Richmond Academic Library Consortium

Board Meeting May, 12th 2014

Randolph-Macon College, McGraw-Page Library

In Attendance:

Jacqueline Carrell (Richard Bland)
Joe Coalter (Union Presbyterian)
Pam Foreman (Virginia Union)
Sara Marrin (Technical Services Committee)
Helen McKann (John Tyler)
Paul Porterfield (University of Richmond)
Sandy Treadway (Library of Virginia)
John Ulmschneider (VCU)
Ginger Young (Randolph-Macon)
Hong Wu (J. Sargeant Reynolds)
Guest: Jeanne Hammer (VCU), attending on behalf of VCU in its new role as home institution for the RALC treasurer.

Minutes:

Agenda and minutes: There were no changes to the agenda or the minutes and both were approved by acclamation. A quorum of RALC Board members was present.

Treasurer’s Report:

Paul Porterfield delivered his final treasurer’s report after a remarkable twenty-seven years in service to RALC as treasurer. RALC still has about outstanding about $4,800 to the courier service. The final amount paid to the courier service will nearly match the amount budgeted for fiscal 2014. As agreed in the last RALC budget meeting, the dues collected do not cover the entire budget; at this point, there will be a maximum $500 deficit for fiscal 2014. RALC will have approximately $18,000 in its bank account after paying all budgeted expenses and covering this deficit.

For fiscal 2015, the projected expenditures are $20,800, excluding the RALC Scholarship. The total deficit under the current dues structure will be a maximum of $1,700; with the RALC scholarship award that’s anticipated, the maximum is a $2,700 deficit. The RALC Board agreed that the $18,000 balance in the RALC current account will be drawn down to cover the deficit.

The Board deliberated on the appropriate dues level for fiscal 2015. A key consideration in adopting the dues level for 2014-15: does RALC have a target figure for its standing balance at the end of the year? That is, does RALC intend to keep its current funds balance above a certain threshold level each year, or simply draw down its balance over time?

The Board agreed that RALC does not have a current funds balance target, and has never considered the issue. Commonly, a nonprofit organization like RALC will maintain enough balance in its current funds account to cover outstanding obligations and debts in the event that members of the association decide to dissolve it. The major commitment of RALC is the
courier service, so the Board must consider how much of a current funds balance it must maintain in order to cover its obligation to the service. Currently the courier service is engaged on a one-year contract; if not renewed as a one-year contract, the service will transition to a month-to-month contract. The monthly contract will be more expensive than a yearly contract because it is a higher-risk obligation for the courier service. RALC is past its first year, and could convert to a month-to-month service if the Board decides to move in that direction.

The Board does not know the cost of a monthly contract for service, but the fiscal 2015 budget includes the cost projection for a yearly contract. The Board decided to adopt the proposed budget for 2014-15 with the yearly service included, on the condition that the new VCU treasurer conduct a review of courier service, including its effectiveness and costs. In addition, the outgoing treasurer will find the month-to-month contract pricing, should the Board wish to move in that direction. The decision retains the same dues level for fiscal 2015 as the previous year.

A letter will go out to all the RALC institutions for the dues immediately after the meeting. Paul encourages every member to do direct deposit for the dues, which makes things easier for everyone all around. If a RALC institution must write a check, the check should be sent to Iria, not to Paul.

The Board set July 1, 2014 as the due date for 2014-15 dues.

Committee Reports:

Technical Services Committee: Sara submitted a report to the Board prior to the meeting, and she reviewed that report. A meeting of the committee is scheduled for the fall.

Public Services Committee: Laurie reported via Ginger that she is bringing the media co-op and public services committee together in a meeting to determine how to merge the group. They will then choose a new chair.

Web user’s group: Erin White submitted a report prior to the meeting.

Old Business:

RALC cooperative storage agreement. The text of the agreement is complete. It was decided that the RALC President would move the agreement forward by transmitting the agreement with a cover letter to the presidents of UTS and VCU, and to the Secretary of Education (for the Library of Virginia).

- RALC bylaws: The Board agreed to let the new combined committee form before taking up the matter of adjustments to the bylaws.

- VIVA Universal Borrowing Pilot: The Board decided to assign the review of the VIVA universal borrowing agreement to the public services committee after its fall meeting and after it integrates the functions of the former media co-op committee.

- Election of officers: Ginger has talked with Kevin about being an officer. But, we do not have a slate of officers right now. It’s necessary to develop a slate of officers for president,
vice-president, secretary. The RALC president and the Executive Committee will develop the slate and ask Board members for an email vote on the slate.

- **Status of the RALC web site:** There are two important issues related to the web site. First, the committee memberships need updating. Second, the RALC minutes must be posted on the site. Hong reported that these two items are provided via a wiki and can be updated by the committee members and RALC board. The capability for updating must be communicated to the RALC committee chairs and the officers. Hong communicated this information to the RALC list in October, but it likely will require that Hong directly contact the chairs of the committees to update the committee rosters. She agreed to do that. Other non-wiki elements can be updated by Hong as needed, upon request. The site also needs updating to add Web user group and post the revised structure of the public services committee.

- **Searching of RALC institutional holdings by faculty and students:** VCU migrated its web site some time ago and retired the unified searching tool used to search RALC holdings. RALC needs to look at alternatives for faculty and students who wish to search the RALC holdings for materials. It is possible, even likely, that OCLC WorldCat can provide the needed functionality for this purpose. John agreed to ask VCU staff to investigate this option.

- **Recognizing Jim Gwin:** Jim served on the Technical Services Committee and chaired it several times. He often attended RALC meetings on behalf of the director. He was interim director at UR a couple of times and was very familiar with RALC, and a valued resource and operational presence in the work of RALC.

**New Business:**

**Announcements:**

Institutions updated one another on activities and milestones at their institutions.

**Future Meeting Dates and Locations:**

The Board agreed to meet next on Tuesday, October 14, 2014, 9:30am – noon, at Virginia Union University. If for some reason VUU cannot host the meeting, Joe Coalter agreed to host at Union Presbyterian.