



INTERLIBRARY DELIVERY SERVICE of Pennsylvania

705 N. Shady Retreat Road, Doylestown, PA 18901

MINUTES OF BOARD OF DIRECTORS MEETING April 5, 2018 - Dixon University, Harrisburg, PA

NOTE: UNDERLINING INDICATES ACTION ITEMS.

PRESENT Board Members – Carol Brigham, Sandra Collins, Tessa Mitchell, Jill Morris, Nick Reynolds, Ann Snowman, Beth Williams, Barbara Zaborowski
Management Services – Pamela Dinan

ABSENT State Representative Patrick Harkins, Anne Kruger, Robert Leshner, Sarah Penniman, Sandra Sander, Mary Lou Sowden

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

WELCOME

APPROVAL OF MINUTES

Approval of the minutes of the Board of Directors meeting on July 18, 2017. MOTION by Reynolds;
Seconded by Williams; Approved by All.

Approval of the minutes of the Board of Directors Electronic Vote on July 31, 2017. MOTION by Collins;
Seconded by Reynolds; Approved by All.

Acceptance of the October 24, 2017 Administrative Report in lieu of meeting. No Action Needed.

FINANCIAL REPORT

Pamela Dinan provided an explanation of the IDS financial statements and cash flow throughout the fiscal year. She then discussed the 2017 fourth quarter financial report prepared by the BCIU22 Business Office. IDS current assets totaled \$2,204,579.65 as of December 31, 2017; the liabilities totaled \$33,061.24. This leaves IDS Net Assets totaling \$2,171,518.41 at the end of the fourth quarter 2017. IDS spent 95.47% of its 2017 budget as of December 31, 2017, 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 \$1,309,510.07 as of December 31, 2017.

ADMINISTRATOR'S REPORT

In comparison to the fourth quarter of 2016, the number of UPS accounts increased from 179 to 181. Fourth quarter shipping decreased 1% (from 121,761 to 120,507); the shipping expense decreased by 2% (from \$463,250.91 to \$462,000.88).

Due to the incentives that IDS receive through its contract with UPS, IDS saved 61%, or \$720,676.06 (from the gross amount of \$1,182,676.94) on fourth quarter shipping costs. In 2017, IDS saved a total of 61%, or \$2,930,225.97, in shipping costs. IDS members shipped 496,420 packages in 2017

Dinan presented a spreadsheet detailing the weekly shipping charges from January 7 to December 30, 2017 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 March 16, 2018 snapshot, IDS has 178 Full Members and 151 Affiliates, totaling 329 members.

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 \$340,249 to ship approximately 91,094 packages nationwide in 2017.

An updated Board Roster was distributed.

OFFICE OF COMMONWEALTH LIBRARIES REPORT – Anne Kruger

No Report

COMMITTEE REPORTS

(New Committee Assignments are noted in bold italics)

- A. Nominating Committee — Mary Lou Sowden (Chair), Rob Leshner, Nick Reynolds, ***Tessa Mitchell***
 - 1. Nomination of 2018 Board Officer
 - i. Nomination of Carol Brigham for first term as Board Secretary – MOTION from floor; Seconded by Snowman; Approved by All
 - 2. Discussion to prepare for 2019 Board Election. Dinan will reach out to committee members about next steps.

- B. Ad Hoc By-Laws Committee – Mary Lou Sowden, Barbara Zaborowski, Sandra Collins
 - 1. A copy of the amended by-laws was distributed.
 - 2. Approval to dissolve the Ad Hoc By-Laws Committee as the work has been completed. Approved by Morris, seconded by Reynolds, Approved by All.

- C. Finance Committee – Sandra Collins (Chair), Sarah Penniman, ***Jill Morris***
 - 1. A copy of the 2018 Budget was distributed.

- D. Planning Committee – ***Nick Reynolds*** (Chair), Sandra Sander, ***Carol Brigham, Beth Williams***
 - 1. There was discussion of the planning survey results regarding member interest in residential shipping and Saturday/Sunday delivery options.
 - 2. Approval to conduct a residential shipping pilot to all member libraries who expressed interest on the survey from July 1, 2018 to June 30, 2019. Libraries will only be charged for the actual residential shipment charges incurred from UPS. Dinan will coordinate pilot with member libraries.

- E. Marketing Committee –***Barbara Zaborowski*** (Chair), ***Ann Snowman***, Sandra Collins
 - 1. No Report

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

None

ADJOURNMENT

MOTION to adjourn by Reynolds; Seconded by Brigham; Approved by All. Meeting adjourned at 1:10pm.

Board Meeting Dates

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

Tuesday, July 24, 2018

Wednesday, October 24, 2018