

**MINUTES
ALLEGHENY COUNTY LIBRARY ASSOCIATION**

**BOARD OF DIRECTORS MEETING
FEBRUARY 21, 2011**

BOARD MEMBERS IN ATTENDANCE: Brad Fish, Albert Kamper, Jo Ellen Kenney, Tom Herward, and via teleconference, Shannon Debes, Lafe Metz, and Ronald Borczyk.

BOARD MEMBERS ABSENT: Shawn Flaherty and Leslie Britton-Dozier.

OTHERS IN ATTENDANCE: Marilyn Jenkins, Rebecca Serey, Ernie Williams, Connie Galbraith, John Smart, Tyrone Ward, 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 Metz to accept the minutes from the January 17 Board meeting and January financial statements. MOTION carried unanimously.

Requests for Additions or Changes to the Agenda – None.

Reports and Communication

A. President's Report

1. 2011 Board Committees and Chairs – Debes noted the 2011 Board Committees and Chairs are as follows:
 - a. Audit – Ron Borczyk, Chair, and members Al Kamper, Shawn Flaherty, Pat Cunningham, and Russ Walker.
 - b. Finance – Al Kamper, Chair, and members Lafe Metz and Tom Herward.
 - c. Governance – Brad Fish, Chair, and members Shannon Debes and Leslie Britton.
 - d. Personnel – Shannon Debes, Chair, and members Brad Fish and Jo Ellen Kenney.
2. Board Contributions – Debes reported the percentage of ACLA Board members who have contributed to the organization is extremely low. She encouraged all Board members to make a monetary contribution to the extent they are able, noting that foundations ask what percentage of the Board members contribute and that the existing rate of contribution places the organization at a disadvantage when requesting grants.

- B. Executive Director's Report – Jenkins deferred comments to items later in the agenda.
- C. LAC Chair Report – Ward thanked the ACLA staff for re-organizing the wiki as it is much more accessible now. He noted several upcoming workshops of interest for libraries and mentioned there is ongoing LAC discussion in regard to customer service practices and the PC replacement program. Kenney added to Ward's report that the \$900 of interest earned on library State Aid funds held in escrow have been applied to the Summer Reading program with the LAC's endorsement.
- D. Regional Reports – No reports from regions.
- E. Board Committee Reports
 - 1. Audit – Borczyk reported on the pre-audit teleconference held on February 17 with Sisterson. The meeting detailed the process and timeline. The audit field work is scheduled for the week of February 28.
 - 2. Finance – Kamper noted the Finance Committee had not yet met this year but the first meeting would be scheduled in April to begin a draft of the 2012 budget, following the release of the Governor's proposed budget.
 - 3. Governance - Fish noted Board meetings would be restructured throughout the year for better utilization of time, planning, and discussion.

Specific Topics for Discussion and Motions

- A. eiNetwork Discussion – Serey reported that the Edge equipment (the network equipment located at each library) is no longer under a maintenance agreement. eiNetwork anticipates replacing the equipment this year through the use of eRate funding and the RAD Connection Grant. These funds would be used to offset initial costs to libraries and allow a phased in replacement plan to be implemented. Also, the current service contract with Expedient for Wide Area Network services expires June 30, 2011. Proposals were solicited and the preferred vendor has proposed a private fiber ring network utilizing 10 hub sites with libraries connected to those sites. Advantages to this proposal include an immediate performance improvement with the use of fiber versus copper, scalability in regard to enhanced capacity, better reliability, and cost-effectiveness in terms of cost of Mbps per site. Best pricing is based on a 10-year agreement with fixed pricing for the term of the agreement. eRate funding is proposed for this project.
- B. Strategic Plan – Based on discussion at the January General Membership meeting, Jenkins noted changes to language in the Strategic Plan have been added for clarity and a Request for Proposal for Project Management and Facilitation Services has been drafted. She has had conversation with The Forbes Funds and they have offered to

distribute the RFP to an extensive list of firms and individuals. Debes, Kamper, and Fish will work with Jenkins as the coordinating team to review the proposals with the goal of a facilitator to be chosen in April and be on board by May 1. Looking ahead, change management workshops will be scheduled for library directors for the spring and summer utilizing LAC meetings, speakers from other library systems will be presenting successful ideas that could be adapted locally (the first is Anythink Libraries scheduled for May 24 and 25), and demonstration projects will be among the expected outcomes of the plan process. The Board authorized Jenkins to work with the Forbes Fund to distribute the RFP.

Public Comments – Galbraith noted the PALA Southwest region is holding a Trustee and Friends Institute on April 30, 2011 in Monroeville.

At 8:25 p.m. the Board convened to Executive Session to discuss personnel. The Board reconvened and the meeting adjourned at 8:38 p..m.

Respectfully submitted,

Brad Fish, Acting Secretary