

**Minutes of the Winter Meeting of the PACSCL Board of Directors
December 10, 2003, 12:00 noon – College of Physicians of Philadelphia -- DRAFT**

***In attendance:** Eileen Magee, Athenaeum of Philadelphia; Marianne Hansen, Bryn Mawr College; Edward Morman, College of Physicians; Terry Snyder and Susan Hengel, Hagley Museum & Library; David Moltke-Hansen, Historical Society of Pennsylvania; Ruth Hughes, Library Company of Philadelphia; V Chapman-Smith, National Archives and Records Administration; Janet Evans, Pennsylvania Horticultural Society; Derick Dreher, Rosenbach Museum & Library; Cait Kokolus, St. Charles Borromeo Seminary; Christopher Densmore, Swarthmore College; Thomas Whitehead, Temple University; Michael Ryan, University of Pennsylvania; Lynn Dorwaldt and Susan Glassman, Wagner Free Institute of Science; Laura Blanchard, PACSCL staff.*

***Not represented:** Academy of Natural Sciences; American Philosophical Society; Chemical Heritage Foundation; The Lutheran Theological Seminary at Philadelphia; Free Library of Philadelphia; Haverford College; Philadelphia Museum of Art; Villanova University; Winterthur Museum, Garden & Library.*

PACSCL December 3 Symposium. The meeting opened with a discussion of PACSCL's "Consorting with the Future" symposium. A number of points were raised; among them were the following:

- **Emphasis on lifelong learners.** Several members were struck by this point made by Robert Martin, as well as the related point of finding a convergence among libraries, museums, archives, and new partners such as public broadcasting stations for purposes of education that includes lifelong learners. One member commented that Martin's remarks imply the importance of becoming more fully a part of a community by linking to the information networks communities draw on.
- **PACSCL may be ahead of the curve.** Several members remarked that PACSCL members, or subsets of PACSCL members, are already engaged in the kinds of collaborative efforts recommended by some of the speakers.
- **A concern about digitization.** There is a real concern that the drive to digitization may overshadow two important things: the real need to create access via cataloging; and the real need for users to come to the library, view the object rather than the surrogate, and engage with library staff, who can help provide both context and related sources.
- **A concern about being inappropriately "market-driven."** Two concerns were expressed. One is that libraries or other organizations may be driven to collaboration just for the sake of collaboration – in order to be eligible for certain kinds of funding. Another is that libraries may organize themselves in order to give researchers what they think they want when in fact this may not best meet researchers' real needs.

In summation, it was agreed that the symposium has created a significant opportunity to build relationships and help shape agendas with national agencies and funders. PACSCL is right to be concerned about the underlying assumption that a surrogate can stand in for the object, since

mediation is an important part of what PACSCL does. The first two speakers spoke about a world of users, while the next three talked about themselves, which may be a reflection on some of the limitations of the associations. PACSCL should consider ways that it and its member libraries, can work with other consortia, especially topical consortia such as those forming or formed around the history of science, the Franklin tercentenary, and Lewis & Clark.

It was generally agreed that additional symposia of this type, drawing on national speakers and offered to PACSCL's colleagues in the Greater Philadelphia area, would be beneficial on a biennial or triennial basis. A program focusing on educational outreach and involving representatives from the PBS stations outside the area such as New York or Boston, was one suggestion. Additional suggestions are welcome and should be addressed to Laura Blanchard or to Terry Snyder, chair of the professional development and staff communications committee. It was also agreed that it would be beneficial if some member institutions could contribute some time to symposium planning and organization because of the limitations of PACSCL staffing.

American Swedish Historical Museum. Derick Dreher reported that the American Swedish Historical Museum, 1900 Pattison Avenue, is another hidden Philadelphia treasure with significant historical collections. Its director, Richard Waldrop, would be interested in attending a PACSCL meeting and perhaps applying for membership. Janet Evans reported on a brainstorming meeting for a Linnean tercentenary exhibition in 2007. Such an exhibition would offer opportunities for complementary PACSCL programming. Susan Glassman reported that the Wagner Free Institute of Science had held a bicentennial Linneaus exhibition.

Minutes. The Minutes of the September 17, 2003 meeting were approved as circulated.

Budget Discussion. The proposed budget for 2004, which shows a deficit of \$14,000, was presented and discussed and is incorporated into these minutes by reference. Even with in-kind gifts of office space and an executive director underbilling her time, there is a significant budget shortfall, offset by a surplus built up during the period 1999-2002. PACSCL cannot continue to absorb deficit budgets; it should have as a goal reducing the deficit in 2005 and having a balanced budget in 2006. In the current funding climate it is unreasonable to expect operating support for PACSCL; grant funds for PACSCL projects may include overhead, but that properly goes to the lead institution. Three potential strategies, which could be used singly or in combination, were presented: grow the membership; raise the dues (which have not been raised in a decade); or develop a tiered payment structure tied in some way to size of institution. The nominating and governance committee, supplemented by treasurer Janet Evans and Cait Kokolus as an additional representative of the interests of smaller institutions, will study the issues and make a recommendation to the Board. It was suggested that the committee have access to financial expertise as needed. It was also suggested that PACSCL members consider a voluntary tax to defray the costs of the December 3 symposium.

New Member. The executive committee presented the recommendation of the nominating and governance committee that the application of the University of Delaware Library for membership in PACSCL be accepted. Upon motion duly made, seconded, and unanimously carried, it was

RESOLVED, that the membership application of the University of Delaware Library be accepted and that membership commence effective January 1, 2004.

Mission/Vision Statement. The statement circulated in the meeting packet was discussed, and upon motions duly made, seconded, and unanimously carried, it was:

RESOLVED, that the revised mission/vision statement be adopted, subject to such minor revisions as may be suggested in the future;

and further

RESOLVED, that the revised mission/vision statement be placed upon PACSCL's website.

Strategic Planning. Committee chairs and their representatives reviewed the progress made by the committees since the September 17 meeting, inviting comment on the reports included in the board packets. In particular, comments on the environmental scan and the audience survey were solicited. David Moltke-Hansen commended Michael Ryan and Gary Kulik for their work on the environmental scan. The expanded executive committee (incorporating other committee chairs) will continue to manage the strategic planning process, with the goal of having a draft to the board in June and a final vote in September.

Call for Nominations. Edward Morman, chair of the nominating and governance committee, announced that two executive committee were eligible to seek a second term in March, and that additional candidates are welcome. He encouraged board members wishing to place a name in nomination to contact him or any other member of the committee.

Bylaws. The executive committee recommended that the draft circulated prior to the meeting be returned to the nominating and governance committee for additional review. David Moltke-Hansen asked the Board to endorse the changes recommended in the executive summary. Upon motion duly made, seconded and unanimously carried, it was

RESOLVED, that the changes recommended in the Bylaws executive summary be incorporated in the revision of the bylaws to be presented to the Board for consideration at its March meeting.

2004 Meeting Schedule. Upon discussion, the following dates for 2004 meetings were accepted:

Wednesday, March 17, 3:30 p.m.
Wednesday, June 9 [tentative]
Wednesday, September 15, 3:30 p.m.
Wednesday, December 15, 3:30 p.m.

[Update: The March meeting will be held at the Penn library; the June meeting may need to be rescheduled because of calendar conflicts.]

Board Book/Policies and Procedures. A reference book for Board members will be distributed at the March meeting. The nominating and governance committee will be considering the policies and procedures set out in the draft circulated in the meeting package; any member with additional suggestions should contact any member of that committee. Derick Dreher suggested that policies include a conflict of interest clause. He will send a sample clause to Laura Blanchard.

There being no further business, the meeting was adjourned at 1:50 p.m.

Respectfully submitted,
Laura Blanchard
for the Secretary

TREASURER'S REPORT December 10, 2003

PACSCL's December 1 bank statement showed a robust \$68,725.66 balance, which was reduced almost immediately by \$33,300, PACSCL's annual payment to Auto-Graphics on behalf of the libraries participating in the OPAC project. Projecting to the end of the year, and assuming that the symposium expenses do not exceed the budgeted \$7,340.00, PACSCL should end the year with approximately \$26,000 in its primary checking account.

The money market fund balance as of December 8, 2003 was \$19,867.65.

PACSCL should thus end the year with total assets of approximately \$46,000 or more.

The proposed 2004 budget assumes no additional increase in membership and expenses no greater than 2003. The surplus in the treasury will meet the budgetary shortfall for 2004, but it is time to initiate some conversations on how to bring the budget into balance.

Respectfully submitted,
Janet Evans
Treasurer

**PACSCL Income and Expense, 2003 and Proposed 2004 Budget
December 10, 2003**

INCOME and REIMBURSABLES	2003 Estimated	2003 Budgeted	2004 Budgeted
Dues	21,000.00	21,000.00	25,000.00
Interest (bank and money market)	279.00	500.00	500.00
Other income	2,994.00	0	0
In-kind gifts -- office space	3,600.00	3,600.00	3,600.00
In-kind gifts -- use of shared office equipment	600.00	600.00	600.00
TOTAL	28,473.00	25,700.00	29,700.00
EXPENDITURES			
Blanchard	25,000.00	25,000.00	25,000.00
Professional services	600.00	5,000.00	2,000.00
Office (space rental)	3,600.00	3,600.00	3,600.00
Office --use of shared equipment	600.00	600.00	600.00
Office equipment purchase	0	0	3,000.00
Seminar/other meeting expense	0	300.00	300.00
Insurance	2,034.00	2,200.00	2,300.00
Internet services (web, search engine)	499.00	100.00	500.00
Advertising, printing, PR	0	3,500.00	3,500.00
Entertainment (holiday party, etc.)	379.88	600.00	600.00
Professional memberships	571.69	500.00	600.00
Other misc.	0	1,800.00	1,800.00
TOTAL	33,283.69	43,200.00	43,800.00
Budget Addendum, Symposium (Note: awaiting invoices for final accounting, but it should come in at less than the budget amount approved at the September 12 meeting)	7,340.00	7,340.00	

COMMENTS AND BUDGET DETAIL

INCOME AND REIMBURSABLES

For the sake of simplicity, these figures do not at this point include the \$33,300 collected from the PACSCL OPAC members and paid out to Auto-Graphics. Symposium-related income, including funds collected from PACSCL and IRLA members for meals December 2 and December 4, will be added as a separate line item when the symposium accounting is completed.

In order to provide a more realistic picture of PACSCL's expenses, in-kind contributions of office space and use of shared equipment have been added to the 2003 and 2004 budgets.

EXPENSES

Professional Services. This budget figure allows for the legal review of PACSCL's bylaws currently being conducted and payable in 2004 as well as for our annual accounting and for an anticipated legal review of a contract with a new OPAC vendor in 2004. The \$2,000 estimate in the 2003 budget was in anticipation of using a professional designer to produce a new brochure.

Office space and use of shared equipment. These two line items have been added to provide a more realistic picture of PACSCL's actual expenses.

Office Equipment and Furniture This budget figure allows for the purchase of a computer and printer for the PACSCL office, its first since 1995, and for additional software and office furnishings to support the move to The Historical Society of Pennsylvania.

Seminar/Other Meeting Expense. A modest fund to provide for catering at one PACSCL event.

Insurance. Although the directors' and officers' liability insurance did not increase by much in 2003, the general liability jumped from \$350 to \$500. This modest increase in budgeted funds should allow for increases in 2004.

Printing Expense. This item has been carried forward from 2003 to allow PACSCL to print a new brochure in 2004.

Internet Services. The increase in this item allows for both the web site (\$100) and the PicoSearch search engine (\$399 a year introductory; \$499 thereafter), assuming that PACSCL continues with this service, which so far has been problematic. Funding for the search engine for six years is provided by the "other income" shown for 2003.