

**MINUTES  
ALLEGHENY COUNTY LIBRARY ASSOCIATION**

**BOARD OF DIRECTORS MEETING  
FEBRUARY 19, 2007**

**BOARD MEMBERS IN ATTENDANCE:** Wendy Smith, Vanessa Gleason, Janet Lockhart, Terry Farrell, Bob Kollar, Sanjay Saha, Sara Jane Lowry, and Cynthia Richey

**BOARD MEMBERS ABSENT:** John Lydon

**OTHERS IN ATTENDANCE:** Marilyn Jenkins, Carolyn Marks, Ronald Stout, Connie Galbraith, Sandra Collins, and Kathy Robinson

**6:05 P.M.     Call to order – Wendy Smith**

- A. Determination of Quorum – Quorum established.
  
- B. Public Comments – Glenn Walsh commented on the RAD consultant proposal and suggested the chosen consultant hold public meetings with each library. Smith suggested he discuss with the RAD Board as the scope of services are approved by RAD. He also commented on the recent public library survey results that non-users are requesting more printed materials. Smith responded the survey results were in the process of being discussed with the Librarians Advisory Council.
  
- C. Approval of Minutes – MOTION was made by Richey and seconded by Saha to adopt the January 2007 minutes. MOTION carried.
  
- D. Financial Statements – January 2007 financial statements filed for audit.
  
- E. Request for Additions or Changes to the Agenda – Smith requested a discussion of the process for reviewing the RAD consultant proposals, a discussion of the ACLA awards as suggested by the Innovations and Best Practices Committee, and Richey requested discussion regarding the October General Membership minutes.

**Reports**

A. President

- 1. Smith noted the 2007 Committees List distributed. The Board members discussed the composition of various committees and with the consent of the Board some adjustments were made. It was also noted from the bylaws that a certified public accountant is required to sit on the Audit committee. In response Smith suggested Bob Kollar, a CPA, sit on the Audit Committee and Vanessa Gleason take his place on the Incentive Grant Committee. Both agreed to the change.

2. Regarding the Committee Charges, for the Personnel Committee an additional task this year would be to develop an annual assessment instrument for the Board to provide input on the performance of the Executive Director as well as a modified tool for the Board to assess its own performance. Either or both of these may require some additional consulting support.
  3. The Regional Conversations with the President are scheduled as follows:
    - a. East - 3/29/07 – 7:00 p.m. – McKeesport Library
    - South - 6/6/07 – 7:00 p.m. – Location to be determined
    - West - 9/11/07 – 6:00 p.m. – Robinson Library
    - North - 10/9/07 – 6:30 p.m. – Avalon Library
  4. The advocacy event suggested by the Innovations and Best Practices Committee is moving forward for May. A date has yet to be determined.
- B. Ombudsman – Saha reported no one contacted him this month.
- C. Executive Director – A written report had been forwarded to Board members. Jenkins also reported one complaint concerning a member library was received. The issue was regarding fines and fees and the library in question had responded to the individual.
- D. Written Reports
1. District Services - Galbraith gave a brief report regarding the Governor's proposed public library budget which includes a .03% increase for 2007/2008. A "PA Public Library Subsidy Timeline" is attached to these minutes.
  2. eiNetwork – No report.
  3. LAC – A written report is attached to these minutes.

#### **Action and Discussion Items**

- A. MOTION made by Gleason and seconded by Lockhart to appoint Sara Jane Lowry, Executive Director of the Northland Public Library Foundation, to be the At-Large member of the Board. MOTION carried.
- B. Jenkins distributed a new draft of the Strategic Plan with the inclusion of the recommendations made from the Board Planning Retreat. Smith noted the Strategic Plan is very ambitious and all the charges may not be accomplished in the timeframe suggested due to limited staff resources and also the unexpected developments for 2007. These include the relocation of the Bookmobile center, the Dewey & Kaye evaluation of Knowledge Connections on changes to that program, and the addition of the RAD consultant study.

- C. Smith raised discussion of the process for review of the RAD consultant. Kollar and Saha volunteered to aid in the analysis of the proposals. A rating grid will be prepared and proposals rated accordingly. Top candidates will be presented to the Board. The rating sheet and information regarding the firms submitting proposals would also be forwarded to the member libraries for review. Once the Board has made a recommendation, that would be forwarded to the RAD Board for final approval.
- D. Smith raised discussion regarding the ACLA Achievement Awards. She requested the Innovations and Best Practices Committee make recommendations on criteria for the awards. Smith also suggested that Board contributions be made in this first year of the awards to help offset costs. She requested Board members individually contact Jenkins regarding an intended contribution.
- E. Richey raised discussion regarding the Public Comments section of the October General Membership meeting. She suggested the full name of those who made comments be listed with a general overview of the comments. This would require amending the approved minutes from that meeting. Smith suggested Richey review her notes from the meeting and work with ACLA staff to draft proposed amendments to the minutes for the next General Membership meeting.

The meeting was adjourned at 7:20 p.m. The Board went into Executive session at this time.

The next regular meeting of the ACLA Board will be on Monday, March 19, 2007 at 6:00 p.m. at the ACLA offices.

**Respectfully submitted,**

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**Terrence Farrell – Secretary**