw revisions, budget presentation, consultant proposals). MOTION carried.

III. **New Business**

- A. **Consideration of Bylaws Revisions** – Robyn Hammer-Clarey (Whitehall Library) asked for clarification on Section 2.2 regarding delegates and the proxy vote. Richey responded in the absence of a delegate the library director or trustee could also act as the delegate or the library could identify an individual of its choice to carry its proxy vote. MOTION made by Kathy Robinson (Crafton) and seconded by Bruce Egli (Carnegie Library of Swissvale) to adopt the bylaws as revised and presented by the Bylaws Committee and recommended by the ACLA Board effective November 1, 2007. MOTION carried.
- B. **2008 Draft Budget** – Gleason gave a presentation on the 2008 Draft Budget (copy attached to these minutes). She asked that any comments be forwarded before the January Board meeting and added a final budget would be presented for consideration by the Membership at the January meeting. Bill Lewis (Mt. Lebanon) asked if all figures in the draft budget were accurate, requested additional summary / combined schedules, and inquired about the reduction in distribution to Members. Gleason and Jenkins replied that the figures are accurate and will continue to be updated until the final budget is presented, the additional schedule will be posted to the web site along with the sheets presented at this meeting, and the distribution reflects the retention of State Aid funds related to the populations directly served by ACLA and for which ACLA receives municipal support. That reduction does not impact on any of the county libraries' distributions but impacts only on the distribution to the Carnegie Library of Pittsburgh.

IV. Old Business

A. Discussion of Formula Proposals – Smith noted two proposals were received for the second phase of the formula process: Marketsphere and Strategy Solutions. She noted Strategy Solutions’ proposal was more in line with the process outlined in Olszak’s report, but Marketsphere had a greater strength in terms of financial reporting and modeling of a new formula. The Review Team is to meet with both firms to get additional information and would be reporting back to the Membership. She added if neither proposal was sufficient, specific firms could be asked to bid or the RFP would be re-bid. Jackie Cummings (Northern Tier expressed concern over the delayed distribution of the Olszak letter indicating the firm declined to bid on the second round of consulting citing a concern that it would be perceived as self-serving. Discussion followed with comments in support of Olszak’s work on the first round and the advantage of continuity in the second round, as well as advocates for a new perspective for round two. MOTION by Fred Hildebrand (Wilkinsburg) and seconded by Bill Lewis that ACLA prepare a letter requesting Olszak to reconsider bidding on the second phase. MOTION carried with six votes in opposition. Smith asked Jenkins to send the request and copy the Members. A suggestion was made to split the phases between the two consultants who had bid, utilizing the strengths of both firms. The Review Team is already exploring this possibility.

V. Approval of Minutes – MOTION was made by Kathy Robinson (Crafton) and seconded by Janet Forton (Scott Township) to approve the April 2007 minutes. MOTION carried. MOTION was made by Ed Mandell (Penn Hills) and seconded by Edie Moen (Northern Tier) to approve the July 2007 minutes. MOTION carried. MOTION was made by Edie Moen (Northern Tier) and seconded by Janet Forton (Scott Township) to approve the September 2007 minutes. MOTION carried.

Cindy Richey announced she had collected verbatim comments for revisions to the October 2006 General Membership meeting minutes. Smith noted those comments should be distributed and the Members could then vote on the revisions at the next regular meeting.

VI. Reports

A. President’s Report - Smith reported she and Saha met recently with the North Region libraries. Discussion centered on the consultant’s report regarding the formula process and consortium purchasing for human resource and legal services. She noted a coffee with the Central Region had not been scheduled as this had been deemed of less importance in the Central Region as that region only has one Library (CLP), but she noted that there was interest in a general meeting between ACLA and CLP

representatives. ACLA will continue to try to schedule that meeting and she encouraged the Central Region delegate (Tina LaMark) to communicate to her Director the importance of such a meeting.

- B. Treasurer's Report – Gleason presented the Treasurer's Report as of September 30, 2007 and noted revenues and expenditures are in line with the budget. Bill Lewis (Mt. Lebanon) asked for comparisons with previous year. Gleason noted that this would not be available until 2008 as the financials had been converted to a new accounting system and chart of accounts. That report will be prepared again beginning in 2008.
- C. Regional Reports – Each region was asked to identify objectives for ACLA for 2008:
1. East – Tyrone Ward (Homestead) reported the East Region would like ACLA to promote a marketing package for meetings with municipalities and legislators and asked that utilization of the wiki and blog be made more user-friendly.
 2. North – Suzanna Krispli (Hampton) reported the North region would like ACLA to be a resource center for contact information for legal, human resources, etc. and also move to a consent agenda for General Membership meetings.
 3. South – Christine McIntosh (Baldwin) asked ACLA to better promote the three "C's" in the Mission Statement (collaboration, cooperation, and coordination) and to re-evaluate guidelines for incentive grants.
 4. West – Leslie Pallotta (Moon Township) asked ACLA to place emphasis on board-to-board communications and commended the ACLA board on improved communications consortium-wide.
 5. Central – No report. Tina LaMark commented that cooperation and support is "where we need to go."
- D. Written Reports
1. Librarians Advisory Council – Sandy Collins reported results from the LAC elections for 2008. Cindy Richey (Mt. Lebanon) was elected to a second term as the LAC representative to the ACLA Board, Kathy Robinson (Crafton) will be LAC Chair, Sharon McRae (Shaler) will be Vice-Chair / Chair-Elect, and Sally Bogie (C.C. Mellor) will be Secretary.
 2. District Services – A written report is attached to these minutes. Connie Galbraith also made note of the expanded District Services web site.
 3. eiNetwork – Jenkins reported the eiNetwork Board commissioned Dewey and Kaye to help develop a Strategic Plan, Solutions4Networks was chosen to conduct a technology assessment as part of that work. A draft report will be available to the Board by the end of the year. Carolyn Toth (Sewickley) asked that a copy of the report be made available to all Member Libraries.

VII. New Business

- A. Direct Services Highlights – Jenkins reported the Outreach Center has relocated their offices to the North Shore and Robinson Township Library is now fully operational and will be increasing hours for 2008. The Library's operations are entirely funded by municipal support from Robinson and Kennedy Townships. Based on an outside evaluation of Knowledge Connections, the program will be re-engineered from a site-based model to a plug-in mobile delivery service to existing communities in 2008. The program will operate as a demonstration project for 2 – 3 years, funded through private sources, while the new model is evaluated.
- B. Marketing – Beth Mellor gave an overview of ACLA marketing initiatives (copy attached to these minutes). Chris Cahillane (Mt. Lebanon) questioned the cost of recent ads placed by ACLA in the Mt. Lebanon Magazine, specifically whether those funds should be directed to Member Libraries instead. Smith noted the value of the ad campaign in increasing awareness of ACLA, the services of all of its Member Libraries to County residents, and also suggested other libraries wishing to advertise were welcome to partner with ACLA on marketing initiatives locally.

VIII. Public Comments – Jeffrey Au (Braddock) asked for an update regarding RAD's willingness to fund the second phase of the formula process. Smith responded the RAD made no commitment in terms of a dollar amount as a final cost had not yet been determined, but that the Membership would be notified when a decision was reached. Smith also noted there would be a vacancy on the ACLA Board from the West Region for 2008 due to the resignation of Janet Lockhart.

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Terrence Farrell, Board Secretary