

**MINUTES
ALLEGHENY COUNTY LIBRARY ASSOCIATION**

**BOARD OF DIRECTORS MEETING
SEPTEMBER 19, 2011**

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

BOARD MEMBERS ABSENT: Al Kamper

OTHERS IN ATTENDANCE: Marilyn Jenkins, John Smart, Carolyn Marks, Connie Galbraith, Rebecca Serey, Russ Walker, Kathy Robinson, Kimberley Hrivnak, and Charity Leonette.

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 Borczyk to accept the minutes from the June, July, and August Board meetings and August financial statements. MOTION carried unanimously.

Requests for Additions or Changes to the Agenda – Cahillane requested the agenda be more detailed to ensure attendees and Member Libraries fully understand the items up for discussion.

Reports and Communication

A. **President’s Report** – In regard to the strategic plan, Debes recommended communication with The Hill Group expressing ACLA’s commitment and clear intent to move forward with the project. She is hopeful there will be a commitment on funding by October and she will be able to present a revised timeline to the Members at the October General Membership meeting. She also asked Board members to have an open discussion about Board committees and structures with emphasis on what improvements can be made.

B. **Executive Director’s Report**

1. **RAD Operations Audit** – Jenkins reported Parente Beard is the firm hired by the RAD to perform the special audit. A date had not yet been determined but they are hoping to begin the audit around the middle of October.

2. Mobile Services Program Update – Jenkins reported a new bookmobile has been ordered following the Board’s recommendations and a down payment has been made. It is anticipated delivery of the new vehicle will be in approximately nine months.
 3. Strategic Plan Update – Jenkins noted that she expects confirmation of grant funding in October and that she and Lowry are pursuing additional sources.
 4. LSTA Grant Submissions – Jenkins noted that LSTA grants were submitted by various Member Libraries as well as by ACLA itself (relative to people counters).
- C. LAC Chair Report – Ward not present. Kenney reported at the last meeting Jenkins gave updates on the budget and RAD. For State report purposes, she asked directors to think about how borrowers are to be counted (whether by registering or home library). The LAC authorized three operational checklists: reports, patron registration, and labeling of materials. Along with the cataloging checklist that was previously completed, these three areas for LAC operational oversight will be presented to the Members for consideration at the October General Membership meeting.
- D. eiNetwork Report – Serey gave a report on 2011 projects completed and plans for 2012. This past year all library PCs were updated and the library network equipment (Edge equipment) update is due in October. Looking forward to 2012, eiNetwork has signed a contract with a vendor to build a new fiber wide area network that will greatly increase and enhance bandwidth access for libraries. Preliminary findings relative to open source options to replace the integrated library system have been received from various task forces and those findings will be considered by the eiNetwork Board.
- E. Regional Reports
1. Central – Connie Galbraith reported that CLP is moving forward with the referendum for additional City taxation to support libraries.
 2. North – No report.
 3. South – No report.
 4. East – Kenney reported at the last meeting the East Region discussed the checklists and the strategic plan.
 5. West –Robinson reported the West Region discussed the checklists and also discussed the idea of a consolidated system.
- F. Board Committee Reports
1. Audit – Borczyk offered his assistance as needed with the upcoming special RAD audit.
 2. Finance – Jenkins reported the Finance Committee would be meeting once the RAD budget was released on October 1.
 3. Governance – No report.
 4. Personnel – No report.

Specific Topics for Discussion and Motions

A. **Strategic Issues for Board Consideration** – The Board discussed the idea of the consolidation of services across libraries rather than consolidating institutions (having a federated system that behaves in a consolidated way). Jenkins presented a list of many services currently done in a “consolidated” fashion. These include one library card for countywide use, coordinated funding, technology infrastructure (eiNetwork), and programming (Summer Reading, One Book, Wise Walks, etc.). She noted three additional areas libraries have indicated interest in exploring: human resources (job descriptions, pay scales and benefit arrangements, training and orientation of staff, volunteer coordination), backroom support (accounting, ILS reports, website management, and collection management), and programming (coordination of outside presenters, creation of programming kits, public relation materials, and shared programming staff). These are areas that could be developed into demonstration projects.

Herward agreed these were appropriate issues, ACLA should be the facilitator for the process, and the Board should help create an environment where it is possible. Kenney noted this could help libraries concentrate more on serving patrons. Fish noted these suggestions should be integrated into the strategic discussion in the year ahead. Jenkins suggested this topic be included in the October General Membership meeting for additional discussion by the Members.

Public Comments – Kathy Robinson, Crafton Public Library, noted she liked the idea of consolidating services. This would help libraries provide the best possible service to all patrons. Kenney noted a “hybrid” system is a plus and not a negative; it could be the best situation for all libraries.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Leslie Britton-Dozier, Secretary