

MINUTES
ALLEGHENY COUNTY LIBRARY ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 15, 2009

BOARD MEMBERS IN ATTENDANCE: Cynthia Richey, Joy Gaetano, J. Terrence Farrell, Brad Fish, Shannon Debes, Shawn Flaherty, and Diane Yates.

BOARD MEMBERS ABSENT: None

OTHERS IN ATTENDANCE: Marilyn Jenkins, Ronald Stout, Carolyn Marks, Rebecca Serey, Kathy Robinson, Connie Galbraith, Christine McIntosh, Sharon McRae, Kelley McCormick, and Carolyn Toth.

6:05 P.M. Call to order – Joy Gaetano

A. Determination of Quorum – Quorum established.

B. Public Comments – None.

C. Consent Agenda – MOTION made by Richey and seconded by Fish to accept the following items on the consent agenda:

1. May 18 meeting minutes as amended.
2. May Financial Statements as submitted.

MOTION carried unanimously.

D. Requests for Additions or Changes to the Agenda – Recommendation on Olszak Request for Payment moved to Executive Session.

Action and Discussion Items

A. eiNetwork Update – Serey gave an update on 2009 eiNetwork activities (presentation attached to these minutes) which include:

1. Transitioning responsibility for library operations by improving access to cataloging tools, enabling local printing of library notices, and empowering libraries with distributed reporting capability.
2. Outsourcing Help Desk operations.
3. Assistance with development of local Technology Plans to increase awareness about eiNetwork services among libraries and develop a technology baseline for each library.
4. Streamlining process for library requests for new technology.
5. Improving governance.
6. Implementing new initiatives including patron wish lists, remote access for staff, increased internet capacity, ordering portal for library supplies, site-based imaging, and a discovery tool.

B. Adoption of Healthcare Provider Change – Jenkins noted she has been working with a consultant exploring the option of healthcare benefits for

all Member Libraries. The consultant has identified a comparable UPMC health plan which offers a cost savings of 25% compared to the July 1 proposed Highmark renewal rates. In addition to Allegheny County, libraries from surrounding counties will also be invited to participate as the process moves forward. MOTION by Richey and seconded by Flaherty to accept the recommendation to transition to UPMC as of July 1. MOTION carried unanimously.

C. Adoption of Personal Leave Policy – In response to Board request a draft Leave of Absence policy was presented that was reviewed by Gaetano and McCormick. Discussion followed. To avoid ambiguity Flaherty noted language and process should be added outlining criteria required for employees requesting a leave. Staff will work with McCormick and counsel to add amended language and process forms. Action was tabled pending those changes / additions.

D. Final Formula Recommendations and Financial Impact – Christine McIntosh gave a brief presentation of the factors and calculations of the three proposed funding formulas being presented at the Special Meeting of the General Membership on June 23. Highlights of her presentation included:

1. Base

- a. 15% in each formula.
- b. Each library receives an equal amount.

2. Population

- a. 15% – 35% in each formula.
- b. Population figures used are the 2005 adjusted numbers provided by the Southwestern Pennsylvania Commission.

3. Distress

- a. 5% in all formulas.
- b. Includes libraries as designated by Commonwealth Libraries annually.
- c. Distributed based on an adjusted per capita asset weighted by population.

4. Collection Use

- a. 35% - 45% in each formula.
- b. Total circulation defined as checkouts, renewals, and eAudio.
- c. Calculations include 1.0 point for items circulated by owning agency; 0.4 of a point for items owned by another library circulated locally; 0.6 of a point for local items circulated by another library.

5. Computer Use

- a. 5% factor included in two of the three formulas
- b. Based on total computer minutes used as calculated by eiNetwork (not catalog-only or stand alone computers).

6. Local Income

- a. 10% or 20% factor included in two of the three formulas
- b. Rewards local support

McIntosh noted the voting process would be:

1. Each library votes for its preferred of three formulas with the two receiving highest number of votes moving to second round.

2. Each library then votes for its preferred of two formulas with the one receiving the most votes moving to the final round for the official vote.
3. Each library then votes yes or no on the final formula for submission to RAD.

Gaetano polled Board members for comment. Richey noted the calculations were confusing and there was a lack of understanding or rationale for the formula factors and the process itself. Yates noted it was good to help the distressed communities and favored a phase-in period. Farrell noted the formulas are simpler and more measureable. Debes noted the biggest issues appear to be facilitation of the process and communication. Fish was concerned over the lack of a phase-in to mitigate significant negative swings. Flaherty noted the millage factor could change due to challenges to the assessment process and this could prove problematic moving forward with a formula reliant on current assessment data. Gaetano favored the simpler formula but expressed concern about libraries losing significant amounts of money in first year implementation. She and Debes suggested the formula be reviewed regularly going forward.

- E. Critical Issues Recommendation from Future of Libraries Taskforce – Fish presented the Future of Libraries Task Force recommendation for Board input (report attached to these minutes). Fish noted implementation of the recommendations would put ACLA on the road to becoming a “forward-moving” rather than “reactive” organization. Gaetano favored the idea of bringing the General Membership into the process and tying recommendations to strategic planning.
- F. Annual Performance and Compensation Review Process for Executive Director – The Personnel Committee has designed a process and timeline for annual review of the Executive Director’s performance. On alternating years direct input from staff or regional conveners would be included. The process would require that the Executive Director complete a self-performance and that the Board would provide input as well. The process would begin in September with completion by December 31. MOTION and second by the Personnel Committee to adopt the review forms and three-part process for the annual review of the Executive Director with abbreviated implementation beginning in 2009. MOTION carried unanimously.

The public session of the meeting was adjourned at 8:20 p.m. and the Board went into Executive Session to discuss the recommendation on the Olszak request for payment and a personnel matter.

The Board re-opened the public meeting and moved to adjourn at 9:10 p.m.

Respectfully submitted,

Shannon Debes, Secretary