



INTERLIBRARY DELIVERY SERVICE *of Pennsylvania*

705 N. Shady Retreat Road, Doylestown, PA 18901

MINUTES OF BOARD OF DIRECTORS MEETING November 17, 2016 - Dixon University, Harrisburg, PA

NOTE: UNDERLINING INDICATES ACTION ITEMS.

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

ABSENT State Representative Patrick Harkins, Georgia Laudenslager, Sandra Sander

President Barbara Zaborowski called the meeting to order at 10:34 am.

WELCOME

APPROVAL OF MINUTES

Approval of the minutes of the Board of Directors meeting on July 20, 2016. MOTION by DiMarco; Seconded by Jacquet; 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 Third Quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$2,459,600.49 as of September 30, 2016; the liabilities totaled \$22,122.14. This leaves IDS Net Assets totaling \$2,459,478.35 at the end of the third quarter 2016. IDS spent 73.44% of its 2016 budget as of September 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 \$1,295,504.00 as of September 30, 2016.

ADMINISTRATOR'S REPORT

The UPS Quarterly Cost of Shipping Report for the third quarter of 2016 was distributed. In comparison to the third quarter in 2015, the number of UPS accounts remained the same at 179. Third quarter shipping decreased 2% (from 118,320 to 115,819); the shipping expense decreased by 2% (from \$447,260 to \$439,584).

Due to the incentives that IDS receives through its contract with UPS, IDS saved 59%, or \$625,608.13 (from the gross amount of \$1,065,192.58) on third quarter shipping costs.

Dinan presented a spreadsheet detailing the weekly shipping charges from January 2 to September 24, 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 an October 12, 2016 snapshot, IDS has 179 Full Members and 187 Affiliates, totaling 366 members.

Dinan and Zaborowski reported on the successful Annual Member Meeting held on October 18, 2016. There were approximately 30 participants in attendance with limited questions about IDS Operations. Dinan distributed the October 2016 Update that was handed out at the Annual Member Meeting.

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 \$241,864 to ship approximately 65,769 packages nationwide in the first, second and third quarters of 2016.

OFFICE OF COMMONWEALTH LIBRARIES REPORT – Anne Kruger

No items to report.

COMMITTEE REPORTS

- A. Nominating Committee — Scott DiMarco (Chair), Mary Maguire, Mary Lou Sowden
 - 1. The committee presented a slate of nominees for the 2017 election.
- B. Finance Committee – Roberta Jacquet (Chair), Barbara Coopey, Scott DiMarco, Don Dilmore
 - 1. A copy of the 2017 Budget was distributed.
- C. Planning Committee – Catherine Wilt (Chair), Roberta Jacquet, Sandra Sander, Nick Reynolds
 - 1. There was discussion about the items from the Planning Retreat in July 2016.
- D. Marketing Committee – Georgia Laudenslager (Chair), Barbara Zaborowski, Sandra Collins
 - 1. There was discussion about marketing IDS Services to various listservs.

OLD BUSINESS

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

NEW BUSINESS

None

ANNOUNCEMENTS

Certificates were presented to Barbara Coopey, Scott DiMarco, and Mary Maguire in appreciation of their services to the IDS Board of Directors.

ADJOURNMENT

MOTION to adjourn by Wilt; Seconded by Jacquet; Approved by All. Meeting adjourned at 1:27pm.

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

Minutes prepared by Pamela Newman Dinan, IDS Administrator, January 6, 2017.