

## Minutes

### ALN Board Meeting - October 9, 2017 - 4:00 p.m.

1. Call to Order & Roll Call: *Called to order at 4:01. Present: Susan, Karen, Robert, Shannon, Steve and Tracy*
2. Additions/Changes to agenda: *Addition from Tracy to add budget items*
3. Approval of July 10, 2017 Minutes (separate report: 170710 minutes): *Robert moves to approve the July 10<sup>th</sup> minutes, Susan seconds. Motion passes.*
4. Treasurer's Report (separate report from Steve): *Steve submitted a written report in advance.*
  - *Thanks to incoming payments for ADL, ALC, and ALN memberships we brought in \$77,827.98. We had \$28,834.17 in expenses primarily for SLED, ADL, Library PR, and the School Library Review grant.*
  - *The negative balances in the SLED and AK Sesquicentennial accounts will be resolved once ALN gets the grant funding from the State Library for these programs.*
5. Director's Report (separate report: 1710 director):
  - *Tracy submitted a written report in advance.*
  - *Highlights:*
6. Discussion & Ideas
  - A. Nominating Committee (1710 Discussion-A):
    - *Steve is still interested in continuing with his position as Treasurer.*
    - *Karen is still interested in continuing with her position as Representative.*
    - *Shannon will continue her position if there is not a librarian in a School Library who is interested. She is not currently in a school library, but is a school librarian. She is also currently working for Dillingham City Schools and not Southwest Region Schools.*
    - *The nominating committee itself will be tabled until Julene is back from vacation (she will appoint the members of the committee, as president).*
  - B. ADL Policy and Guidelines Manual update (1710 Discussion-B)
    - i. Policy update for LSA/FTE language: *ALN approves the wording of the LSA/FTE language to state, "Pricing will be based on a partner's Legal Service Area (LSA)*

or Fulltime Equivalent (FTE). LSA (public libraries) is determined using Alaska Dept. of Labor population estimates and enhanced/documented by the Alaska State Library (ASL); exceptions must be documented and approved by the ASL. FTE (academic libraries) is determined by the official school student population..." Steve moves to approve the wording of the LSA/FTE update. All in favor, motion passes.

ii. Phase 2 of Holds Reduction: Discussion about a change this summer in reference to holds on ADL – 7 check outs and 7 holds. Response to reduce wait time. Tracy thinks we should reduce to 5 holds, by bringing it down to 5 we are more in line with other consortiums on OverDrive. We have lowered the wait time from about 50 days to about 31 days, a reduction of 38%. Robert moves that we reduce the reduction of holds from seven to five on ADL. Steve seconds. Discussion: none. Motion passes. When will this be effective? OverDrive can do this at any point, possibly by Wednesday.

iii. OCLC MARC Records for ADL/Overdrive titles:

- Around 2012 we started buying OCLC records for libraries. These records are not needed by libraries anymore. Only 2 are currently using the records. We spend about \$3600 buying MARC records. It seems like it isn't cost effective any longer. ADL/Overdrive does have a free record available. Discussion about asking Ketchikan if they want to pay for this service directly.
- Susan makes a motion for the cancellation of the OCLC MARC records and the allocation to other services. Robert seconds. Discussion- why were we purchasing a service that was offered for free? Should we offer training to Ketchikan on how to utilize this free service? Tracy; absolutely. Should we modify the motion to list what we are going to roll the \$3600 into? Friendly amendment: Susan makes a motion for the cancellation of the OCLC MARC records for ADL as of December 31, 2017 and the reallocation to content. All in favor, motion passes.

C. Liability insurance (1710 Discussion-C): **Tracy has solicited a few companies, and received a quote from one, Shattuck and Grummet. Robert moves to accept the proposal from Shattuck and Grummet, Insurance, for \$1,011 per year. Susan seconds.** Discussion: Steve wonders if such a liability insurance would ever be needed. Tracy feels that as we sign more and more contracts for grants that sometimes the contracts are long and involved, and liability insurance would cover us if something goes wrong. Tracy has been involved with Friends of the Library organizations have had had officer and member insurance. Other discussion from others who are not seasoned nonprofit members that insurance rests their minds to cover things that might arise. Other boards have had similar insurance coverages. All in favor, motion passes.

D. Audit/financial review (1710 Discussion-D): Tracy sent out to three different companies within Anchorage. After reviewing the documents and proposals, Tracy doesn't see the need to outsource this review. Steve has been doing it for the past few years and feels comfortable continuing with it. Right now we can't justify the cost of this, maybe in the future.

E. Face-To-Face Meeting (1710 Discussion-E): *Discussion: The best time to have a face to face would be the Thursday before AkLA, March 8, 2018. Should we plan for this? Could we plan for this on the AkLA agenda? Talk to the planning committee to list on the program. Robert moves to start planning for a March 8<sup>th</sup> meeting in Anchorage at AkLA. Steve seconds. Discussion about this date working for everyone. All in favor, motion passes. Discussion about inviting ingoing and outgoing members to attend this meeting.*

F. Fiscal Agency and Risk (1710 Discussion-F): *ALN was asked to sign a contract with a booking agency for Kwame Alexander. Many different organizations were asked to sign a contract (\$25,000) where no money had been given or exchanged. Tracy took the stance that we don't sign a contract unless there is money in the bank. Home and Anchorage could not sign the contract either. Due to this, Kwame Alexander will not be visiting Alaska. Due to the late notice about signing the contract it was not signed (by the fiscal agent). Discussion: Tracy did the proper thing by not signing because there was no guarantee. You should have a commitment that money is coming. We believe that this was the right approach to take. Should we make a policy for Tracy to fall back on? Is it sufficient for Tracy to use his judgement? What is the process, what can our members expect from us as a fiscal agent?*

G. OCLC GSA (1710 Discussion-G): *Discussion about a member library and their payment to OCLC (looking for pricing justification). There is an appeal process, but no change. They decided this year they will not pay OCLC. Should we have a get together with our OCLC GSA rep at AKLA to talk about some issues? Tracy will start the process.*

H. FY18 Budget (this email): *Tracy submitted Basic FY 18 budget (below). Steve makes a motion to approve the budget as submitted. Robert seconds. Discussion about equipment (new laptop) and Face to Face being an annual event (could be). All in favor? Motion passes.*

Alaska Library Network (ALN) Basic Budget FY18

Revenue

\$9,025.00	60 Memberships
\$1,800.00	ILC grant (through UAA) for Hosting, telecommunications, training, supplies
\$1,800.00	Interest
\$2,550.00	Reserve Fund
\$15,175.00	

Expenses

\$120.00	Bank Fees
\$2,000.00	Equipment (not a usual annual expense)
\$6,000.00	Face-to-Face (not a usual annual expense)
\$500.00	Hosting Services

\$1,025.00	Insurance
\$480.00	Internet
\$150.00	Memberships
\$600.00	Phone and Fax
\$1,000.00	Supplies, Printing, and Postage
\$300.00	Training
\$3,000.00	Travel
\$15,175.00	

NOTES:

Personnel costs are paid through an ILC Grant to UAA (about \$104,000). Approximately \$1 million in grants and special accounts pass-through the fiscal agency. All unidentified grants or special funds have a designated purpose and are not used to support ALN.

7. Next Meeting (Monday, January 8, 2018 at 4:00 p.m., audioconference)

8. Adjourn at 5:08 p.m.