Richmond Academic Library Consortium

Board Meeting, April 30, 2013

Queally Hall, University of Richmond

In Attendance:

Present: Kevin Butterfield (U-Richmond); Joe Coalter (Union Presbyterian); Linda Luebke (John Tyler); Hong Wu (J. Sargeant Reynolds); Sara Marrin (Virginia Union); Dan Ream (Richard Bland); Pam Foreman (Virginia Union); Paul Porterfield (U-Richmond); Sandy Treadway (Library of Virginia); Laurie Preston (Randolph Macon); guest Iria Jones (U-Richmond).

Call to Order:

Minutes:

Treasurer’s Report:

The budget has played out well this year; RALC has under-expended budget projections thus far. The committees did not request staff development funds for programs. The budget audit cost is always treated as an off-budget expense, so this year’s audit has not been included in budget projections. The total expended this year will total $18,000+, but that’s less than the amount of funds collected. This means that RALC will have an increase in the budget balance.

The proposed budget for 2013-14 is similar to the previous year. The dues should cover all expenses; a worse case scenario on expenditures will create a shortfall of $500.

The Board discussed the process for forming the 2013-14 budget. Some members asked whether RALC should review the courier service, since it hasn’t been examined in a number of years. The courier service hasn’t changed its baseline costs in a long time, but the surcharge for fuel was implemented and that increases overall costs. The company has been very reliable.

The Board decided that Paul, John, and Dan will do an in-depth review of the service. Paul will develop a history and analysis of the cost data for the service.

Dues: The Board decided by consensus to keep dues unchanged over the next year.

Audit report: RALC does an audit every three years; this year marks the fourth audit, with the first in 2004. The current audit covers January 2010- December 2012, reviewing data only from this period. The audit shows that funding is in good shape, expenses and funding are fully accounted for, and all expenses are legitimate. The audit commends Paul for an excellent job in stewardship of the RALC funds, particularly in documenting dues payments. The documentation trail for dues is important because audits cover a calendar year, but dues are set and paid on a fiscal year, so tracing the dues can be a little confusing.

The audit report contains two minor recommendations. One suggests a bit more documentation on expenses, for instance an itemized receipt to accompany a credit card
receipt for reimbursement. The Board agreed that the treasurer should keep a detailed transaction history for RALC with these receipts.

John expressed the gratitude of the RALC community to Paul and U-Richmond for their excellent stewardship of RALC funds.

Paul noted that he has been treasurer of RALC for 26 consecutive years. He expressed the need to transition the function of the treasurer to someone else as part of responsible succession planning. A change also will reflect more responsible fiscal management by separating the treasurer responsibilities from the University of Richmond, which can remain the financial management agent. The treasurer can then work the U-Richmond staff to disburse funds and to oversee the audit process. Paul and U-Richmond agreed to continue as treasurer for the upcoming 2013-14 fiscal year, but that year should represent a transition year to move the treasurer functions elsewhere.

The Board asked John to work with Paul and Sandy to create a new mechanism for processing invoices and invoices on behalf of RALC, including a job description for the RALC treasurer. They agreed to do this by September 1.

**Committee Reports:**

*Committee Names Go Like This:*

**Technical Services committee report – Sara Marrin**
The committee met March 8 at VCU. The meeting included a demonstration of Alma, including a couple of its modules. Twenty-three staff attended from RALC institutions. Sara Marrin has agreed to chair the committee for 2013-14. The committee will meet at Union Presbyterian in fall 2013.

**Public Services – Laurie Preston**
The committee met in February at Randolph-Macon. Members updated one another about library activities, and enjoyed a tour of the new addition to the library at Randolph-Macon. The addition caused a net loss of overall library space, but created a 24-hour study space and university classroom as part of the library complex. The committee discussed the potential of a program for June or for next fall, and have identified a potential speaker. Bringing this person to a program with RALC will require some travel and honorarium costs for a half-day program. In discussion, there did not appear to be strong support for this speaker.

**Media co-op**
There is no chair for the committee and it hasn’t met in some time. The Board decided to ask the public services committee to consider merging the media co-op committee into public services and restructuring the group, working closely with the membership of the media co-op committee.

**Old Business:**

Joint storage proposal: It appears that only a few institutions within RALC have an interest in the joint storage proposal at this time. The Board asked for a final draft by July 1.
• RALC statistics: There are number of challenges with the RALC statistics that revolve around what numbers should be collected, and how they are used. John agreed to report back to the Board on these in the next meeting.

• Budget: the Board agreed that it now has a process to review budget and dues, coming out of this meeting.

• Bylaws revision: Ginger has agreed to take this issue on, but she cannot commence with the work until she returns from sabbatical in the late summer. John will work directly with Ginger on this issue.

• Streaming video joint purchase agreement: The potential for a cooperative purchase by RALC of a streaming video service has been suggested in the past. The University of Richmond has a full arrangement with Swank; Films on Demand is an alternative; and J. Sargeant Reynolds has signed onto Digital Campus from Swank, using the Lyrasis consortium pricing. The Board decided to ask the public services group to investigate the potential for a joint purchase agreement as part of its integration of the media co-op committee. It was suggested that someone from the committee should talk with potential suppliers at the ALA Conference in June.

• VIVA University Borrowing pilot project: this effort has the potential to replace the existing RALC loan agreement with a broader umbrella agreement under which most Virginia institutions will lend materials in a way similar to RALC. John will share the text of the VIVA agreement with the RALC Board.

• Election of officers: RALC needs to follow the bylaws on this issue. The Board will set the election as described by the Bylaws.

• Next meeting: John will send out a Doodle poll to find the best fall meeting date.

**New Business:**

None.

**Announcements:**

University of Richmond had a banner year in film presentations this year. The new renovations at U-Richmond have been very successful, and they have had an over-capacity situation in which they had to turn away users. They are developing a book arts program. Lucretia is taking on Digital Commons and scholarly communications functions.

**Future Meeting Dates and Locations:**

Minutes submitted by John Ulmschneider, August 2013