

MINUTES
GENERAL MEMBERSHIP MEETING
WEDNESDAY, OCTOBER 29, 2014
ROBINSON TOWNSHIP LIBRARY

- I. **Call to order** – Herward called the meeting to order at 7:05 p.m.
- II. **Determination of Quorum** – Quorum established.
- III. **Public Comments** – None
- IV. **Consent Agenda** – MOTION made by Cynthia Richey and seconded by Suzanna Krispli to approve the minutes of the June 30, 2014 meeting. MOTION carried unanimously.
- V. **Requests for Additions or Changes to Agenda** – None.
- VI. **Reports and Communication**
 - A. **President's Report** – Herward thanked the libraries and ACLA and CLP staff for all of the hours of invaluable work put forth for the 21st Century and County City Library Service Panel process. It has been an eventful year with a lot of work ahead of us, but ACLA staff is to be congratulated on the progress made.
- VII. **Specific Topics for Discussion and Motions**
 - A. **Endorsement of At-Large Candidates to the ACLA Board** – On behalf of the Governance Committee, Glenn Schillo, reported that the Committee and Board are recommending that Tom Herward be appointed to a second term as an At-Large Representative to the ACLA Board. The Committee and Board are also recommending that Zineb Outnouna be appointed to the open At-Large position on the ACLA Board. He introduced Ms. Outnouna who addressed the meeting, sharing her history with libraries. MOTION to endorse Tom Herward for a second term as At Large Representative and Zineb Outnouna for first term as At Large Representative to the ACLA Board made by Bob Moll (A.C. Free) and seconded by Kate Grannemann (Swissvale). MOTION carried, no oppositions.
 - B. **2015 Budget** – Jenkins reported that the RAD released its preliminary 2015 budget. ACLA's proposal requested a 3% increase for distribution, mobile services and administration. The RAD's preliminary budget includes an increase of \$220,000, which exceeds the 3%, but restricts the entire increase for electronic resources. This

was discussed at the LAC meeting at length with different views in support of the RAD's decision as well as concerns. Those concerns included the potential impact on local financial effort and maintenance of collection expenditures, the possible long-term ramifications, and the variance in the amount designated by RAD (\$220,000) vs. that ultimately approved by the LAC (\$255,000). A vote was taken by LAC to recommend that the ACLA Board ask the RAD for an additional \$35,000 for electronic resources. However, that vote was divided, passing with a bare majority. The ACLA Board deliberated on the preliminary budget decision of the RAD as well as the LAC discussion and vote. It did not conclude that asking for an increase in eResources would be warranted given the overall increase that exceeds that given to other contractual assets (including CLP). However, as the RAD observed, there might be other unintended consequences from its decision. One of those consequences in the Board's opinion is that no increase was granted to Mobile Services and administration. It is therefore recommending a request for an adjustment by RAD in its final budget to include a 2 ½% increase for these two programs. That total would come to less than \$12,000. The Members discussed the matter at length. Some supported the RAD decision; some expressed concern that the RAD had been separately approached by an individual library / libraries; some were concerned that the LAC process had been undermined with RAD. One library inquired as to why the ACLA Board had not followed the direction of the LAC in its vote. It was explained that LAC is an advisory body in regard to the RAD funding. The General Membership and the Board are the deciding bodies. MOTION made by Christine McIntosh (Bethel Park) and seconded by Sally Coyne (CLAV) to adopt the revised 2015 budget. Roll call vote was taken. MOTION carried. Amy Steele (Northland) encouraged libraries across the County to express their thanks to RAD for the increase.

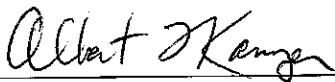
- C. Service Standards –The first recommendation in the County City Library Service Panel report is to establish countywide service standards. While the State has no final changes as yet to standards, it is making movement in the direction of emphasizing community planning as the key element. To support that direction ACLA standards should also emphasize impact on the community and delivery of county-wide services. The work of existing groups such as the Technical Services Advisory Group, eiNetwork Advisory Council, the Digital Resources Committee and others will be used to help shape recommendations around standards. A draft should be available early in 2015 for the Board and Members' consideration. Standards are likely to fall into three categories: community responsiveness, consortium participation, and governance. In the first category, which is directly taken from recommendations from the State Librarian, libraries would be expected to have a current community assessment. Understanding the particular demographics and characteristics of the community should form the basis for a library program and service plan and a collection development plan. Templates indicating key components of these plans would be provided. Regarding consortium participation, because what one library does locally can now impact on service across the County, there should be certain standards defined. For instance, the move to RDA cataloguing standards is an opportunity to “clean up” the shared database. The

vendor has offered to do a comprehensive retroactive conversion of the catalog records. To keep the catalog clean going forward, individuals with certain cataloging input should be certified at a certain level. Not every library needs to have this level of cataloging certification as other members of the consortium can provide it. Having front line staff at all locations able to assist the public in downloading digital materials might also be a service standard. The goal is to improve service to the public and provide some consistency across the consortium. Jenkins gave the Members three questions to discuss regarding core staff competencies and consistency of service. There was small group discussion and input provided on the questions.

VIII. Public Comments – None.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,



Albert Kamper, Secretary