

**MINUTES  
ALLEGHENY COUNTY LIBRARY ASSOCIATION**

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

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

**BOARD MEMBERS ABSENT:** None.

**OTHERS IN ATTENDANCE:** Marilyn Jenkins, John Smart, Carolyn Marks, Tyrone Ward, Tina LaMark, Russ Walker, Jordan Pallitto, and Kimberley Hrivnak.

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

Public Comments – None.

Requests for Additions or Changes to the Agenda – Debes noted the LAC Chair and Regional Reports would be discussed prior to Executive Session.

**Reports and Communication**

A. LAC Chair Report – Ward noted LAC accomplishments during the past year which included implementation of the checklists. He congratulated CLP on the success of the referendum, and reported Sewickley Public Library was rated a four-star library by the Library Journal. Looking forward to 2012, directors discussed the pilot program for Summer Reading, the book choice for the *One Book One Community* program entitled, “This I Believe,” and noted a people counter grant is planned for next year. He also added the LAC agreed on a \$100,000 budget for downloadable resources for 2012.

B. Regional Reports

1. North – Borczyk noted the North Region discussed downloadable resources, the checklists, fines and fees, and Sandra Collins agreed to continue as convener for 2012.
2. South – No report.
3. East – Kamper reported the East Region discussed downloadable resources and, as a group, agreed to donate \$25,000 to the fund. Fines and fees were discussed along with the importance of continuing education. Christy Fusco agreed to continue as convener for 2012.

4. West – Debes reported the West Region discussed demonstration projects in conjunction with the Strategic Plan.
5. Central – LaMark reported the CLP referendum successfully passed on November 8.

The Board went into Executive Session at this time to discuss the Board survey review.

The Board re-convened in Public Session at 7:20 p.m.

### **Specific Topics for Discussion and Motions**

The Strategic Plan – Jordan Pallitto of the Hill Group gave a brief presentation to the Board regarding the scope of the Strategic Plan process. Envisioning the future of libraries is the theme. Research will be conducted to identify the threats, challenges, and opportunities facing libraries in the future and a report will be created detailing best practices. The goal is to make libraries more effective and more efficient. The second phase, which is scheduled to take place between January and April 2012, will be to present those ideas to member libraries, get their feedback, and create ideas for demonstration projects. The goal is implementation of those projects across the system.

ACLA has solicited recommendations from member libraries and other sources for volunteers to serve as facilitators for the presentation teams. The teams will consist of 8 – 10 people for 4 -5 teams and will be trained by the Hill Group and be provided with a common presentation and facilitation questions for a consistent message to libraries. Periodic meetings with facilitators will be conducted to continually improve and refine the process.

Herward commented the members need to feel a part of the process. Kamper added that libraries and trustees need to come together for the success of the project. Early delivery of material for discussion and meetings based on geographical areas are ideas to facilitate the process. Kenney suggested a presentation first be made to directors for discussion prior to presentation to trustees. Metz asked if consensus-building was a part of the project. Pallitto noted feedback from the presentations will capture the “pulse” of the organization and will lead to the demonstration projects. He also added that evaluation criteria for the projects will be developed to assess those ideas that will optimize the output. Potential projects will likely be based on use of space, sharing of services, and systems to gauge community needs and desires. Pallitto assured the group the Hill Group is committed to guiding the demonstration projects to success.

**Consent Agenda** - MOTION made by Herward and seconded by Metz to accept the minutes from the October Board meeting and October financial statements. MOTION carried unanimously.

**Reports and Communication**

- A. **President's Report** – Debes thanked Jordan Pallitto of the Hill Group for his presentation this evening.
- B. **Executive Director's Report** – Jenkins reported she followed up on the human resource collaborative suggested by Herward, a coordinated effort between three nonprofit agencies to share human resource services. She met with the individual primarily responsible for the implementation of that project and then followed up with the West Region as they had expressed interest in this type of initiative. She noted this is an example of conversations beginning among libraries regarding potential demonstration projects.
- C. **Board Committee Reports**
1. **Audit** – Borczyk reported a pre-planning audit meeting was held on November 9 to define the scope of the 2011 audit. No new auditing or accounting pronouncements are expected this year. The fieldwork is scheduled for the week of January 16.
  2. **Finance** – Kamper reported the final RAD budget is due to be released on November 29. Jenkins added the formula will be revised to include certified State report data received from Commonwealth Libraries and any changes in the RAD allocation.
  3. **Governance** – No report.
  4. **Personnel** – Debes reported the formal signature and filing of the Executive Director's contract and process for review should be in place shortly.

**Public Comments** – None.

The Board went into Executive Session at 8:05 p.m. to complete discussion of the Board survey.

The Board re-convened in Public Session and adjourned at 8:15 p.m.

**Respectfully submitted,**

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**Leslie Britton-Dozier, Secretary**