

MINUTES
ALLEGHENY COUNTY LIBRARY ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 18, 2011

BOARD MEMBERS IN ATTENDANCE: Shannon Debes, Brad Fish, Albert Kamper, Leslie Britton-Dozier, Jo Ellen Kenney, Ronald Borczyk, and Tom Herward.

BOARD MEMBERS ABSENT: Lafe Metz.

OTHERS IN ATTENDANCE: Marilyn Jenkins, John Smart, Tyrone Ward, Russ Walker, Kathy Robinson, and Kimberley Hrivnak.

6:30 P.M. Call to order – Shannon Debes
Determination of Quorum – Quorum established.

Public Comments – None.

Consent Agenda - MOTION made by Kamper and seconded by Fish to accept the minutes from the March 21 Board meeting and March financial statements. MOTION carried unanimously.

Requests for Additions or Changes to the Agenda – None.

Reports and Communication

A. **President's Report** – Debes announced Shawn Flaherty will not be re-appointed as the RAD appointee to the ACLA Board. She publicly thanked him for his three years of service. The RAD will be appointing a new representative, most likely at its April 28 meeting. In regard to the Strategic Plan, Debes noted ten RFPs were received and four were chosen for interviews which will be held on May 4. The review committee (Debes, Fish, Kamper, and Jenkins) is in the process of drafting interview questions.

B. **Executive Director's Report**

1. **Strategic Plan Update** – Jenkins reported the RAD accepted the Strategic Plan as submitted. She has continued communication with the Forbes Funds regarding support for the consultant services. She encouraged all to attend the upcoming Southwest Region Trustee Institute on April 30 and the Re-Thinking Public Libraries workshops scheduled for May and July.
2. **Knowledge Connections Update** – Jenkins noted the mid-year transition plan for the remaining Knowledge Connection sites

(Mooncrest and Mon View) is on schedule for July 1 in conjunction with the expiration of the computer leases June 30. The Township of Moon has agreed to assume operation of the Mooncrest site and the Allegheny Housing Rehabilitation Corporation (AHRCO) has agreed to assume operation of Mon View Heights. ACLA is co-sponsoring a grant application to purchase computer equipment for those sites to replace the eiNetwork leased computers and is working with local libraries to connect them to programming and services, in particular, the Summer Reading program.

3. eiNetwork - Wide Area Network (WAN) Agreements – On behalf of Rebecca Serey, eiNetwork Operations Manager, Jenkins noted the recent WAN agreement sent out recently to libraries provides basic right-of-access language which grants permission for the utility to enter the library. This is standard language in utility contracts. A second higher level agreement is for the eight hub sites. Jenkins noted that much discussion had been conducted on these agreements via the Library Director email list. It would be more productive for libraries to contact Rebecca Serey directly. Debes suggested it would be beneficial to have a conversation at the next LAC meeting with regard to professional etiquette and email communications. Ward agreed to ensure that.

- C. LAC Chair Report – At the April LAC meeting Ward congratulated Monroeville Public Library on the integration of its collection into the countywide catalog. He encouraged library staff to attend the upcoming PALA Southwest Chapter Spring workshop at Seton Hill University on Friday, May 20. A presentation from Veridian Energy on energy savings and fundraising opportunities was made at the April meeting. In regard to the 2012 RAD formula, the LAC recommended that all downloadable resources be included in the circulation calculation of the formula, and the possibility of including public wi-fi in the 2013 formula was also recommended. Regarding the Strategic Plan, discussion centered around coming to agreement on what should be accomplished with RAD funding and what should we be doing as a system to accomplish that goal.

D. Regional Reports

1. Central – None.
2. North – Borczyk reported the North Region discussed the wide area network, Help Desk issues, and the RAD formula.
3. South – Russ Walker reported the South Region discussed future RAD formula changes.
4. East – Kamper reported the East Region discussed LAC's priorities for the 2012 budget which included additional continuing education opportunities and a mentoring program for new directors.
5. West – Kathy Robinson reported the West Region discussed eiNetwork issues.

E. Board Committee Reports

1. Audit – Borczyk reported the draft audit had been received for review by the committee and the post-audit meeting is scheduled for April 21.
2. Finance – Kamper reported the Finance Committee met and a first draft of the 2012 budget has been prepared and Jenkins would again be scheduling forums with regions in upcoming months for additional input.
3. Governance – Debes noted the Governance Committee would be meeting to review the bylaws to ensure they are in line with the Strategic Plan.
4. Personnel – Debes noted that personnel issues will be discussed in Executive Session.

Specific Topics for Discussion and Motions

- A. Consideration of LAC recommendation for 2012 RAD Distribution Formula – Upon verification of census data from Allegheny County, the 2012 formula will include the 2010 census information. By consensus the Board supported the LAC recommendation to include all downloadable resources in the circulation calculation of the formula. Approval of the formula per the LAC's recommendation will be included on the agenda for Member approval at the April 26 General Membership meeting.
- B. Preliminary 2012 draft budget and review process – Jenkins gave an overview of the 2012 draft budget. She noted current revenue projections are for level State funding and a three percent increase in RAD funding. She noted the five percent allocation of table gaming funds to administration is being adjusted to three percent. She noted that the additional funds would be applied, as mandated by the legislation, to direct distribution to the libraries. Those funds may not be retained by the system for use in programming or other system services. State Aid for administration is included as there will be a significant reduction in administrative revenue with reduction of the table gaming funds and elimination of the administrative fees from Knowledge Connection sites. She also noted emphasis, per feedback from Members, on inclusion of advocacy efforts, marketing, continuing education, and support for the Summer Reading program. The Access PA database fee is the only remaining item ACLA pays directly on behalf of the Member Libraries, and going forward the recommendation is for libraries to reimburse those costs to ACLA as they do with other items (e.g., public performance rights licensing, downloadable materials, etc.).

The Board discussed the State Aid distribution. In particular, under the 2002/2003 formula currently in use, Robinson Township Library receives no direct allocation of State Aid funding as that library was not in existence at that time. CLP had previously ceded the population of Robinson Township and State Aid was paid on behalf of that Library. Since the mandate on State funds (returning to the allocations made in

2002-03) Robinson Township Library has not received State Aid directly. Legislators advocated for LSTA funds to be paid to CLP so that a grant could be made to the Library roughly commensurate with the State Aid it would have received. In addition, Robinson Township had also requested in 2008 that CLP cede the population of Kennedy Township as that municipality directly pays Robinson Township with local funds to provide its library service, but that request has not yet been granted. The Board agreed the distribution of State Aid funds would need to be discussed in detail at a later time with particular emphasis on the Robinson Township Library issue.

Regarding the timeline for the process, the Finance Committee has recommended a deadline of October 1 for final questions and comments from libraries. This timeframe would provide five months from the initial release date of the draft for libraries to provide input to the committee.

MOTION and second from the Finance Committee to adopt a revised budget process timeline to include a deadline of October 1 for input and comment from the Member Libraries. MOTION carried unanimously.

Public Comments – None.

At 8:15 p.m. the Board convened to Executive Session to discuss personnel. The Board reconvened and the meeting adjourned at 8:25 p.m.

Respectfully submitted,

Leslie Britton-Dozier, Secretary