



## INTERLIBRARY DELIVERY SERVICE *of Pennsylvania*

705 N. Shady Retreat Road, Doylestown, PA 18901

### ***MINUTES OF BOARD OF DIRECTORS MEETING February 24, 2015 - Dixon University, Harrisburg, PA***

**NOTE:** UNDERLINING INDICATES ACTION ITEMS.

**PRESENT** Board Members – Barbara Coopey, Scott DiMarco, Linda Filkosky, Katherine Furlong, Krista Higham, Roberta Jacquet, Christine LaMark, Georgia Laudenslager, Anne Kruger, Mary Maguire, Sandra Sander, Catherine Wilt, Barbara Zaborowski  
Management Services – Pamela Dinan

**ABSENT** State Representative Patrick Harkins

President Barbara Zaborowski called the meeting to order at 10:32 am.

#### **WELCOME**

#### **APPROVAL OF BOARD NOMINATION**

Approval of the nomination of Linda Filkosky (Altoona Public Library) to the IDS Board of Directors to finish the term of Philip Tramdack ending December 2015. MOTION by Maquire; Seconded by DiMarco; Approved by All.

#### **APPROVAL OF MINUTES**

Approval of the minutes of the Board of Directors meeting on October 14, 2014 and the minutes of the Board of Directors Phone Conference on December 15, 2014. MOTION by Jacquet; Seconded by Furlong; Approved by All.

#### **FINANCIAL REPORT**

Pamela Dinan provided an explanation of the IDS financial statements and cash flow throughout the fiscal year. She then discussed the 2014 fourth quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$2,059,501.36 as of December 31, 2014; the liabilities totaled \$113,468.28. This leaves IDS Net Assets totaling \$1,954,920.08 at the end of the fourth quarter 2014. IDS spent 84.5% of its 2014 budget and increased its net assets by \$157,562.40. IDS is in good standing financially.

The State Funding report shows that IDS is up-to-date with its payments. The balance of the PA INVEST account is \$1,292,879.83 as of December 31, 2014.

## ADMINISTRATOR'S REPORT

The UPS Quarterly Cost of Shipping Report for the fourth quarter of 2014 was distributed. In comparison to the fourth quarter in 2013, the number of UPS accounts increased from 180 to 181. Fourth quarter shipping increased 2% (from 106,949 to 108,823 packages); the shipping expense decreased by 2% (from \$438,515 to \$429,016).

Due to the incentives that IDS receives through its contract with UPS, IDS saved 52%, or \$469,370.43 (from the gross amount of \$898,8387.21) on fourth quarter shipping costs. IDS saved a cumulative total of \$1,745,173.94 in 2014.

Dinan presented a spreadsheet detailing the weekly shipping charges from January 1 to December 27, 2014 and explained the rationale for the various service charges. Dinan noted that UPS has not been charging IDS service charges since the week of November 15, 2014.

Based on February 6, 2015 snapshot, IDS has 180 Full Members and 191 Affiliates, totaling 371 members. During member renewal, IDS lost 1 full member (Beaver Valley Intermediate Unit #27) and 34 affiliates but gained 4 new affiliates.

Dinan reported that the 2014 Financial Audit is underway with Maille, Inc. Dinan will share the results with the Board electronically once they are received and provide a full report at the July meeting.

Dinan provided an update on the UPS Smart Pickup project. Since the rollout of Smart Pickup in November 2013, 31 libraries have switched to Smart Pickup (a list of the libraries and related statistics was distributed). Dinan noted that it is hard to identify exact savings amounts but there are trends in the data that indicate that costs are going down. IDS Management will continue to collect statistics to analyze the financial benefits of Smart Pickup.

Dinan presented an update on the Nationwide Shipping Pilot, which launched on October 1, 2014. The report presented shipping statistics from the 19 actively participating libraries; there was no significant impact on shipping expenses for nationwide shipping. The board had a lengthy discussion on extending the pilot to all IDS members in a phased approach.

Approval to permit all public libraries, intermediate units, and the remaining academic libraries from the 2013 Nationwide Shipping survey to ship nationwide as of April 1, 2015. Libraries shipping under 700 packages will be transitioned to Smart Pickup. MOTION by Maquire; Second by Furlong; Approved by All. Approval to permit all academic libraries to ship nationwide as of July 1, 2015. MOTION by Jacquet; Second by Sander; Approved by All.

Dinan will communicate the nationwide shipping option to all members, schedule a May conference call with the board to provide an update, and will have a full report at the July meeting, including the impact that nationwide shipping is having on staffing.

## OFFICE OF COMMONWEALTH LIBRARIES REPORT – Anne Kruger

Kruger reported that Stacey Aldrich, Deputy Secretary of the Office of Commonwealth Library, would be leaving her post on March 13, 2015. There has been no decision on the naming of an interim. There is no news on the Pennsylvania state budget; however, the new Secretary of Education is putting a team together to assist in preparing the budget.

## COMMITTEE REPORTS

A. Nominating Committee –*Tina LaMark* (Chair), Mary Maguire, Scott DiMarco

1. The committee will begin identifying nominees for the 2016 Board Election. Dinan will send the committee the geographic locations of the current board. The committee will present a slate to the Board at the July meeting.

- B. Finance Committee – Roberta Jacquet (Chair), Barbara Coopey, Scott DiMarco, Krista Higham
  - 1. No report
- C. Planning Committee – Catherine Wilt (Chair), Roberta Jacquet, Sandra Sander
  - 1. K-12 Library Update – Dinan shared that HSLC organizes a consortium pricing listing for school libraries. IDS could consider offering discounted membership pricing for K-12 schools. There was no action on this item.
- D. Ad-Hoc Member-Fee Review Committee - Roberta Jacquet (Chair), Georgia Laudenslager, Krista Higham
  - 1. Approval to disband this committee. MOTION by Higham; Second by Wilt; Approved by All.
- E. Marketing Committee – Georgia Laudenslager (Chair), Katherine Furlong, Barbara Zaborowski
  - 1. The Marketing Committee will focus on updating the IDS brochure.

**OLD BUSINESS**

- A. Pennsylvania Integrated Library System (PAILS) Update – No Update
- B. Digital Public Library of America – Cathy Wilt shared that a formal announcement has been released regarding this project. Essentially, this project is centered on establishing a Pennsylvania hub for DPLA. Dinan will email the announcement to the Board.

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

None

**ADJOURNMENT**

MOTION to adjourn by Maquire; Seconded by Zaborowski; Approved by All. Meeting adjourned at 2:17pm.

**2015 BOARD MEETING DATES**

Tuesday, July 14, 2015

Tuesday, October 20, 2015

The Annual Member Meeting will be held during the PaLA Annual Conference, which is being held from October 4-7, 2015 at the Penn Stater in State College.

Minutes prepared by Pamela Newman Dinan, IDS Administrator, March 16, 2015.

Minutes reviewed by Georgia Laudenslager, March 16, 2015.