

MINUTES
ALLEGHENY COUNTY LIBRARY ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 15, 2007

BOARD MEMBERS IN ATTENDANCE: Wendy Smith, Vanessa Gleason, Janet Lockhart, Terry Farrell, Sanjay Saha, and Cynthia Richey

BOARD MEMBERS ABSENT: Bob Kollar and John Lydon

OTHERS IN ATTENDANCE: Marilyn Jenkins, Carolyn Marks, Ronald Stout, Benjamin Hodes, Sandra Collins, Jennifer Rabold, Rebecca Serey, Robyn Hammer-Clarey, Beth Mellor, and Kathy Robinson

6:05 P.M. Call to order – Wendy Smith

- A. Determination of Quorum – Quorum established.
- B. Public Comments – None.
- C. Approval of Minutes – Smith made corrections to the November 2006 minutes as follows:
 - 1. A&D Items, Letter B – Sentence should read, “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.”
 - 2. A&D Items, Letter E – Item should read, “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.”

MOTION was made by Farrell and seconded by Richey to adopt the November minutes as amended. MOTION carried.

Smith made corrections to the December 2006 minutes as follows:

- 1. Call to Order – Should read, “Wendy Smith pending Elliot Greenman’s arrival.”
- 2. Letter B, first point – Sentence should read, “It would be a one-year term, renewable at the pleasure of the Board.”
- 3. Letter B, second point – Sentence added, “Minimal funds would be provided by ACLA for light refreshments as appropriate for the time of the meeting.”

4. Letter B, third point – Sentence should read, “A library director from each of the regions will be asked to share a 5-minute presentation at the General Membership meetings relating news from the region and interesting developments in the region.”
5. Letter B, fourth point – Last sentence removed and replaced with, “This provision is not intended to preclude a regional representative on the Board from being elected President but only to require that, if so elected, the regional representative would move to an at-large seat and a new representative for that region would be appointed to the Board. This would protect the governance structure of the Board and remove any perception that the President maintains a regional bias.”

MOTION was made by Lockhart and seconded by Gleason to adopt the December minutes as amended. MOTION carried.

- D. Financial Statements – December 2006 financial statements filed for audit.
- E. Request for Additions or Changes to the Agenda – Smith requested in addition to the District Services & eiNetwork reports a report from the Direct Services Oversight and Strategic Plan Oversight committees be presented each month and chairs also present brief oral reports to the Board. Also, under Action & Discussion items she requested discussion regarding the scope of services for the RAD consultant, a date for the Board Retreat, and an executive session after the general meeting to discuss executive compensation.

Reports

- A. President – Smith stated her objectives for 2007 would be to increase communication among member libraries and between member libraries and the Board (including quarterly discussions in each region and the creation of an ombudsman to hear concerns from members and report such concerns to the Board), moving the RAD consultant process forward, an evaluation of the Mobile Library Services and Knowledge Connections programs, the creation of a development position on staff, and a review of the bylaws.

She also noted other communications initiatives:

1. Once approved, the Board minutes would be forwarded to each director and posted on ACLA’s website.
2. For General Membership meetings a 5-minute oral presentation by a library director from each region.
3. Correspondence received by the Board would be acknowledged as received with a plan expressed for how matters will be addressed and follow-up correspondence to report outcome.

- B. Ombudsman – Saha reported he met with Lou Sander who noted several concerns. Sander expressed concerns about the credibility of ACLA,

fears that ACLA is “taking over library operations,” the complexity of the formula, and a lack of sophistication among libraries in terms of administration of business and financial operations. Saha noted that Smith’s communications initiatives should help allay concerns.

- C. Executive Director – A written report had been forwarded to Board members. She presented a draft of Ombudsman Guidelines (attached to these minutes). MOTION was made by Saha and seconded by Richey to accept the guidelines presented in the policy. MOTION passed.

Jenkins reported that two complaints concerning member libraries were received – one in writing and one by phone. Both issues were resolved and responses made. She also reminded the Board that an At-Large position is open. Several candidates have been interviewed and one particular candidate will be meeting with officers from the Board.

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

Action and Discussion Items

- A. Rabold made a presentation from the Innovations and Best Practices Committee and presented recommendations from the Committee. Her report is attached to these minutes.
- B. Stout made a presentation regarding the role, responsibilities, duties, and liability of Board members. A detailed report is attached to these minutes.
- C. The 2007 Budget as recommended by the Finance Committee was presented by Jenkins. MOTION to accept the recommendation from Committee carried. The budget includes a 3% cost of living increase for eligible staff and merit bonuses of up to 3%, depending on performance.
- D. Regarding the scope of services for the RAD consultant, Smith requested comments from the Members be received by January 26 for presentation at the General Membership meeting. Smith suggested adding a requirement that resumes of individuals performing the study and their qualifications be requested, and Gleason suggested requesting references on projects of similar complexity.
- E. The date selected for the Board Retreat is February 18, 2007 from 1:00 p.m. to 4:00 p.m. at the ACLA office.

The meeting was adjourned at 8:30 p.m. The Board went into an Executive session at this time to discuss executive compensation.

The next regular meeting of the ACLA Board will be on Monday, February 19, 2007 at 6:00 p.m. at the ACLA offices. The next General Membership meeting is scheduled for Tuesday, January 30, 2007 at the Green Tree Public Library.

Respectfully submitted,

Terrence Farrell – Secretary