

**MINUTES
ALLEGHENY COUNTY LIBRARY ASSOCIATION**

**BOARD OF DIRECTORS MEETING
MAY 21, 2007**

BOARD MEMBERS IN ATTENDANCE: Wendy Smith, Janet Lockhart, Terry Farrell, Sara Jane Lowry, and Cynthia Richey

BOARD MEMBERS ABSENT: Vanessa Gleason, Bob Kollar, and Sanjay Saha

OTHERS IN ATTENDANCE: Marilyn Jenkins, Carolyn Marks, Ronald Stout, Connie Galbraith, Sandra Collins, Kathy Robinson, Karen Rafalko, and Glenn Walsh.

6:05 P.M. Call to order – Wendy Smith

- A. Determination of Quorum – Quorum established.

- B. Public Comments – None

- C. Approval of Minutes – MOTION was made by Richey and seconded by Lockhart to adopt the April 2007 minutes. MOTION carried.

- D. Financial Statements – April 2007 financial statements filed for audit. The January through March financials were updated to reflect standard audit adjustments.

- E. Request for Additions or Changes to the Agenda – None

Reports

- A. President - Smith reported the South Region representative, John Lydon, had resigned. She indicated the ACLA Board would work collaboratively with the region in identifying a new member and provide criteria on what areas of expertise are needed on the Board. She asked that the region provide a copy of the top candidates' resumes to the ACLA Board so that current Board members can be kept apprised. She reported that she had met with the north region libraries and they indicated that Olszak had already conducted several interviews in the region; all had a positive opinion of the consultant's interview. She asked Jenkins if the consultants would also be interviewing ACLA Board officers and former chairs of the Standards/Funding Task Force. Jenkins indicated she would confirm that with the consultants. Smith and Lowry met with Ben Hodes to review his final report on the board development work. Smith asked that in addition to the policies relative to conflict of interest that procedures followed by the Board also be documented. The date for the public meeting with the consultant was set for July 16, 2007 at the ACLA office. The meeting would be advertised on the website, in the newspaper, and also sent to member libraries. A special General Membership meeting with the consultant

was scheduled for July 30, 2007. The time and place was to be determined. Smith is in the process of arranging a dinner meeting with the Chair of the Board of the Carnegie Library of Pittsburgh, the executive director Dr. Mistick, Bob Kollar, and the ACLA executive director. The purpose is to discuss the relationship between the two organizations and how to establish common ground for the future.

- B. Ombudsman – Saha not present. Saha had reported that no one contacted him in his capacity of ombudsman during the month of April.

- C. Executive Director – A written report had been forwarded to Board members. In addition to her report, Jenkins also added that ACLA will be awarded the “Good Government Award” by the League of Women Voters in October. Smith asked Jenkins to forward a note of congratulations to the members.

- D. Written Reports
 - 1. Audit Committee - The 2006 audit was presented to the Board.
 - 2. Finance Committee - A written report is attached to these minutes. The President asked for clarification from the Committee on the format of budget documents to be distributed to the members with regard to adoption of the 2008 budget.
 - 3. Personnel Committee - Jenkins reported that Saha had scheduled a meeting for June 20 and discussion would include further development of the process and timeline for evaluating the Executive Director’s performance annually.
 - 4. Bylaws Committee - Richey presented recommended changes and Smith asked each Board member to review and be prepared to discuss those changes at the June Board meeting. This would allow for distribution of proposed amendments to the members by mid July with responses requested by September 7. Those responses could then be discussed at the September Board meeting and a revised draft distributed to the members for consideration at the October 30 General Membership meeting.
 - 5. Strategic Plan Oversight Committee – Richey presented recommended changes from the Committee. Smith thanked the Committee for its time and well-considered recommendations. Since the strategic plan is an active document and can never anticipate all circumstances in advance, she noted that many of the changes would be incorporated in the status reports as a regular course. She asked that the Committee hold the balance of recommendations for consideration during the annual review and update process.
 - 6. District Services – A written report is attached to these minutes.
 - 7. eiNetwork – No report
 - 8. LAC – A written report is attached to these minutes.

Action and Discussion Items

- A. Acceptance of Audit – The Audit Committee presented the 2006 audit which carried a clean opinion with no management

recommendations. Board members congratulated staff, particularly noting that the year covered also was one in which all financial accounts were converted to a new software system. MOTION made by Lockhart and seconded by Lowry to accept the audit. MOTION carried.

- B. Recommendation for Relocation of Mobile Services – A report from the Direct Services Oversight Committee was presented that detailed the advantages and disadvantages of two space options, one on the North Shore and the other in North Versailles. The committee’s recommendation in favor of the North Shore property was based on intangible advantages it felt outweighed the potential total annual cost. MOTION made by Lockhart and seconded by Richey to accept the committee’s recommendation. MOTION defeated. The Board discussed the options further as well as the time constraints involved in relocation. MOTION made by Richey and seconded by Farrell to approve relocation to the North Versailles location. MOTION carried.
- C. Adoption of Robinson Township Library Operating Policies – Richey noted a correction to the Internet Policy regarding the CIPA law and legal adult age. MOTION to adopt the policies as corrected made by Farrell and seconded by Lockhart. MOTION carried.
- D. Ratification of Second Part of Knowledge Connections Study – MOTION made by Lockhart and seconded by Richey to ratify the scope of services for the second part of the Knowledge Connection study. MOTION carried.

Due to time constraints, discussion of the Sto-Rox request and the succession planning discussion were tabled for future review.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Terrence Farrell – Secretary