

**MINUTES  
ALLEGHENY COUNTY LIBRARY ASSOCIATION**

**BOARD OF DIRECTORS MEETING  
May 16, 2016**

**BOARD MEMBERS IN ATTENDANCE:** Tom Herward, Kristen McMahon, Sharon Helfrich, Ronald Borczyk, Sally Coyne, Glenn Schillo, Richard Betters, Phyllis Comer

**BOARD MEMBERS ABSENT:** Tracy Soska

**OTHERS IN ATTENDANCE:** Marilyn Jenkins, Kimberley Hrivnak, Laurie Anderson, Carrie Lane, Amy Stromberg, John Smart, Tina LaMark, Jenny Worley, Amy Gilligan, Chuck Arrigo.

**6:00 P.M.     Call to order** – Tom Herward

**Determination of Quorum** – Quorum established.

**Public Comments** – None.

**Consent Agenda** – MOTION made by Betters and seconded by Borczyk to accept the March minutes and March financials. MOTION carried, no oppositions.

**Requests for Additions or Changes to the Agenda** – None.

**Reports and Communication**

- A. **President's Report** – Herward reported on recent meetings with local trustees, Joe Kuklis, and the ACLA Board that were well attended and very well received. The meetings were positive with great discussions and questions.
- B. **Directors Report** – Jenkins reported that Kuklis is also working on arranging regional visits for state and county legislators hosted by libraries. It is recommended that every library invite at least one district office staff member to visit before the end of June. Jenkins stated that there was positive feedback from the legislative offices and open house.  
Jenkins reported that the Finance Committee will be meeting in early June and preparing a preliminary 2017 budget. The LAC will be considering a recommendation on a request for a 3% increase and use of mid-census estimates in the distribution formula. This will need approval of the General Membership at the next meeting on June 29, 2016. Communication will be

sent in advance of that meeting. Jenkins reported that Keystone grants are being released and a letter of intent to the state from the libraries must be received by the end of May. In order to accommodate the State's accelerated process the Board agreed to review and authorize letters of intent electronically.

- C. Member Library Agreement - Helfrich reported that first round input on the Member Library Agreement is due by June 1<sup>st</sup>. The Governance Committee will then review all input received, prepare a draft revision and communication early in July. Second round input will be due by September 1.
- D. Strategic Plan update - Hrivnak presented an overview of first quarter activity on the 2016-18 Strategic Plan.
- E. LAC Report - Worley stated that the LAC meetings have been very productive. Currently issue being addressed is methodology for determining a cap on eResource funding based on usage. Regions will be discussing the use of mid-census estimates in the RAD formula.


**Specific Topics for Discussions and Motions**

- A. 2015 Audited Financials - Schillo presented the Audit report as received and reviewed by Audit Committee. The accounting services team at ACLA was commended for the handling of all the financial documents and a successful accounting services pilot. The Board accepted the 2015 Audit Report.
- B. Mobile Library Services Presentation - Chuck Arrigo, Mobile Library Services Manager, gave a presentation to the Board regarding Mobile Services daily operations, contracted stops and vehicles. A copy of the presentation is available on request.

**Public Comments** - None.

The meeting adjourned at 7:15 P.M.

Respectfully submitted,

  
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Sharon Helfrich, Secretary