

**MINUTES
ALLEGHENY COUNTY LIBRARY ASSOCIATION**

**BOARD OF DIRECTORS MEETING
SEPTEMBER 21, 2009**

BOARD MEMBERS IN ATTENDANCE: Joy Gaetano, J. Terrence Farrell, Brad Fish, Shawn Flaherty, Diane Yates, Cynthia Richey, Leslie Britton Dozier, and R. Lafe Metz.

BOARD MEMBERS ABSENT: Shannon Debes

OTHERS IN ATTENDANCE: Marilyn Jenkins, Ronald Stout, Connie Galbraith, Sharon McRae, Russ Walker, Mike Romano, Carolyn Toth, Beth Mellor, and Kimberley Hrivnak.

6:05 P.M. Call to order – Joy Gaetano

- A. Determination of Quorum – Quorum established.

- B. **Public Comments** – None. Gaetano introduced Leslie Britton Dozier as the new At-Large representative filling the unexpired term of Sara Jane Lowry.

- C. **Consent Agenda**
 - 1. MOTION made by Farrell and seconded by Yates to accept the following items on the consent agenda:
 - a. Public Comments Policy
 - b. August Financial Statements as submitted.MOTION carried unanimously.
 - 2. MOTION made by Fish and seconded by Yates to accept the minutes of the July 20 meeting. MOTION carried, Richey and Dozier abstained. Metz not present at this time.

- D. **Requests for Additions or Changes to the Agenda** – Jenkins requested a discussion regarding the Robinson Township Library transition update.

Action and Discussion Items

- A. **Key Highlights from Executive Director**
 - 1. *Marketing and Continuing Education Initiatives* – Jenkins had shared with the Board a report on marketing and continuing education initiatives for the year. She noted ACLA would be hosting a workshop on November 4 covering the topics of understanding basic financials and building a fundraising program. Rich Fuller from Sisterson would be presenting the financial part of the program, and Maria Polinsky from GPLC would be presenting the fundraising portion. Jenkins had also provided to the Board a report on the value of the marketing brochure produced with grant

funds. Mellor addressed questions from Yates and Richey about the brochure.

2. *RAD and State Funding Update* – Jenkins noted RAD would be releasing its preliminary 2010 budget on September 29. She anticipates that the RAD Library Committee will issue a report outlining certain concerns including simplifying the calculation of the distress factor and broadening eligibility, providing a multi-year phase-in plan to help offset swings in allocations primarily due to the elimination of the local funding factor. Jenkins indicated that the organization will need to adopt a process for developing a response to any concerns that are articulated. One option would be to reconvene the Formula Development Committee to review the concerns and provide recommendations to the Members, assuming Committee member would be willing to serve. They would need to be polled in that regard. Board member Shannon Debes has expressed an interest in facilitating a process of this type and has the professional expertise to do so. Some Board members expressed concern that having a fresh set of eyes look at the formula might be more advantageous.

Regarding the State budget, Jenkins noted a tentative agreement has been reached but no details regarding specific line items for libraries have been disclosed. The Finance Committee would be meeting again in October for discussion of a revised draft budget.

3. *Ratification of LSTA Grant Submissions* – LSTA grant submissions are as follows:
 - a. ACLA - \$99,954 for self-checkout pilot.
 - b. Monroeville Library – \$62,400 for full integration into eiNetwork.
 - c. South Park Library and Upper St. Clair Library - \$30,000 for specialized collection around areas of harmony and wellness.
 - d. West Region - \$15,000 for purchase of electronic databases.
 - e. CLP/District Center - \$100,000 for expansion of automated sorting system.
 - f. CLP/District Center - \$50,000 for collection development as Resource Center in specific areas.

MOTION by Richey and seconded by Farrell to ratify the LSTA applications from the six applicants. MOTION carried unanimously.

4. *Robinson Library Transition* – Robinson Township Library is on target to becoming an independent library as of January 1. The agreement between ACLA and Robinson Township expires November 13, 2009 and the Township is asking the Board to authorize an extension through December 31 to ensure a smooth transition. MOTION by Yates and seconded by Flaherty to extend the agreement through December 31, 2009. MOTION carried unanimously.

At this time Gaetano introduced R. Lafe Metz, an attorney for Buchanan Ingersoll & Rooney, as the new Central Region representative appointed by Carnegie Library of Pittsburgh.

- B. Recommendations Concerning FOR Sto-Rox Library – Jenkins gave an update on the current status of library operations at Sto-Rox Library. There are several fiscal management concerns which were outlined in her report to the Board in addition to the library not meeting State standards for independent libraries. Per the Board’s request regarding operation of the library for 2010, she has recommended an agreement be developed between Focus on Renewal and the Sewickley Public Library for management services commencing 2010. Both entities have indicated they would be amenable to such an agreement. Jenkins noted this arrangement could serve as a model for other libraries in the system serving distressed communities. Carolyn Toth, Sewickley Public Library director, confirmed the Library’s interest in working with Sto-Rox under management services agreement to administer day-to-day operations. Several questions were raised including the potential impact of such an arrangement on the RAD formula and how to ensure management within budgetary constraints. The Board indicated its support for Jenkins to work with the two agencies to develop a draft agreement.
- C. Discussion of Space Considerations – Jenkins gave an update of the space considerations at the 1301 Beaver Avenue location. The current option she is recommending is to locate the ACLA headquarters on the first floor of the building adjacent to the Mobile Services headquarters. Among the advantages would be a centralized location for all of ACLA’s operations, blended office space, sharing of resources, a unified phone system, and a cost-neutral impact on the ACLA budget. Necessary build-out would be paid by the landlord or is included in the proposed annual square footage cost. Some lease terms are still under review. The Board requested an Executive Session to discuss the matter further relative to lease concerns.
- D. Adoption of Unpaid Leave Policy – Jenkins presented the revised policy and forms that were reviewed by Counsel, Gaetano, and Kelly McCormick. MOTION by Richey and seconded by Flaherty to accept the new Leave of Absence policy and forms. MOTION carried, Dozier and Metz abstained.

Public Comments

- A. Galbraith announced that Richey has been appointed as Chair of the Governor’s Advisory Council.
- B. McRae noted she was concerned over the ACLA office relocation considering the 2010 budget issues and suggested ACLA staff might work from home to save costs.

The public session of the meeting was adjourned at 7:30 p.m. and the Board went into Executive Session to discuss the space considerations.

At 8:00 p.m. the public meeting was reconvened. It was determined that ACLA would identify two to three other space options for the Board to consider in addition to the Beaver Avenue option for the October Board meeting. Metz will assist in this process.

Respectfully submitted,

Cynthia Richey, Acting Secretary