

**MINUTES
ALLEGHENY COUNTY LIBRARY ASSOCIATION**

**BOARD OF DIRECTORS MEETING
JUNE 20, 2011**

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

BOARD MEMBERS ABSENT: None.

OTHERS IN ATTENDANCE: Marilyn Jenkins, John Smart, Kathy Robinson, Tina LaMark, Kimberley Hrivnak, and Kelley Beeson.

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

Public Comments – None.

Consent Agenda - MOTION made by Herward and seconded by Kamper to accept the minutes from the May 16 Board meeting and May financial statements. MOTION carried unanimously.

Requests for Additions or Changes to the Agenda – Kenney suggested the Public Comments be moved before the Executive Session.

Reports and Communication

A. President’s Report – Debes reported the Forbes Funds is unable to provide financial support to ACLA’s Strategic Plan due to significant changes in the non-profit sector resulting from State budget cuts to human services. A plan to fund the project with available internal resources until a permanent funder can be identified will be discussed later in the meeting. She noted that proposals were forwarded to a number of local foundations. One of those will be reviewing the project at their October meeting. Debes also reported the May Anythink Libraries dinner and workshop were a success and she has received positive feedback from directors and trustees. She encouraged everyone to attend Part 2 of the series with Jamie LaRue in July.

B. Executive Director’s Report

1. RAD Operations Audit – Jenkins noted the RAD has issued an RFP to conduct an operational review of ACLA. This is a routine audit

conducted periodically in accordance with the agreement between ACLA and RAD.

2. Program Update (Knowledge Connections and Mobile Services) – Jenkins reported the transition of the Knowledge Connections program (Mooncrest and Mon View sites) is on target for July 1 in conjunction with the expiration of the computer leases June 30. Mobile Services has sent out an RFP for a new vehicle to deliver lobby service.
3. eiNetwork Update (2012 RAD Request) – Jenkins reported eiNetwork has requested a four percent increase in RAD funding for 2012. That request, included with CLP’s RAD proposal, would maintain current service levels.
4. Strategic Plan Update – Jenkins noted the second session of the Change Management Training with Michael Kumer of Duquesne University’s Nonprofit Leadership Institute was held at the June LAC meeting. A full-day LAC retreat is scheduled for August 11 at Cooper-Siegel Library to continue this work.
5. Healthcare Changes/Savings – In order to contain and/or reduce costs, as of July 1, ACLA will be switching from a non-deductible plan to a deductible Health Reimbursement Arrangement plan. “Gap” insurance will be purchased for reimbursement of the employee deductible. With this change, ACLA will recognize a 10 percent savings in healthcare costs with an improvement in healthcare coverage for employees. Also, a check for \$1,679.00 was received for the 2010 Small Business Health Care Tax Credit which will be applied towards current costs.

C. LAC Chair Report – Ward not present. Kenney reported that Chair-Elect, Maria Joseph, Moon Township Public Library Director, will be resigning her position in July to return to school. Her resignation will require the Nominating Committee to fill the position for the remainder of 2011. Directors also discussed the Strategic Plan and Evergreen open source review. Michael Kumer also conducted the second Change Management Training session.

D. Regional Reports

1. Central – Tina LaMark reported that CLP is moving forward with the referendum for direct tax support of City libraries.
2. North – No report.
3. South – No report.
4. East – Kenney reported at the last meeting the East Region discussed Summer Reading, the operational checklists, and the Strategic Plan questions.
5. West – Kathy Robinson reported the West Region had not yet met but would be meeting this week.

E. Board Committee Reports

1. Audit – No report. If necessary, Borczyk offered his assistance with the RAD operational audit.

2. Finance – Kamper reported he and Jenkins had scheduled three of the four summer budget meetings with libraries.
3. Governance – Fish reported the committee had not met but its goals would be to focus on structure and process improvements within the organization.
4. Personnel – Debes reported the Personnel Committee was completing the Executive Director’s contract which would be discussed in Executive Session.

Specific Topics for Discussion and Motions

- A. The Hill Group Contract – Debes noted Jenkins had prepared an alternative funding strategy to internally cover consulting work related to the Strategic Plan until private funding is identified. This strategy would not require libraries to assume any costs and would not require use of the Board designated reserve fund. The \$55,000 contract amount would be paid in four equal installments of \$13,750 over two years. 2010 costs could be covered through an unanticipated excess of table gaming revenue, an unrestricted close-out balance from the Knowledge Connections program, and continuing education funds reimbursed through LSTA grants from the State. This would provide time to realize foundation funding from pending requests.

Herward noted the plan was proactive. There is momentum within the organization for the project and the plan should move forward with those payment provisions in place. Borczyk encouraged a fiscally conservative approach from an operational standpoint due to the uncertainty of the State budget. The first payment appears reasonable but funding of subsequent payments is more tentative. Cahillane agreed. He noted the project was approved by the Members based on outside support, and the Members should be consulted on proceeding. Kamper agreed maintaining that a delay would not be critical. Fish also did not support a long-term commitment without foundation support but agreed the project should move forward with some restructuring of the contract and work plan if necessary. Metz commented that restructuring was a good idea and also agreed Member input on the issue is important. Herward noted that the Board holds the authority for fiscal decisions, but it would be prudent to consider Member input. The consensus of the Board is to solicit input and comments from the Members relative to the funding strategy.

MOTION by Herward and seconded by Kamper to survey the Members to receive their input around the alternative funding strategy with responses due by July 15. MOTION carried unanimously.

Public Comments – Kathy Robinson, Crafton Public Library, commended the Board on its open discussion regarding the Strategic Plan issue and hopes the organization will continue the process as planned.

At 8:10 p.m. the Board convened to Executive Session to discuss personnel.

The Board reconvened and set a special meeting of the Board for 12:00 p.m.
on July 25, 2011.

The meeting adjourned at 8:38 p.m.

Respectfully submitted,

Leslie Britton-Dozier, Secretary