

**MINUTES
ALLEGHENY COUNTY LIBRARY ASSOCIATION**

**BOARD OF DIRECTORS MEETING
NOVEMBER 20, 2006**

BOARD MEMBERS IN ATTENDANCE: Elliot Greenman, Wendy Smith, Vanessa Gleason, Janet Lockhart, John Lydon, and Cynthia Richey.

BOARD MEMBERS ABSENT: Bob Kollar and Terry Farrell

OTHERS IN ATTENDANCE: Sanjay Saha, Marilyn Jenkins, Carolyn Marks, and Connie Galbraith

6:05 P.M. Call to order – Elliot Greenman

- A. Determination of Quorum – Quorum established.

- B. Public Comments – John Seery, director of Monroeville Public Library spoke relating his experience with library consortia in Wisconsin and Florida and concerns about having appropriate “checks and balances” in ACLA. He also noted concerns regarding eiNetwork fees and expressed that Monroeville was willing to participate fully but feels there are barriers to that.

- C. Approval of Minutes – MOTION was made by Gleason and seconded by Lockhart to approve the Minutes from the October 16, 2006 meeting. Richey made a correction to the minutes indicating that Greenman amended her original MOTION regarding presentation of both Options to the General Membership by including the statement that the ACLA Board recommended Option #1. MOTION to adopt the minutes as amended by Richey carried.

- D. Financial Statements – With the restructuring of the accounting system now complete, financial statements for October were presented to the Board. The new reports now include information regarding restricted and unrestricted funds.

- E. Request for Additions or Changes to the Agenda – Richey made a request to the Board for discussion regarding the recent General Membership meeting on October 30, 2006.

Reports

- A. President – No report.

- B. Executive Director – A written report had been forwarded to Board members

- C. Written Reports – Written reports received from District Services and the eiNetwork are attached to these minutes.

Action and Discussion Items

- A. The Finance Committee met and made the following recommendations:
1. Adoption of a Fraud and Other Violations of Ethics policy. PANO and ACLA's auditors both recommend this policy be in place. Lydon suggested renaming the policy to the "Ethics Policy and Reporting of Fraud." MOTION made by Richey and seconded by Smith to adopt the policy with the amended name change. MOTION carried.
 2. Revision of the Financial Policies and Procedures manual to include guidelines for capitalization of assets. MOTION made by Gleason and seconded by Smith to accept the revisions. MOTION carried.
 3. Recommendation of an allocation model to track system services costs versus administrative costs. MOTION made by Gleason and seconded by Lockhart to adopt the model. MOTION carried.
- B. The Incentive Grant Committee met and reviewed applications for 2007 grants to member libraries. The total grant amount awarded is \$75,000. A detailed report is attached to these minutes. MOTION and second were made by the Incentive Grant Committee to accept recommendations for 2007 grants. Board requested that the Moon and Sewickley libraries be advised that Incentive Grants cannot be relied upon for permanent funding of specific programs and actions and that the libraries should provide a plan for local sustainability for those programs and actions going forward. MOTION to approve the grant awards with proviso carried.
- C. The Audit Committee reviewed four proposals received for audit services. MOTION and second made by the Audit Committee to retain Sisterson for an additional four years with the stipulation they provide fixed fees for the fourth year and assign a new principal to oversee the audit to ensure and even greater degree of perspective. MOTION carried.
- D. The Nominating Committee presented its slate of candidates for 2007 officers. MOTION and second made by the Nominating Committee for Wendy Smith – President, Janet Lockhart – Vice President, Terry Farrell – Secretary, Vanessa Gleason – Treasurer. MOTION carried.
- E. Richey raised discussion regarding the recent General Membership meeting noting that she believes that the ACLA Board should address issues arising from the discussion at that meeting. The Board discussed the matter at length and offered numerous suggestions on how the organization might best move forward from the recent dissension surrounding the formula.

The meeting was adjourned at 8:00 p.m.

The next regular meeting of the ACLA Board will be on Monday, January 15 at 6:00 p.m. at the ACLA offices. The annual Holiday event is scheduled for Monday, December 18, 2006 at the James Gallery in the West End.

Respectfully submitted,

Janet Lockhart – Secretary