

**GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT**  
**JANUARY 9, 2007**  
**HARRISBURG, PA**

Minutes Approved

Present: Matthew Flynn, Chair  
Kathryn Stephanoff, Vice Chair  
Sara Jane Cate  
Francenia Emery  
Robert Gallivan  
David Mitchell  
Dr. Larry Nesbit  
Raymond Sobina

Ex-Officio: M. Clare Zales, Deputy Secretary of Education & Commissioner for Libraries

Office of Caryn J. Carr, Director, Bureau of State Library  
Commonwealth Barbara W. Cole, Director, Bureau of Library Development  
Libraries: John Emerick, Chief, Division of School Library Services, Bureau of Library Development  
George Friedline, Chief, Division of Technical/Collection Services, Bureau of State Library  
Rita Harries, Executive Secretary, Office of Commonwealth Libraries  
James Hollinger, Chief, Division of Library Improvement, Bureau Library Development  
Jeanne Metcalf, Administrative Officer, Office of Commonwealth Libraries  
Susan Solarczyk, Executive Assistant, Office of Commonwealth Libraries  
Judith Townsend, Chief, Division of Public Services, Bureau of State Library

## **WELCOME AND INTRODUCTION**

Chairman Flynn convened the regular meeting of the Governor's Advisory Council on Library Development at 10:00 a.m., January 9, 2007, in Room 317 of the Forum Building, Harrisburg, Pennsylvania.

## **ADOPTION OF THE MINUTES OF THE NOVEMBER 12, 2006 MEETING**

Gallivan moved to approve the minutes of the November 12, 2006 meeting as submitted. Stephanoff seconded the motion. The motion carried unanimously.

## **CHAIR'S REPORT**

The Chair announced terms for four Council members have expired: Gallivan, Grey, Vavrek and Zug. Vavrek and Zug elected not to seek reappointment and according to the Library Code, Council members are to serve until the Governor appoints a replacement. Sobina asked that a letter of commendation be sent to Vavrek and Zug for their contributions to Council. Flynn so noted the recommendation. Requests for reappointment from Gallivan and Grey were received and will be included in the package sent to Secretary Zahorchak who will forward the requests to the Governor's Office. A third vacancy due to the passing of James Byrnes has not yet been filled. Council members may forward names of potential candidates to Cole or Zales.

## **DEPUTY SECRETARY OF EDUCATION/COMMISSIONER'S REPORT**

Commissioner Zales' written report is made part of these minutes as "Attachment A."

### Pennsylvania Heritage Magazine

Zales brought to the attention of Council the Rare Collection's Library coverage, which is the feature article in the Winter 2006 edition of *Pennsylvania Heritage Magazine*, a quarterly publication of the

Pennsylvania Historical and Museum Commission and the Pennsylvania Heritage Society. The article was authored by Solarczyk who reported on her positive collaboration and the excellent photography and layout by the *Pennsylvania Heritage Magazine* staff. The first time the Pennsylvania Historical and Museum Commission focused on this collection was an article covered in the Spring 1986 edition authored by then Rare Books Librarian Barbara Deibler.

Susan Solarczyk announced her retirement from the Office of Commonwealth Libraries as of January 19, 2007.

#### Retirement of Susan Solarczyk

Zales thanked Susan Solarczyk for her service. Ms. Solarczyk began her career as a history teacher and later became a school librarian, public librarian, system administrator, district consultant, Keystone Park, Recreation and Conservation Program administrator in the Bureau of Library Development, and then Executive Assistant to the Deputy Secretary for Libraries. She brought a wealth of knowledge, background, wit and experience to the position and will be greatly missed. Solarczyk will be formally recognized at the March DLC meeting.

#### Reorganization in the Department of Education

Reorganization within the Department of Education will take place in several stages and the process, as it affects the Office of Commonwealth Libraries, will become effective in early February 2007. School Library staff (John Emerick, Lynn Moses, Crystal Patterson, and Betty Hawkins) will leave the Bureau of Library Development and transfer to the Bureau of Teaching and Learning under the Deputy Secretary for Elementary and Secondary Education. Secretary Zahorchak's intent is to take advantage of the value of a strong school library program as part of the overall school curriculum. Ed Volbrecht, Bureau Director of Teaching and Learning, made assurances that the work accomplished by Cole and Emerick would be advanced into the school community. The administration has also given assurance of support for Council to continue a strong and growing role with school libraries.

The POWER Library and Access PA programs will remain with the Office of Commonwealth Libraries. A formal written agreement is needed between the Bureau of Library Development and the Bureau of Teaching and Learning that states what the school library development advisors will be doing and what will be covered by the Office of Commonwealth Libraries' federal LSTA funds. A similar agreement was recently signed with Adult Basic and Literacy Education (ABLE) because a portion of the Resource Center is funded through the ABLE budget. An additional agreement is in place with Career and Technical Education. Cole will be scheduling regular formal meetings to ensure things proceed as expected.

There is concern over the LSTA component because of the extent of our latitude in continuing the use of LSTA funds for an administration that is beyond the State Library Agency (SLA). The Agency recognizes that we have an obligation to fulfill the requirements and statutes of LSTA funds in administering the federal IMLS program. The Office of Commonwealth Libraries cannot in any way jeopardize our eligibility and status with the federal agency.

The School Library Services Division also includes the Resource Center, which will be moved and compacted as part of the reorganization. Susan Barron, current researcher in the Resource Center, will provide research services directly to the Press Secretary's Communications Office. The Resource Center has recently completed some fine work for the administration and conducted extensive research for the Secretary by contacting the other forty-nine states to gather information. Charlene Whitcomb, current secretary for School Library Services, will move to the Legislative Liaison Office. The result is the Bureau of Library Development will be left with one division—the Division of Library Improvement.

Mitchell, on behalf of the school library community and Council complemented Emerick on his excellent work advocating for school libraries and his strong liaison activities. He commented that the strength of these programs is vital and Emerick needs to continue his visibility in the field; including his

work with Access PA, POWER Library and other high profile items. Mitchell also noted that there is an opportunity within this reorganization to gain recognition within the academic community. This is a historical change and it will be critical in the way these opportunities are presented to PSLA.

Zales commented that the school library community would know about the reorganization before the annual PSLA conference in April. Strengthening Council's role and continuing their involvement with school libraries will make it easy to return school libraries to the Office of Commonwealth Libraries should this decision be revisited. The Pennsylvania School Librarians Association (PSLA) has invited Council to hold an Open Forum at their conference in April. Council is encouraged to continue their relationship with PSLA and to participate in their annual conference.

Emery noted that especially in urban areas there are so many schools without librarians and some without libraries. The point should be made that every school needs to have a library. Cole and Emerick will be meeting with the Philadelphia School Librarians Association as a number of their elementary school libraries have closed. The Pennsylvania regulations state that every school shall have a school library. It does not mandate a librarian but it does mandate a library. There are also some very low standards on the materials that libraries should have. The Office of Commonwealth Libraries has supplemented the regulations with guidelines and most school districts try to follow the guidelines. This is a point that we would like to pursue.

Another component to the agency's reorganization is a new deputate has been added to the Department of Education – Office of Child Development and Early Learning which emphasizes birth through age three. The staff within the Department of Education working with this age group will be combined with staff working with that same age group in the Department of Public Welfare to form the new deputate. Deputy Secretary Harriet Dichter will be responsible for over 100 staff members. Not all staff will move into the Education Building because there is not adequate space; therefore, the deputate will be split into two separate buildings. Making room for the new deputate is partly what initiated the downsizing of the Resource Center.

#### Proposed Amendments to the Library Code

The Department of Education has invited amendments to both the Library Code and School Code. The Office of Commonwealth is proposing amendments in four areas of the Library Code:

- Allow the special purpose library tax to be other than a property-based tax. Opening the possibility of another tax base will add flexibility. It may be possible to stimulate additional local support with the state aid subsidy now restored to \$75+million. Mitchell added that to move away from the property tax base is a priority for county commissioners. Mitchell moved to accept the amendment. Gallivan seconded the motion. The motion carried unanimously.
- Change the name of Council name to *Governor's Advisory Council on Libraries*. This was discussed in the Bylaws committee and although the name in Code is Advisory Council on Library Development, Council is referred to as the Governor's Advisory Council because members are appointed by the Governor. Dropping the words "Library Development" removes what can be interpreted as an exclusive involvement with the Bureau of Library Development and broadens the scope for the Council to work with all types of libraries. Adding the word "Governor's" will formally recognize it Governor appointed. Cate moved to approve Council's name change. Gallivan seconded the motion. The motion carried unanimously.
- Change the composition of the Council. This recommendation requires action of an executive committee, which Flynn will convene. Currently the composition is: six lay representatives, three professional librarians, and three trustees. Twelve members is an appropriate size. The same categories would be retained with different numbers of representatives assigned to each. Gallivan made a motion for an executive committee to discuss the composition of Council. Sobina seconded the motion. The motion carried unanimously.

- Expand and clarify the Powers and Duties of Council. The intent is to strengthen the role of this Council, to keep a strong connection to school libraries, to broaden the scope of Council with academic libraries, and to underscore the authority of Council to take on roles such as that of the Rare Book Committee. Council currently administers this committee but broadening the scope and authority of committees could be formalized.

Cate moved to accept this motion; Mitchell seconded the motion. The motion carried unanimously.

- Initiate an Executive Librarian Certification. The intent is to prepare MLS librarians with the added administrative, management, and marketing skills needed to assume leadership positions in District Library Centers, Systems and other major libraries. Library directors of our state’s major libraries have acquired much experience with many working in their positions 20+ years. It is likely these directors will be moving out of these positions due mostly to retirement within the next five years. Library boards may not look for the skills that the incumbent brought to the job but will look at the skills with which that incumbent will leave that position. There is no academic coursework that can provide that life experience but the expectation is to shorten the learning curve by preparing librarians for a leadership role.

The Office of Commonwealth Libraries will form a committee to investigate Executive Librarian certification. Although the preference is that this certification be statutory, grandfathering of librarians in their current positions would be involved. We would like our librarians to undergo this preparation in five years to prepare them for leadership and to invite any MLS who is interested in pursuing leadership to undergo this coursework and present this preparation to Boards seeking library directors. Library education schools would be invited to develop this curriculum and make it available as an online curriculum.

Gallivan moved for Council to accept and support this concept. Flynn seconded the motion. The motion passed unanimously.

- Involve the Office of Commonwealth Libraries in the Public Library Subsidy funds distributed at the system level. Most money in the state aid formula is distributed through systems over which the Office of Commonwealth Libraries has no influence. Currently, the district library center aid is distributed and the services provided as a result of the district level negotiations in which every district library center and the Office of Commonwealth Libraries participates. Also county coordination aid is paid as restricted receipt money to fulfill a plan approved by Office of Commonwealth Libraries. There are situations across the state where there is not enough local control and influence over system level distribution formulas and other cases where there is too much; therefore, it is appropriate the Office of Commonwealth Libraries be party to that distribution. As plans are made for the use of county coordination aid, overall state aid would become part of the overall plan. The motion is twofold: To restore the formula to an incentive-based formula and to initiate a role for the Office of Commonwealth Libraries in the distribution of system level funding. Gallivan moved to accept the motion. Emery seconded the motion. The motion carried unanimously.

Cole noted that the involvement in the system state aid distribution formula is not a separate plan, but is intended to be made part of the county coordination plan, which we approve. We do not want to propose a sub-formula where the system formula is identical to the formula in the Library Code because there are benefits when the system has some flexibility. There needs to be money available for actual services to libraries. We want to balance both sides.

## COMMITTEE REPORTS

### **Rare Books Renovation Project** – Dr. Larry Nesbit

Nesbit announced that we now have \$600,000 in Letters of Commitment to DGS. At the last meeting, we agreed to a \$75,000 Letter of Commitment. This additional Letter of Commitment may not be needed. The project is expected to be completed soon.

Nesbit distributed the financial reports for the Rare Books Project, which is made part of these minutes as "Attachment B." He noted that the report provided at the November meeting was inaccurate but this copy reflects corrected information. Cate moved to approve the financial reports as submitted. Gallivan seconded the amended motion. The motion carried with one abstention.

The \$416,000 IMLS grant was awarded to the Office of Commonwealth Libraries with PALINET as fiduciary agent. The purpose of the grant is twofold: First is the research to validate the methodology used in the vault as well as preserve paper-based materials for a minimum of 200 years with almost no degradation; and to ascertain if paper ages differently in different geographic and environmental locations of the Commonwealth by collecting data from thirteen library sites around the Commonwealth. The National Archives and Records Administration is involved with the grant and will act as a test site. Second is the dissemination. Working with PALINET, we will disseminate the research findings through conferences and publications.

The \$250,000 match for the Save America's Treasures grant is included in the Rare Books account. Nesbit asked that the conservation work under this grant be moved ahead more expeditiously as only twelve volumes of the Assembly collection were preserved in the first year of the two-year grant. About 220 more need to be done to meet the grant objectives. Council asked that the Rare Books Committee send a letter to the Conservation Center for Art and Historical Artifacts (CCAHA) emphasizing the urgency of the situation and to reinforce the conversations that Carr has already had with CCAHA. Nesbit reported expenditures to date of \$16,000 have come from the matching funds. None of the grant funds have yet been expended.

Cate moved that Council send a letter to CCAHA to expedite the completion of the conservation work. Gallivan seconded the motion. The motion carried unanimously.

Rusnov has been contacted to submit the Rare Books Library for the International Illumination Design Award. If submission is not possible this year, the lighting design will be considered for submission next year.

Carr will submit a Rare Collections Library program proposal for the June 2008 ALA conference.

### **Bylaws**

The Bylaws were presented for acceptance. Cate noted a typographical correction to be made under Section 1, correcting "disproved" to "disapproved". When or if there are statute changes, the Bylaws committee will reconvene. Mitchell moved to approve the Bylaws. Stephanoff seconded the motion. The motion carried unanimously.

According to the Bylaws, the Chair of Council shall nominate a Vice-chair to be confirmed by the Council to serve in the absence of the Chair. The appointment is for one year. Flynn moved to nominate Stephanoff to be Vice-chair. Sobina seconded the motion. The motion carried unanimously.

Flynn noted that a number of committees will be formed but those appointments will await the action of Council at a later date.

### **Advocacy-David Mitchell**

Mitchell thanked Solarczyk for the fine overview she presented to Senator Robert Robbins on the Rare Books Room and the Law Library. Senator Robbins was most impressed with her explanation of the rare and historic materials in the Collection.

Mitchell met January 8, 2007 with Senate and House staff regarding the Knowledge Initiative and continued funding for the Rare Books Room project and the Law library. The Knowledge Initiative will be a cooperative project with the Departments of Education and Community & Economic Development. Several meetings have taken place between representatives from each department and Mitchell also met with several chairmen of the regional planning agencies to solicit their support. PaLA is also very

supportive and involved in this initiative. Mitchell noted that for the last twenty-five years, he has worked in both the economic development and library sides and will be able to work easily with both communities in developing the Knowledge Initiative. If successful, scientific and higher level databases will be purchased at considerable savings through statewide licenses and contracts and made available through academic libraries to small high-tech and bio-tech businesses. New Jersey has a similar program in place. Pennsylvania proposes to fund this initiative at a level of \$6 million though funding is not expected to be part of this year's budget.

## **BUREAU REPORTS**

### **BUREAU OF LIBRARY DEVELOPMENT –BARBARA COLE**

#### Futures Conference and Role of PALINET Member States

Cole distributed a written report on the Futures conference. She reported that five state library agencies in states covered by PALINET are collaborating to sponsor a library futures conference May 7-8, 2007 in Atlantic City, New Jersey.

#### Statewide Digitization Advisory Committee

The Pennsylvania Advisory Committee on Collaborative Digitization representing the State Library, academic libraries and historical organizations, has existed for over a year. Those items identified, as being the most important in Pennsylvania's history would be the first to be digitized. We would also like to increase the quantity of materials that can be digitized and improve the management and preservation of the digital resources.

A technical working group is addressing issues such as the need for digital preservation and preservation of the physical object. The Purchase of CONTENTdm software on a statewide license provides to any library that would like to do so, the ability to store their digital content on our server at Access Pennsylvania. We continue to receive collections every week. For example, the Johnstown flood collection and Bryn Mawr, Swarthmore and Haverford are collaborating so many of their digitized collections will be on our CONTENTdm server. This is a physical way to make digital resources available. It is not a repository of the actual digital images but something similar to a union catalog that will tell us where the digitized collections are located. This activity will assist in the collection development process and make this a rich library for the entire state.

### **BUREAU OF STATE LIBRARY-CARYN CARR**

#### Pennsylvania Newspapers

The State Library has the most comprehensive collection of Pennsylvania newspapers, which is available in three formats (paper, film and digital) dating from the beginning of printing in Pennsylvania. Researchers make effective use of all three formats.

The State Library was awarded two NEH grants to film newspapers and is currently in the third year of our second grant. This grant will no longer be available in its current form for filming but will become a national newspaper project digital grant for which we are interested in making application. Through this project, the Statewide Resource Centers, including Pennsylvania State University and the State Library, started a Pennsylvania Civil War newspaper site. Penn State is the administrator of this site and the State Library provided the newspapers for the site. This site has been noted as the second best Civil War newspaper site in the nation following Virginia.

The State Library has been asked to be part of a national IMLS 21<sup>st</sup> Century Leadership grant. This grant is to provide seminars in two states and nationally. The title of the grant is *Speaking Ahead, Training Now, Designing for Newspaper Digitization Training Model for Statewide Collaboration*. The participants are the State Library of Washington, OCLC Western Service Center, PALINET, the Tribal College Libraries of the Western Area, and the State Library of Pennsylvania.

The goals of the institute are to develop and test two states as models of project training. The two states are expected to complement and support collaborative newspaper digitization and to present two national one-day seminars. Scholarships will be available to librarians to learn best practices, to establish standards for digitization, to prepare newspapers for digitization, to create a permanent web access to the collective presentations and to issue reports for future development of websites and projects.

The State Library purchased 2,207 microfilms of newspaper film from ProQuest. Staff is integrating that microfilm into our current newspaper film collections. Staff are inventorying and wrapping all newspapers in preparation for their move into the repository within the Rare Collections Library. As a result of a concerted effort to update bibliographic records, staff identified forty-four new titles that were not in the catalog and therefore not accessible to patrons. Staff also located fifty titles that were thought to be only in film but existed in paper form as well. These are significant finds.

#### Paneling in the Main Reading Room

Eighteen months ago, a major restroom leak allowed water to seep into the paneling behind a wall in the Main Reading Room. As the paneling was removed, a considerable amount of mold was present and the paneling was beyond restoring. The Capitol Preservation Committee will replace the paneling attempting to match the original wood and grain. A negative containment was built to contain the mold. Completion is expected early April 2007.

### **ACTION BY COUNCIL**

#### Role of Council in Appointments to Council Committees - Zales

Zales asked that Council formalize the procedure whereby committees are appointed. Zales has been working with Tom Gluck, Executive Deputy Secretary with the Department of Education, on filling current and projected vacancies. Gluck is concerned in particular how Council selects and appoints members to subcommittees such as the Rare Books Renovation Committee.

Zales proposed the committee chair appointed by Council identify the responsibility of the committee and the skills needed to accomplish the committee's work. The committee chair will identify the appropriate size and composition of the committee, submit the names of those individuals to Council for review, approval and appointment. This process would become the formalized procedure.

Chairman Flynn called for a motion to accept the proposal as Zales described for Council Sub-committee formation. Gallivan moved to formalize the committee formation process. Stephanoff seconded the motion. The motion carried unanimously.

Zales noted this procedure may call for refinement as committees are formed. Therefore, it was recommended the procedure become part of the Bylaws to assure regular review.

#### Allocation of Discretionary State Aid to Public Libraries Subsidy - Zales

Zales asked for Council's endorsement in the use of discretionary monies that will be available after paying out the state aid subsidy. Zales distributed a handout to Council for consideration. That handout is made part of these minutes as "Attachment C". Act 97 of 2006 required that 2006-2007 be distributed in the same amount per library as was distributed in 2002-2003. Any remaining funds were to be distributed under the discretion of the State Librarian. Zales presented options as described in the Attachment. Council supported the option where remaining funds would be distributed evenly among the four libraries that entered the state aid program in 2006-2007 with each receiving \$1,561.48: Horsham Public Library, Montgomery County; North Wales Memorial Free Library, Montgomery County; Sewickley Township Public Library, Westmoreland County and Spring Township Library, and Berks County. Gallivan moved to endorse the described distribution. Emery seconded the motion. The motion was carried unanimously.

Acceptance of Mission Statement - Solarczyk

The revised Mission Statement is as follows:

*The Governor's Advisory Council on Libraries formulates plans, recommends policy and advocates for strong library services and initiatives that enable all Pennsylvanians to be inspired, productive lifelong learners.*

Mitchell moved for acceptance of the Mission Statement. Gallivan seconded the motion. The motion was carried unanimously.

Executive Committee Appointment

Flynn indicated that he would like to appoint the executive committee with appointment of the remaining five committees at a later date. He asked that Council provide input on the committees on which they would like to serve and in which committees they are interested.

Flynn nominated Gallivan to serve on the executive committee in the upcoming year. Mitchell seconded the motion. The motion was carried unanimously.

**OTHER ANNOUNCEMENTS**

Nesbit announced that there is a need to lobby to secure funding to preserve the transitionally rare books and the law library. Flynn recommended that Mitchell work with Nesbit on advocacy, as he is very much a library supporter.

May 1 - 2, 2007 are scheduled ALA Legislative Days in Washington, D.C.

**2007 COUNCIL MEETINGS**

March 13	Harrisburg
June 12	SCI Forest, Marienville
October 14	Pennsylvania Library Association Annual Conference, State College

**ADJOURNMENT**

Gallivan moved to adjourn. Cate seconded the motion. Flynn adjourned the meeting at 12:30 p.m.

Respectfully submitted,

Rita J. Harries, Executive Secretary  
Office of Commonwealth Libraries