

**MINUTES
SPECIAL GENERAL MEMBERSHIP MEETING**

**THURSDAY, DECEMBER 13, 2007
GREEN TREE MUNICIPAL BUILDING**

- I. **Call to Order** – Wendy Smith called the meeting to order at 7:00 p.m.

- II. **Public Comments** – None

- III. **Presentation By Review Team** – Sanjay Saha presented the two finalists (Olszak Management Consulting and Dewey & Kaye). Although both firms had their own creative interpretation of the steps involved to achieving a final product, the strengths of both were each firm’s analytical experience, understanding of the challenge, and close collaboration with members for a final result. Saha also read a statement from Robert Kollar, member of the review team, recommending Dewey & Kaye based on their reputation and experience in the non-profit sector.

- IV. **Olszak** – Highlights from Olszak’s presentation include:
 - A. An 18-month member-driven solution which requires transparency, communication, and the commitment of members, board and staff.
 - B. The starting point for formula development will be based on baseline factors, performance incentives, and collaborative incentives.
 - C. Administration of the project would be handled by Olszak rather than ACLA staff and a “neutral” space on the Web for up-to-date information would be created to encourage discussion among members.
 - D. Olszak’s strengths include facilitation (inclusion of 2 new facilitators), strong financial analysis and modeling experience, and familiarity with the project and members.

- V. **Dewey & Kaye** – Highlights from Dewey & Kaye’s presentation include:
 - A. A well-defined process that maximizes the engagement of trustees and library staff and accurate documentation of the process with the outcome of a formula that all members support.
 - B. Dewey & Kaye’s strengths include facilitation, financial analysis, mediation, and consensus building.
 - C. They will guide the process by facilitating meetings, consensus-building activities, development of organization wide communication plans and providing long-term financial modeling.

VI. Deliberation By Member Libraries – Some comments/questions raised by the Members:

- A. Questions were raised regarding Dewey & Kaye’s past and present relationship with ACLA.
- B. Questions were raised regarding the availability of only trustees for the process. A broad range of people from directors, members, and trustees should be chosen to work on the project.
- C. All qualified people should be included – need to be inclusive rather than exclusive.
- D. Olszak’s consensus building is well-liked and will educate everyone.
- E. Questions regarding each firm’s timeline and a guarantee of adhering to those timelines. It was suggested the ACLA Board monitor for timeliness.
- F. This needs to be a democratic process and members need to trust each other.
- G. The firm with more hours would get the job done more efficiently and with less risk.

MOTION made by Janet Forton (Scott Township Library) and seconded by Sally Coyne (Community Library of Allegheny Valley) for Olszak to proceed with Phase 2 of the formula process. The following written proxy votes were presented and are attached to these minutes:

- A. Through Andrew Bayne Library – Avalon Library voted for Olszak
- B. Through Pleasant Hills Library – Jefferson Hills Library voted for Olszak
- C. Through Monroeville Library – Plum Borough Library voted for Olszak
- D. Through ACLA Office – William E. Anderson Library of Penn Hills voted for Dewey & Kaye
- E. Through ACLA Office – C.C. Mellor Library voted for Olszak

MOTION carried with two libraries in opposition (Moon Township Library and Baldwin Borough Library). Carnegie Library of Pittsburgh abstained.

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

Respectfully submitted,

Terrence Farrell, Board Secretary