

Association of Pennsylvania Public Library Systems  
Sheraton Harrisburg Hershey  
September 14, 2017  
10AM

Call To Order: Denise Sticha welcomed those in attendance and asked for introductions.

Minutes: Approval of the May 11, 2017 minutes: Motion by Kimberly Hrivnak  
Seconded by Sandra Collins. All in favor. Motion carried.

Treasurer Report: Rick Miller presented the June 2017 treasurer's report.

Discussion: Bank Balance should be \$15,417.72. Motion by Joe Sherwood to accept the corrected report. Seconded by Carolyn Blatchley. All in favor. Motion carried.

- Rick Miller recommended APPLS move forward with the transfer of financial and banking management to ACLA (Allegheny County Library Association) and the banking institution used by ACLA for routine banking practices. Seconded by Darlene Marshall. All in favor. Motion Carried.

ACLA will charge a nominal fee of \$500 for set-up for transfer of accounts to Dollar Bank.

Nominating Committee Report:

- Executive Committee Election: Molly Rodgers reported the slate of officers for the Executive Committee was approved by online vote of 21 ayes of 29. The slate included Lori Hinderliter, President, Denise Sticha, Vice President/Secretary, and Catherine Bittle, Treasurer. The By-Laws state a two-thirds majority vote must be received.
- By-Law Amendment Ratification: The By-Law amendment for ARTICLE IV, Section 3 was approved by online vote. Please refer to the By-Laws on the APPLS wiki.

## Old Business:

- APPLS Executive Secretary: The job description was discussed and revisions which needed to be made were noted. Molly Rodgers made a motion to approve the revised job description. Seconded by Caroline Blatchley. All in favor. Motion carried.
- The budget of \$1,000 per quarter or \$4,000 annually was discussed for the position.
- Denise as president convened an ad hoc search committee for the purpose of filling the executive secretary position. Sandra Collins was named as committee chair. Lori Hinderliter and Michelle Hawk were also appointed to the committee.

## New Business:

- 2108 Budget Discussion: A discussion was held regarding the potential expenses. Items of discussion included:
  - APPLS PaLA conference sponsorship up to \$2,000
  - APPLS role in marketing
  - Directors and Officers Insurance – Joe Sherwood is concerned about the possible need for the insurance if the APPLS Board contracts with the executive secretary? Denise Sticha suggested the insurance be included as a budget line item. In addition, she asked the new treasurer to research what might be needed.
  - The 2018 proposed budget has a deficit of \$1,085
  - Rick Miller and Darlene Marshall suggested asking the Office of Commonwealth to provide meeting space for APPLS at the DLC location. Denise will send a letter of request to Anne Kruger.
  - Darlene suggested including lunch for APPLS meetings at the expense of the members.
  - 2018 Budget: A deficit budget was presented with the plan to use carryover funds from the 2017 budget. This would be a

one year decision only. Joe Sherwood motioned to approve the 2018 budget. Seconded by Darlene. All in favor. Motion carried.

Other Business:

- Strategic Plan - Set aside for another meeting.
- Molly Rodgers recommended a training committee be appointed. Denise Sticha advised to hold off on training. Darlene suggest the Fall of 2018 and volunteered to coordinate training for the second half of the year.
- Rick Miller made a motion to appoint Darlene Marshall to investigate and poll all system administrators regarding possible training topics and facilitate training. Seconded by Kimberly Hrivnak . All in favor. Motion carried.

Adjournment: Motion by Kim Hrivnak. Seconded by Molly Rodgers.

Submitted by Lori Hinderliter