

**MINUTES  
ALLEGHENY COUNTY LIBRARY ASSOCIATION**

**BOARD OF DIRECTORS MEETING  
APRIL 21, 2008**

**BOARD MEMBERS IN ATTENDANCE:** Wendy Smith (via teleconference), Sanjay Saha, Robert Kollar, Sara Jane Lowry, J. Terrence Farrell, Cynthia Richey, Dorothy Davis, Diane Yates, and Shawn Flaherty.

**BOARD MEMBERS ABSENT:** None

**OTHERS IN ATTENDANCE:** Marilyn Jenkins, Ronald Stout, Carolyn Marks, Connie Galbraith, Tina LaMark, Rebecca Serey, Larry Foulke, and directors and trustees of the following libraries: Andrew Carnegie Free Library, Andrew Bayne Memorial Library, Baldwin Borough Library, Brentwood Library, Carnegie Library of McKeesport, Community Library of Castle Shannon, Community Library of Allegheny Valley, Crafton Public Library, Northland Public Library, Moon Township Public Library, Oakmont Carnegie Library, Scott Township Public Library, Sewickley Public Library, Whitehall Public Library and Wilkinsburg Public Library.

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

A. Determination of Quorum – Quorum established.

B. **Public Comments** – The following libraries submitted written statements to the Board and/or spoke during the session.

1. Crafton Public Library – Kathy Robinson noted they are not comfortable selecting any of the scenarios presented in the study without further review.
2. Dormont Public Library – Kathy Robinson read a statement from director Pat Serafini asking why Member Libraries were not consulted in forming the Board's recommendation.
3. Moon Township Public Library – Leslie Pallotta noted they do not have sufficient information to make an informed decision on the matter.
4. Scott Township Public Library – Janet Forton noted they need more time and information to determine a solution and requested an evaluation of the alternatives be presented.
5. Carnegie Library of McKeesport – JoEllen Kenney commented that the ACLA East libraries agreed no vote should be taken at this time and that a process needs to be implemented that includes Member Library input.
6. Whitehall Public Library – Mike Romano requested a timeline extension regarding a decision and requested forums be convened by Carnegie Library of Pittsburgh and eiNetwork to discuss each scenario.

7. Bethel Park Public Library – Christine McIntosh noted concern for the Board’s recommendation of scenario #2 and requested a decision not be made at the April 30 General Membership meeting until adequate time is allowed for information gathering and dissemination.
8. Andrew Carnegie Free Library – Diane Ragan noted neither ACLA, eiNetwork, nor CLP has done the requisite homework to develop the options to make an informed decision.
9. Oakmont Carnegie Library – Shannon Dunn noted Member Libraries do not yet have sufficient information to make a decision and the issue should not be voted on at the GM meeting.
10. Community Library of Allegheny Valley – Kathy Firestone agreed with the consensus that no vote should be taken at the GM meeting.
11. Baldwin Borough Library – Jenkins read a statement from the Baldwin Board indicating lack of support for any of the scenarios outlined in the technology report.
12. Brentwood Library – Mary Ann McSwigan requested additional time for the decision-making process and requested no vote be taken until balanced information on all scenarios is received.
13. Sewickley Public Library – Jenkins read a statement from Carolyn Toth indicating Option #1 will best serve all libraries and that option should be included in the CLP forums.

C. Request for Additions or Changes to the Agenda

1. Saha requested announcement of the new Ombudsman for 2008.

**Action and Discussion Items**

- A. Ombudsman – Jenkins introduced Larry Foulke, past trustee of the Pleasant Hill Public Library, as the Ombudsman for 2008. His contact information would be forwarded to all library directors.
- B. eiNetwork Discussion – Smith noted it was her understanding after last month’s meeting the ACLA Board had decided to explore scenario #2 with CLP if they were willing to do so (this was to be reflected in correspondence with CLP). She further understood that statements at the LAC meeting were to advise LAC of the Board’s interest in exploring scenario #2 and to ask for input from LAC members to assist in evaluating all scenarios as well as suggestion of other scenarios if LAC members wished. Smith noted that nothing in the 4/7/08 letter to CLP indicated selection of any scenario. Although no vote was taken, Richey noted in Executive Session that a consensus was reached to further explore scenario #2. Richey also noted that the consensus of the group (Marilyn Jenkins from ACLA, Bob Kollar, Cynthia Richey, and Sanjay Saha from the ACLA Board, Marcia Taylor from the eiNetwork Board, Barbara Mistick and Mike Nangia from CLP, Kate Dewey from Dewey & Kaye, and Mark Taylor from Solutions4Networks) that met on April 9 was to support Scenario #2 and she had been asked to present that recommendation to the LAC on April 10. Smith strongly disagreed stating her recollection was that scenario #2 may be the best viable option but there was no consensus of the Board, as a whole, to

recommend scenario #2 without further information and explanation. Stout clarified that the Board could not take action in Executive Session. Davis stated we need to move forward together and asked that the letter to CLP dated 4/7/08 be circulated to the Member Libraries. Richey suggested Dewey & Kaye perform a financial analysis of all four scenarios. Smith noted this information would not be available for member review in time for a vote at the April 30 meeting. Janet Forton, Scott Township Library, noted CLP indicated a decision is required by their May Board meeting. Jenkins referenced a discussion with Mike Nangia of CLP considering an option that would enable CLP to move forward with outsourcing their immediate technology needs pending full review and decision from the Member Libraries on how to proceed long term. MOTION was made by Saha and seconded by Flaherty to develop a Request for Proposal for consulting services to provide financial analysis and timelines of all four options. Discussion ensued. Kollar noted it was important to keep the RAD informed of the process and to try to keep the consortium together so as not to have two systems competing for limited funding. Smith concurred that it was important to show the RAD we are supporting CLP and as a consortium we are moving forward together. Kollar also noted the ACLA budget had been allocated and approved and suggested the Finance Committee identify areas to look for money to fund the RFP. MOTION carried unanimously.

- C. Finance Committee Member – Kollar reported that Davis is unable to serve on the Finance Committee due to time constraints. MOTION was made by Kollar and seconded by Richey to appoint Lowry in place of Davis as she has served previously on this committee. MOTION carried unanimously.
- D. Governance Committee Charge – MOTION and second from Committee that the Board charge the Governance Committee with the following four responsibilities:
1. Creation of governance policies and procedures
  2. Recruiting and nominating suitable Board members
  3. Providing orientation and training for Board members
  4. Evaluating the performance of members and the Board as a whole
- MOTION carried unanimously.

### **Minutes and Reports**

- A. Approval of Minutes – Amendments were proposed to the March minutes by Kollar and Yates regarding the Audit Committee discussion. Jenkins suggested that the minutes be revised and redistributed for review at the May Meeting. The Board agreed.
- B. President – No report. Smith noted she would be unable to attend the April 30 General Membership meeting due to personal reasons and asked Saha to chair the meeting in her absence. Saha agreed.

- C. Ombudsman – Saha reported no one had contacted him in his capacity of ombudsman since the last Board meeting.
- D. Treasurer's Report – Kollar presented the March financial reports and noted detail for each grant was added to the Program Grants sheet.
- E. Executive Director – A written report had been distributed. Meetings with State legislators are in progress. Based on discussion from the Direct Services Oversight Committee regarding FOR Sto-Rox Library, she noted that the Library had requested to become a system branch when increased service standards had been proposed by the Membership. Those standards were subsequently suspended, but the matter of service standards still needs to be resolved. While libraries may meet the minimal standards required by the State for members of systems, the Member Library Agreements require that libraries meet standards for independent libraries (which are higher). Further, the system as a whole is required to meet Incentive level standards which are higher still. Richey said this would be a topic in Phase 2 of the Formula Development process. Lowry and Richey offered to serve as Board liaisons to the Direct Services Oversight Committee going forward.
- F. Written Reports
  - 1. RAD Library Committee Report – Quarterly report submitted by Flaherty and Richey is attached to these minutes and will be considered in May.
  - 2. Formula Committee – Farrell presented the minutes from the most recent meeting and noted he would be revising with more detail and resubmitting for the May meeting.
  - 3. LAC – Report submitted by Robinson is attached to these minutes.
  - 4. District Services – Report submitted by Galbraith is attached to these minutes.

The public session of the meeting was adjourned at 8:50 p.m. and the Board went into Executive session to discuss compliance issues/open records stipulations, Knowledge Connections strategic direction, and the mission/vision/goals of ACLA. Stout noted that ACLA is not subject to stipulations of the Sunshine Act but that the Board had voluntarily adopted an Open Meeting policy that outlined the types of discussion that could be reserved for Executive Session.

**Respectfully submitted,**

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**J. Terrence Farrell, Secretary**