



## INTERLIBRARY DELIVERY SERVICE *of Pennsylvania*

705 N. Shady Retreat Road, Doylestown, PA 18901

### ***MINUTES OF BOARD OF DIRECTORS MEETING July 20, 2016 - Dixon University, Harrisburg, PA***

**NOTE:** UNDERLINING INDICATES ACTION ITEMS.

**PRESENT** Board Members – Barbara Coopey, Sandra Collins, Scott DiMarco, Donald Dilmore, Anne Kruger, Georgia Laudenslager, Mary Maguire, Nick Reynolds, Sandra Sander, Mary Lou Sowden, Catherine Wilt, Barbara Zaborowski  
Management Services – Pamela Dinan

**ABSENT** State Representative Patrick Harkins, Roberta Jacquet

President Barbara Zaborowski called the meeting to order at 10:30 am.

#### **WELCOME**

#### **APPROVAL OF MINUTES**

Approval of the minutes of the Board of Directors meeting on February 23, 2016. MOTION by Maguire; Seconded by Dilmore; 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 2016 Second Quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$2,836,676.54 as of June 30, 2016; the liabilities totaled \$47,997.01. This leaves IDS Net Assets totaling \$2,788,679.53 at the end of the second quarter 2016. IDS spent 50.83% of its 2016 budget as of June 30, 2016, and 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 \$1,294,884.31 as of June 30, 2016.

#### **ADMINISTRATOR'S REPORT**

The UPS Quarterly Cost of Shipping Report for the second quarter of 2016 was distributed. In comparison to the first and second quarters in 2015, the number of UPS accounts remained the same at 179. First quarter shipping increased 34% (from \$103,225 to \$138,770); the shipping expense increased by 33% (from \$392,370 to \$522,703). Second quarter shipping increased 17% (from \$109,085 to \$127,209); the shipping expense increased by 15% (from \$415,106 to \$479,071).

Due to the incentives that IDS receives through its contract with UPS, IDS saved 54.8%, or \$1,423,687.25 (from the gross amount of \$2,425,461.73) on first and second quarter shipping costs.

Dinan presented a spreadsheet detailing the weekly shipping charges from January 2 to July 2, 2016 and explained the rationale for the various service charges. Dinan noted that UPS has not been charging service charges since the week of November 15, 2014.

Based on a July 17, 2016 snapshot, IDS has 179 Full Members and 187 Affiliates, totaling 366 members.

The 2015 Financial Audit and End of Year Statements were prepared by an outside auditor, Maille, and distributed to the Board. Maille certified that the financial statements “present fairly the financial position of the Interlibrary Delivery Service of PA as of December 31, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.” MOTION to accept the 2015 Financial Audit. MOTION by Maguire; Seconded by Collins; Approved by All.

Dinan presented an update on Nationwide Shipping, which opened to all members on July 1, 2015. The report presented shipping statistics on the full membership’s nationwide shipping activity as well as the shipping activity to each state. Dinan calculates that IDS spent \$166,619 to ship approximately 45,300 packages nationwide in the first and second quarters of 2016.

### **OFFICE OF COMMONWEALTH LIBRARIES REPORT – Anne Kruger**

Anne Kruger reported on the following items:

1. Deputy Secretary Glenn Miller is focused on increasing the visibility of libraries and is encouraging libraries to tell their story.
2. Two new staff members have been added to PDE: Jude Pittman, who will focus on STEP, and Pamela Smith, who will focus on school and community relationships.

### **COMMITTEE REPORTS**

#### **A. Nominating Committee – Scott DiMarco (Chair), Mary Maguire, Mary Lou Sowden**

1. The committee presented a slate of five nominees for the 2017 election. The committee will pursue three more nominees.
2. MOTION to create an Ad Hoc bylaws subcommittee. Motion by Wilt; Second by Maguire; Approved by All.
3. The following board members will serve on the committee: Mary Lou Sowden, Barbara Zaborowski and Sandra Collins.

#### **B. Finance Committee – Roberta Jacquet (Chair), Barbara Coopey, Scott DiMarco, Don Dilmore**

1. Approval to increase the 2017 Members Fees by 1% over the 2016 Member Fees; there will be no increase for categories below 701 packages. MOTION by the Finance committee; Seconded by Maguire; Approved by All.
2. Approval to accept the 2017 Proposed Budget totaling \$2,080,734.00. MOTION by the Finance Committee; Seconded by Sanders; Approved by All.

#### **C. Planning Committee – Catherine Wilt (Chair), Roberta Jacquet, Sandra Sander, Nick Reynolds**

1. No report due to the Board retreat that occurred on July 19, 2016.

#### **D. Marketing Committee – Georgia Laudenslager (Chair), Barbara Zaborowski, Sandra Collins**

1. An updated copy of the IDS Brochure was shared. Dinan will post a copy of the brochure on the IDS website.

**OLD BUSINESS**

- A. Cathy Wilt provided a brief overview of the PA Digital project.

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

None

**ADJOURNMENT**

MOTION to adjourn by DiMarco; Seconded by Sanders; Approved by All. Meeting adjourned at 2:00pm.

**Board Meeting Dates**

All Board Meetings will take place at Dixon University in Harrisburg, PA and begin at 10:30am.

Thursday, February 16, 2017

Tuesday, July 18, 2017

Tuesday, October 24, 2017

The PaLA Meeting is schedule for October 15-18, 2017 in Pittsburgh. We usually hold an IDS Member Meeting at this conference.