The Board of Directors met at 3:00 PM on Thursday, March 8, 2018 in the Koppers Building conference room in Pittsburgh. Present were Board members: Chair, Mr. Daniel Griffin, Ms. Dusty Kirk, Ms. Jackie Dixon, Ms. Sylvia Fields, Ms. Hilda Fu, and Dr. Daniel Rosen. Chief Counsel Mr. James Norris also participated. Others in attendance included Executive Director Mr. Rich Hudic, staff and members of the public. Notice of the meeting was published in accordance with the Act and By-laws and the agenda was posted on the District website.

Mr. Griffin welcomed a new board member Ms. Hilda Pang Fu, appointed by Mayor Bill Peduto. Ms. Fu is a social entrepreneur, the founder and president of Luminari and long-time Pittsburgh resident who has served the community on nonprofit boards across a variety of sectors. He also thanked former board member Don Linzer for his service of nearly eight years, and for bringing special attention to the financial health of RAD-funded applicants and assets. Mr. Griffin congratulated Ms. Sylvia Fields on her reappointment by Mayor Peduto.

**Public Comment/Hearing Period**

The Chair then opened the meeting for public comment. Rachel Brehm, Director Braddock Carnegie Library spoke about the activities and programs at the Braddock Carnegie Library along with their outreach programs. She noted that the library was the oldest library in the United States. Ms. Brehm noted that the Library served five municipalities and RAD support accounted for one-third of the Library budget. Mary Carey, Art, Culture and Information Facilitator, Braddock Carnegie Library told the Board about the library’s alternate lending collection and showed some examples of the paintings and other items that can be borrowed by patrons. Ms. Carey also spoke about the library’s ties to the community.

**Minutes**

The first item on the agenda was consideration of the minutes of the meeting of November 28, 2017. As there were no additions/corrections, Ms. Kirk moved approval with Ms. Fields seconding. The motion was unanimously approved.

**Treasurer’s Report**

Ms. Fields submitted the following report:

Board Members:

Year-to-date tax revenue through March is $25 million, which is 4.6% ahead of 2017 year-to-date revenue. Revenue received of $9.7 million in February was higher than all but two previous months in District history. The three months ending March 2018 represent sales that took place between November 2017 and January 2018.
The District has distributed $13.7 million in 2018 grants through February, mostly to contractual and multiyear assets, including $617,000 in prior year capital grant payments. In March, the first quarterly payments to larger assets will be released. District staff is currently processing about 100 grant agreements needed to implement the 2018 budget. At this time 92% of 2017 close out reports have been submitted.

The District’s independent audit is in process. Field work was completed in January and we expect a report in early March. The Audit Committee will be convened to review the report with the auditor and will then report to the full board.

Submitted by
Sylvia Fields
Treasurer

Mr. Hudic informed the board that Pennsylvania’s new Marketplace Sales Act could result in increased sales tax revenue for RAD. For example, Amazon may collect and remit sales tax for orders shipped to customers in Pennsylvania from third-party sellers who reach a spending threshold.

The Chair directed that the report be received and filed.

Project Review Committee

The Chair called on Ms. Dixon to present the report of the Project Review Committee.

Board Members:

The Committee met to review Special Project applications received since our last meeting. Based on that review, we are advancing two grant submissions at this time:

1. A grant in the amount of $47,000 to the Carnegie Museums to purchase and install automatic door openers on seven internal doors at the Oakland campus. More than 400,000 people visit the Natural History and Art Museum annually. In 2017, the Museums hired a full-time accessibility coordinator and a part-time accessibility coach to work with each of the museums to identify and to address accessibility needs. This project is part of a larger accessibility initiative throughout the Oakland museums.

2. A grant in the amount of $16,000 to the Pittsburgh Youth Symphony to share a marketing position with the Pittsburgh Festival Opera (formerly Opera Theater of Pittsburgh). While the request was for a three-year commitment of $40,000 spread over that timeframe, the Committee recommends providing funding only for the first year at this time in order to evaluate the effectiveness of the new position. We believe that joint positions should be encouraged especially for smaller organizations that could benefit from operating more efficiently. Staff will work with the assets to develop measurable
goals and if the first year is successful, the Committee would consider future funding. The assets would provide $24,000 to complete the funding of this in year one.

The District has budgeted $100,000 for project grants in 2018. If these grants are approved, there would be a balance of $37,000 for future requests. It should be noted, however, that the Board can amend the budget to increase this line item if RAD receives requests that are worthy of funding.

Submitted by
Project Review Committee
Jackie Dixon, Sylvia Fields, Danny Rosen

Ms. Kirk remarked that one of the goals of Connection Grant Program was for collaboration between smaller assets like the shared marketing position that was approved. Dr. Rosen noted the he asked staff to prepare a report analyzing the grants that District has provided and that the guidelines would also be reviewed. Ms. Kirk stated that sometimes there are overlaps between capital grant requests and accessibility requests. Dr. Rosen wants to emphasize grants that promote inclusion.

Ms. Kirk moved approval of the grants, seconded by Dr. Rosen and it was approved unanimously.

Library Committee

The Chair called on Dr. Rosen to present the report of the Library Committee.

Board Members:

We are pleased to provide an update on the progress of the Library Study project. We met with the Hill Group and reviewed a draft of their library structure and service delivery report. The committee was assured that the report was compiled using extensive research pulled from numerous studies done on the same topic including the 21st Century Library Service Commission report, engagement of RAD board members, ACLA staff, CLP staff, library staff and other stakeholders that occurred at various points throughout the process. The consultants presented and invited feedback from library directors at Librarian Advisory Council meetings in September and October; presented and invited feedback at the ACLA Board of Directors meeting in September; deployed and analyzed two hundred responses from an electronic survey of library staff from across the county and invited survey respondents to contact the consultants, if desired; visited or conducted telephone interviews with several individual library directors who responded to requests for feedback and information on existing collaborations; and presented information to ACLA and CLP senior leadership in September, October, December, and February. The Committee asked for additional information and the consultants will be fine tuning their report. The Library Committee will meet again to review it and plan actionable steps. The consultants stressed there are many service enhancement opportunities to increase existing collaboration between Carnegie Library of Pittsburgh and ACLA.

The Library Fellows leadership development program coordinated by the Forbes Funds launched on March 1st. Ten library staff representing various communities throughout the County are scheduled to meet regularly over the next nine months to build a relationship network and participate in professional
development experiences that will aid in shaping the future of the library system. The Libraries represented are: Baldwin, Braddock, Cooper-Siegel, Northland, Sheraden, Whitehall, Wilkinsburg, Woods Run and the eiNetwork. It is anticipated that the Fellows program will align with and compliment work being done by The Hill Group.

Lastly, the Forbes Funds has developed a community series on the future of libraries, which also debuted this month. A free program for library staff and library board members was held on March 5th with a panel of experts including John Bracken, the CEO of Digital Public Library of America. The next program on March 13th will be a lecture by Lee Rainie, Director of Internet and Technology at the Pew Research Center.

Submitted by
Dusty Kirk, Sylvia Fields and Danny Rosen

Ms. Kirk recognized the presentation of the Braddock Library director during the public comment section and noted that it was good to see that library represented in the Library Fellows program. Ms. Kirk added that the Hill Group’s part of the project was to insure all libraries use their resources to the best of their ability. Dr. Rosen said that what Braddock Library does is unique and that the District’s goal is to allow libraries to do more of what their community wants, and to do it inclusively. Mr. Griffin noted that the exploration of shared services was intended to improve everyone’s library experience without sacrificing an individual community’s identity. He suggested that the Carnegie Library has expertise in some areas that could be shared system-wide. In response to a question by Ms. Fu, the Library Fellows program was described as a new leadership development and collaboration program akin to Leadership Pittsburgh.

**Report of the Executive Director**

The Chair called on Mr. Hudic to present his report.

1. **Data Arts**

As part of the District’s contractual approval process, any professional services expenditure in excess of $10,000 shall be preapproved by the Board. In the event that the Board will not be meeting in a timely fashion, the Executive Director may conduct a phone or electronic poll of the Board with confirmation of the action to be taken at the next regularly scheduled meeting. An email poll in January yielded six affirmative votes for an agreement with the Cultural Data Project for use of the system in 2018 at a cost of $12,500 which was included in the 2018 General Fund Administrative Budget. Mr. Hudic requested that the Board formally authorize approval.

A motion to approve the agreement was made by Ms. Kirk and seconded by Ms. Fu. It passed unanimously.

Mr. Hudic stated that as part of the package, Data Arts will be coming to town to provide training for all RAD applicants on May 22nd. Attendance is strongly encouraged. He said the District’s goal is to make
sure that applicants are fully engaged and understand that the accuracy of the data is their responsibility.

2. Long Term Plan

Mr. Hudic said contractual assets are required to submit long-term plans to the District every five years. He noted that approval of the plan did not guarantee future funding levels.


Mr. Hudic reviewed highlights of the plan. The plan was approved by Carnegie Library’s board in December 2017. The Library accomplished most of the goals in the prior plan including branch renovations, increased outreach programs and diversification of funding. The benchmarks in the new plan include providing leadership and expertise towards quality library services and evaluating funding sources for sustainability.

Ms. Kirk commended the Library on its plan and noted that it was collaborative and adaptive. Mary Frances Cooper, President and Director said the plan process was inclusive and over 60 community partners including their colleagues in County libraries participated in stakeholder sessions.

A motion to approve the plan was made by Dr. Rosen, seconded by Ms. Kirk and approved unanimously.

3. Citizen Advisory Board Nominee

Mr. Griffin recommended the appointment of Jeff Mallory, Assistant Vice President Diversity, Inclusion and Student Advancement at Duquesne University to the Citizen Advisory Board. Mr. Griffin made a motion for approval, with Ms. Dixon seconding and Mr. Mallory was approved unanimously. Mr. Hudic said that Ms. Dixon was working with staff for the annual event with the Advisory Board on April 24, 2018.

4. RAD Activity

Mr. Hudic provided an update on RAD activities. There are five 2017 Close Out Reports still to be completed. Payments are withheld until all paperwork is in and reviewed.

The District’s Audit will be completed in the next couple of weeks with the committee scheduled to meet on May 10th to review.

As a follow up to the recent Bilbao Cultural exchange mission last fall, RAD has been engaged in the City’s ONE PGH initiative relating to public art and design.

The Pittsburgh Tech Council has been convening a working group around the mission to achieve real action on those things we learned.

New Business - 2018 Board Reorganization
The Chair asked Mr. Hudic to conduct the nomination and election process that will select officers for calendar year 2018. There were single nominations for each office with the results as follows:

<table>
<thead>
<tr>
<th>Office</th>
<th>Nominee</th>
<th>Nominated By</th>
<th>Vote Tabulation</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Dan Griffin</td>
<td>Dusty Kirk</td>
<td>Unanimous</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Dusty Kirk</td>
<td>Sylvia Fields</td>
<td>Unanimous</td>
</tr>
<tr>
<td>Secretary/Treasurer</td>
<td>Sylvia Fields</td>
<td>Dan Rosen</td>
<td>Unanimous</td>
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</tbody>
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Mr. Griffin nominated Mr. Hudic as Assistant Secretary/Treasurer and it passed unanimously.

**Appointment of Committees**

Mr. Griffin made the following Board committee appointments and all were unanimously approved by the Board:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
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<tbody>
<tr>
<td>Allocations</td>
<td>Sylvia Fields, Dusty Kirk, Dan Rosen</td>
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<tr>
<td>Library</td>
<td>Sylvia Fields, Dusty Kirk, Dan Rosen</td>
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<tr>
<td>Audit</td>
<td>Dan Griffin, Tony Ross</td>
</tr>
<tr>
<td>Project Review</td>
<td>Jackie Dixon, Hilda Fu, Dan Griffin</td>
</tr>
<tr>
<td>Contractual Asset Renewal Ad Hoc</td>
<td>Jackie Dixon, Hilda Fu, Dan Griffin</td>
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In response to a question by Dr. Rosen about the Contractual Asset Renewal Ad Hoc Committee, Chief Counsel Norris stated that the legislation that established the District provided for an initial grant structure for the first ten years. After the first ten years, the District then determines the structure. The current five year agreement with the Contractual Assets expires December 31, 2019. Ms. Kirk noted that the committee would make a recommendation to the full board.

Mr. Griffin appointed Ms. Dixon as the advisory board liaison and congratulated her on a recent award. The Board of Get Involved! Inc. named Ms. Dixon their 2018 Woman of the Year honoring her for non-profit service involvement.

Mr. Griffin remarked that the District would begin planning for its 25th anniversary in 2020 next year.

Mr. Griffin noted the District would be electing a seventh member nominated from economic and development agencies at its June board meeting and instructed Mr. Hudic to publicize the opportunity accordingly.

**Adjournment**

The meeting was adjourned at 4:00 PM.