

MINUTES
ALLEGHENY COUNTY LIBRARY ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 15, 2010

BOARD MEMBERS IN ATTENDANCE: Joy Gaetano, Brad Fish, Albert Kamper, Shannon Debes, Lafe Metz, Leslie Britton Dozier, and Cynthia Richey.

BOARD MEMBERS ABSENT: Shawn Flaherty and Diane Yates.

OTHERS IN ATTENDANCE: Marilyn Jenkins, Christine McIntosh, Kathy Robinson, Karen Rafalko, Russ Walker, Sandy Collins, Connie Galbraith, Jo Ellen Kenney, Carolyn Marks, Sharon McRae, Helen Palascak, Paula Kelly, Sharon Bruni, Ed Farrington, Faustino Dunckhorst, Kimberley Hrivnak, and Glenn Walsh.

6:05 P.M. **Call to order – Joy Gaetano**
Determination of Quorum – Quorum established.

Public Comments – None.

Consent Agenda

1. February Minutes - MOTION made by Debes and seconded by Kamper to accept the minutes from the February meeting. MOTION carried. Richey abstained.
2. February Financial Statements - MOTION made by Kamper and seconded by Fish to accept the February financial statements. MOTION carried unanimously.

Requests for Additions or Changes to the Agenda – Richey requested an addition to the agenda to discuss the recent Audit Committee meeting.

Action and Discussion Items

- A. Audit Committee Meeting – Richey reported the pre-Audit meeting with Sisterson was held on March 10. Sisterson discussed the objectives of the audit and areas of emphasis. The follow-up meeting will be scheduled for May to review the preliminary draft of the audit.
- B. Key Highlights from Executive Director
 1. Human Resources Assistance to Libraries – Jenkins reported that she has received a proposal from the Executive Service Corps at Robert Morris University to provide human resources support to local libraries, including a number of workshops for directors and trustees as well as basic one-on-one consulting. A survey would be distributed to library directors to determine primary areas of interest for tailored workshops. A proposal for the Board’s review will be presented at the April Board meeting.
 2. Staff Changes – Jenkins announced Beth Mellor had resigned to accept the position as director of Oakmont Library. Jenkins

reviewed with the Personnel Committee her recommendation not to fill the position at this time, pending resolution of 2011 budget and strategic plan initiatives going forward. Instead she has reallocated certain duties across existing staff, increased hours for one of the ACLA interns to help coordinate advocacy efforts, and contracted out grant writing services. This will allow ACLA to maintain services to and on behalf of Members while containing cost and managing financial risk.

3. Sto-Rox Update – An agreement between Sewickley Public Library and Focus on Renewal has been authorized. The Sto-Rox director will become an employee of Focus on Renewal in early April. A final budget has been determined and a separate administrative fund to manage finances has been established by Sewickley Public Library.

C. LAC Chair Report – No report pending discussion at the March LAC meeting.

D. RAD Formula Report – Debes reported a meeting with the RAD Library Committee is scheduled for April 6. Debes, Flaherty, McIntosh, and Jenkins are to attend. An open forum with Members is scheduled for March 30 to discuss the formula overall. Debes encouraged everyone to forward comments and suggestions to the any of the ACLA representatives in this process. A trustee from the South Park Library inquired as to whether or not the April 6 meeting will be open to the public. Jenkins will verify this with the RAD office and notify the Members.

E. Critical Issues Report

1. Structure Taskforce Recommendations – Kenney gave a brief presentation outlining the taskforce charge and progress since inception in December 2008. Regarding the ACLA Board, the committee's recommendations include retaining the current structure of five positions representing the five regions, one position reserved for the RAD appointee, and the remaining positions to be designated At-Large. The committee did not recommend expanding eligibility to include local library trustees or to individuals who only work in Allegheny County, but did recommend expanding the Governance Committee to include membership participation in identifying At-Large members. The only issue of debate among the committee is whether to increase the number of ACLA Board members from nine to eleven. The consensus of the Board is to retain nine members. Gaetano asked Dozier to work with the committee members to structure motions for the General Membership meeting.
2. Authority of LAC – McIntosh noted the taskforce is presently gathering comments from regions and has not formally met. A meeting will be scheduled soon and a report forthcoming in April.

- F. Standards Presentation – Jenkins noted as a federated library system, ACLA is required to monitor system compliance in relation to standards defined within the State Library Code and Regulations, the Member Library Agreement, and Cooperation and Support Agreement with RAD. She presented information describing standards for system members, independent libraries, and the proposed CILOC standards, and also information detailing each member library’s compliance in regard to each of those standards based on 2008 State Report data. (All spreadsheets are posted to the ACLA wiki.) She noted ACLA’s role is to monitor compliance with standards under its fiduciary responsibility to the State and RAD. Due to the current economic conditions waivers for non-compliance could be requested through the System from the State for libraries not meeting standards. Richey added, for this year only, the State issued a statement that libraries could apply for one-time waivers but would need to provide a plan for improvement. Collins noted the taskforce agreed standards should not be reduced but procedures should be in place to assist libraries in developing plans to achieve compliance. For presentation at the June meeting, Gaetano asked Jenkins to apply the 2009 uncertified State Report data for each library to the proposed standards and asked McIntosh to ensure that this information is on the LAC’s agenda as well. Gaetano asked Dozier to work with the Collins on motions for the October General Membership meeting.
- G. Legal Services RFP – Jenkins reported Metz, Dozier, and Jenkins discussed the seven proposals received in response to the request for proposal. Four firms were chosen for interviews to be scheduled in late March or early April. A recommendation will be made at the April Board meeting.
- H. Board Retreat – Gaetano noted an Executive Summary of the March 10 Board Retreat is forthcoming.

Public Comments

- A. Helen Palascak, Upper St. Clair Township Library, thanked the Board for moving the Board meetings throughout the County, though she expressed concern that certain members could not attend remotely due to technology issues. Jenkins noted ACLA’s bylaw stipulation requires that teleconferencing enable all members present to be able to hear and speak with all members on the line. Unfortunately, ACLA equipment is not compatible with the phone systems in the Green Tree municipal building so that accommodation could not be effected for this evening’s meeting.
- B. Jo Ellen Kenney, Carnegie Library of McKeesport, announced the new Children’s Room at the library is complete and a donor recognition celebration will be scheduled soon.

Respectfully submitted,

Leslie Britton Dozier, Secretary