

**GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT
MARCH 10, 2009**

**James V. Brown Library
19 East Fourth Street
WILLIAMSPORT, PA**

MINUTES-APPROVED

Present: Kathryn Stephanoff, Vice Chair
David Belanger
Dr. Robert Gallivan
Helen Miller
Cynthia Richey
Raymond Sobina

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

Office of
Commonwealth Caryn Carr, Director, Bureau of State Library
Rita Jones, Executive Secretary, Office of Commonwealth Libraries
Matthew Kane, Assistant to Deputy, Office of Commonwealth Libraries
Susan Pannebaker, Acting Director, Bureau of Library Development

Guests: Barbara McGary, District Consultant, James V. Brown Library
Jeffrey Swope, Assistant Director, James V. Brown Library
Karen Temple, District Consultant, James V. Brown Library
Janice Trapp, Director, James V. Brown Library

WELCOME & INTRODUCTIONS

Vice Chair Stephanoff convened the regularly scheduled meeting of the Governor's Advisory Council on Library Development at 10:10 AM in the Lowry Room, Welch Wing of the James V. Brown Library in Williamsport, PA. She began by thanking Janice Trapp and her staff for hosting the meeting. Following a tour of the new Welch Wing Trapp offered an overview of the North Central District and the challenges of serving an 11 county district. She described the districts organization, summarized their recent renovations and highlighted outreach programs as their priority. Joining the Director today is Jeffery Swope, the Assistant Director; and two library consultants, Barbara McGary and Karen Temple.

ADOPTION OF THE MINUTES OF THE JANUARY 13, 2009 MEETING

Stephanoff requested a motion to approve the minutes from the previous meeting, held on January 13, 2009 in the Forum building in Harrisburg. Gallivan motioned and Miller seconded it. Richey abstained as she did not attend the previous meeting. The minutes were adopted by Council.

COMMISSIONER'S REPORT

Deputy Secretary Mary Clare Zales began her report by thanking Janice Trapp and her staff for graciously hosting the meeting and for providing a tour of their facilities prior to the meeting. Zales relayed the regrets of Sara Jane Cate for missing the meeting and conveyed her thanks for the well wishes sent by Council members. Zales provided an update on the Institute for Museum and Library Services (IMLS) leadership grant, stating that the Office of Commonwealth Libraries will request an extension this summer to allow all aspects of the study to be accomplished. PALINET was encouraged to do a nationwide workshop September 15, 16, & 17, 2009 in the

Harrisburg Forum auditorium titled *The Pennsylvania Study Symposium on Preservation*, details are forthcoming. This symposium will be in addition to their web-based training.

Zales shared some of the impact of the 2009-2010 budget reductions on staff. The operating budget for the State Library was reduced from \$4.8 to \$2.3 million for the 2009-2010 fiscal year. The press published a staff reduction of 51 employees, but in reality, it will be 20-25 staff furloughed. The top two priorities for the State Library will be preservation and access: preservation of the collection and public access to the library which is currently open 6 days a week for a total of 48.5 hours. Zales is working for the best possible balance the budget will allow between access and available staff. Zales expressed a hope for the State Library operating budget and all library appropriations as the Education Hearings will be held later in the month.

There was discussion about contacting legislators and a draft of talking points for members when voicing their opinions, either as individual citizens or as Council members. A suggestion was made to draft a letter on Council letterhead in order to express the collaborative opinion of all members. Belanger motioned and Gallivan seconded it.

COMMITTEE REPORTS

Preservation-Robert Gallivan

Gallivan reported on the status of the paper analysis study which will test the aging properties of 10 representative types of paper at 15 sites across the state. The certificate of occupancy will be the final step before beginning and it is close to being signed off on. The paper will be assembled into books and brought to each of the sites throughout March and April with June as the goal for task completion.

ACTION ITEMS

Assessment of the Monessen District Library Center-Susan Pannebaker

Pannebaker reported on the current status of the Monessen District Library Center and summarized the progress made. Since their district center status is in jeopardy; the library has changed personnel, raised funds, reduced operating hours, and is re-negotiating its health plan in order to cut back on costs. In order to make a sound determination on the capacity of the Monessen District to continue to provide district services the district committee will visit the Monessen Library. This visit is tentatively scheduled for April 2009. Sobina requested a list of performance standards to be used as a guideline for comparison. Zales suggested a good starting point would be to view the eligibility requirements as well as critiquing how they solve problems and relate with the community.

Public Library Standards in Difficult Economic Times-Matt Kane

Kane distributed a draft for discussion outlining guidelines for the continuation of maintaining library standards while in times of economic distress. He outlined the criteria and priorities that must be met in order to grant requests of waivers and extensions of time. See attachment A. Council discussed their reactions to the draft and a motion was made to accept the document as official guidelines. Gallivan so moved and Richey seconded the motion. "*State Aid to Public Libraries Eligibility Standards 2009-2010 Criteria*" was accepted by Council as the guide to use as requests for waivers are received from libraries. Despite difficult economic times, standards are still important.

Committee Assignments-Clare Zales

Zales presented, for discussion, an outdated copy of Council committee assignments. It was suggested each committee have approximately four members including a chairperson and a liaison from the Office of Commonwealth Libraries. The committees were assigned as follows: Bylaws-Ray Sobina, Chair; Cindy Richey; Helen Miller; Sara Jane Cate; with Matt Kane as liaison. Legislative-Sara Jane Cate, Chair; Robert Gallivan; Dave Mitchell; Phil Albright; with Clare Zales as liaison. Rare Books Restoration-Larry Nesbit, Chair; Bob Gallivan; David Belanger; Helen Miller; Matt Kane, liaison. State Library-Kathryn Stephanoff, Chair; Ray Sobina; Cindy Richey; Larry Nesbit; Caryn Carr, liaison. Ad Hoc on Systems Distribution of Funds-Cindy Richey, Chair; David Belanger; Kathryn Stephanoff; Helen Miller; Susan Pannebaker, liaison. Ad Hoc on District Library Center Study-Kathryn Stephanoff, Chair; Ray Sobina; Phil Albright; Cindy Richey; Susan Pannebaker, liaison. A motion was made by Richey and seconded by Gallivan to accept these committee assignments. The document part of minutes as Attachment B.

Convening of the State Library Committee-Matt Kane

Kane requested the members of the Ad Hoc Committee on Systems Distribution of Funds committee remain after the Council meeting to convene. This committee consists of: Cindy Richey, David Belanger, Kathryn Stephanoff, and Helen Miller.

BUREAU REPORTS

One Book Every Young Child-Susan Pannebaker

Pannebaker announced the upcoming kick-off event for the 2009 Pennsylvania One Book Every Young Child program is being held March 31, 2009 at the Capitol Rotunda, Harrisburg. Wendell and Florence Minor, authors of this year's book, *If You Were a Penguin*; will be at the reception and will sign books.

Dr. Pam Schiller is the keynote speaker for the Early Learning Forum which is scheduled on May 1, 2009 at the Harrisburg Hilton. The topic is getting ready for kindergarten with an emphasis on social and emotional readiness.

Summer Reading preparation for the PA Secure ID-Susan Pannebaker

In hopes of becoming part of the Pennsylvania Information Management System (PIMS) that the Pennsylvania Department of Education is using to collect information about student success longitudinally, the Bureau of Library Development has asked that any libraries that use the online summer reading software collect name, school and grade attending in the fall so that as more data elements can be added to PIMS libraries will be able to have information on summer reading be added to a student's record. Hopefully this will demonstrate that children who read during the summer will maintain reading proficiency.

Strategic Plan-Susan Pannebaker

The Bureau of Library Development is moving forward with the strategic plan developed last fall. We are working with HSLC to provide technology consulting services to public libraries. A person should be hired by late spring to begin that work. Bonnie Young and a committee of librarians from across the state have begun work on a voluntary certification and education plan for trustees. Diana Megdad has begun sending out information on grants and fund raising possibilities on the public library listserv. Diana has also been busy finishing up the long-range plan for the Keystone grant program.

Trustee Institute-Susan Pannebaker

This year's Trustee Institutes will be held April 3 & 4 in Mars (Pittsburgh) and April 24 & 25 in Grantville. Karen Hyman, Executive Director, South Jersey Regional Library Cooperative will be the keynote speaker. Sessions topics will include board governance, funding, library buildings and Web 2.0 among others. So far there are about 400 people registered.

REFolution Conference-Caryn Carr

Reference services are evolving rapidly in response to changing customer demands and newly available technologies. To address this evolution, PALINET is holding the REFolution conference to prepare today's reference librarians for the challenges that lie ahead. The conference, *REFolution: Reference Services in a Constantly Changing World* will be held April 6-7th, at the Holiday Inn in Grantville. Highlights Include: Pre-Conference Question Point User Group Meeting, Keynote address by Marie Radford, Rutgers University titled: "SCILS: Foreshadowing Reference Futures: Far Out or Forthcoming?" The Office of Commonwealth Libraries is co-sponsoring this conference through LSTA funds.

ALA Pre-conference cancellation-Caryn Carr

The ALA, LLAMA Pre-Conference scheduled to be presented at this years ALA Conference has been cancelled due to the current budget situation. This program *Preserving Rare Materials: Optimal Environments for Paper-Based Collections* was well received by the LLAMA Program Committee and they were disappointed in this cancellation. The presenters were to be M. Clare Zales, Cornelius Rusnov, Jane Smith Stewart, and Rachel Onuf. The ALA program committee asks that we consider offering this Pre-Conference in the future.

LYRASIS Merger-Caryn Carr

Carr reported that PALINET and SOLINET member organizations will merge to become Lyris on April 1, 2009.

2009 Council Meetings

May 1, 2009 – School Librarians Annual Conference Open Forum (State College, PA)

June 16, 2009 – Council Meeting (Harrisburg)

September 15, 2009-Council Meeting (additional meeting added to calendar)

October 18-21, 2009 – Pennsylvania Library Association Annual Conference (Harrisburg)

ADJOURNMENT

Stephanoff requested a motion to adjourn. Gallivan motioned and Richey seconded the motion. Stephanoff adjourned the meeting at 11:55 AM.

Respectfully submitted,

Rita Jones, Executive Secretary
Office of Commonwealth Libraries