

GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT
JULY 11, 2006
ALLENTOWN, PA

MINUTES
MINUTES APPROVED

Present: Matthew Flynn, Chair
Kathryn Stephanoff, Vice Chair
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
Commonwealth
Libraries: Caryn Carr, Director, Bureau of State Library
Barbara W. Cole, Director, Bureau of Library Development
Rita Harries, Executive Secretary, Office of Commonwealth Libraries
Susan Solarczyk, Executive Assistant, Office of Commonwealth Libraries

Guests: Kathy Kneiss, Consultant Librarian, Allentown Public Library

Allentown Public Library Presentation

Library Director Kathryn Stephanoff presented information about the Allentown Public Library. With 75,000 registered borrowers and a branch library on the south side of the city, the library currently addresses the needs of a community that is very different from the community in place when the library opened. The Allentown Public Library also serves as the district center for Lehigh and Carbon counties. Stephanoff spoke of the relationship that developed between the library and the Allentown City School District. Because many center city children do not have male role models, the library hired several young men for children's room positions and for other staff positions to fill the need for a positive, literate male role model. Kathy Kneiss noted that the library has a very active children's area and has reached an all-time high for their summer reading program.

JULY 11, 2006

Chairman Flynn convened the regularly scheduled meeting of the Governor's Advisory Council on Library Development at 10:00 a.m., July 11, 2006 in the conference room of the Allentown Public Library, Allentown, Pennsylvania. He expressed appreciation to Stephanoff for her invitation to host the meeting at their library.

CHAIR'S REPORT

Passing of James Byrnes

Council member Jimmy Byrnes passed away July 4, 2006. Stephanoff presented a tribute to Byrne and asked that the document be made part of the record. Flynn requested that the tribute be sent to the Byrnes family and forwarded for publishing in the *Pennsylvania Library Association Bulletin*. Stephanoff suggested that the Mehoopany Library be permitted to apply for state aid this year for the first time. Mitchell made a motion that the State Library determine the eligibility of the Mehoopany Library for state aid. Gallivan seconded the motion. The motion passed unanimously.

Flynn asked that financial gifts in Byrnes' memory be sent to Jeanne Metcalf, payable to the Mehoopany Library. Zales noted that Byrnes was a very enthusiastic member of the Rare Books Room committee and attended regular Council meetings and committee meetings even when he was very ill.

Nomination of Neal Rusnov for PaLA Certificate of Merit

Cornelius Rusnov, the Department of General Services architect responsible for the Rare Books Room project has gone far beyond the normal architect's role. Flynn asked that Council nominate Rusnov for a 2006 Pennsylvania Library Association Certificate of Merit. The nomination was approved.

Nomination of Clare Zales to COSLA Executive Institute – July 2006

In June, Stephanoff nominated Zales for the COSLA Executive Institute to be held in Madison, Wisconsin in July. Stephanoff acted on behalf of the full Council because the nomination was due prior to this meeting. Flynn called for a motion to ratify the nomination as submitted by Stephanoff. Mitchell made a motion to accept the nomination of Clare Zales to the Executive Leadership Institute. Gallivan seconded the motion. The motion was passed unanimously. Zales noted her nomination has already been accepted and she will be a member of the Institute for 2006.

ADOPTION OF THE MINUTES OF THE MARCH 14, 2006 MEETING

Gallivan moved to approve the minutes of the March 2006 meeting as submitted. Mitchell seconded the motion. The motion carried unanimously.

DEPUTY SECRETARY OF EDUCATION/COMMISSIONER'S REPORT

2006-2007 BUDGET

Commissioner Zales' written report is made part of these minutes as "Attachment A." The \$26.1 billion State Budget which passed July 2, 2006 includes funding for all Department of Education new initiatives and an increase to \$75.5 million in the state aid to public libraries subsidy - a record public library appropriation. Unfortunately, the state aid distribution formula will not be run, but instead libraries will be paid an amount equal to what they received in 2002-2003, the last time the appropriation was at approximately this level, with consideration for changes in district designations and library status since that year. In addition, Senate Bill 651 suspends the standards for this year but re-institutes standards for 2007-2008. The budget also included a 4.6% increase in general appropriation that funds the Office of Commonwealth Libraries and the State Library.

In regard to those legislators in opposition to the formula, Mitchell suggested a plan of action before approaching next year's budget. Mitchell stated that most counties that support libraries will continue to do so but he is concerned that others may view the suspension of standards as a loophole to reduce or cut support. Flynn stressed that the standards must be reinstated not only to assure responsible distribution of the \$75.5 million appropriation, but also because Pennsylvania residents deserve the highest quality library service possible. Zales thanked Council for demonstrating their support with visits and phone calls during the high point of the budget negotiations.

Zales announced that an information gathering session at the March district and system meeting was successful and informative. Administrators were asked what services they need or want, what resources are needed to provide those services and what structure is best suited to providing the resources to meet the outcomes they want. Because district level services are too irregularly applied across the Commonwealth, this information will be used as a needs assessment. The Office of Commonwealth Libraries will work individually with districts to identify their strengths and weaknesses, intervene where we can and help them make the best use of their district money and local resources in order to provide better district services. Despite the legislation suspending standards for this year,

Commonwealth Libraries will work with libraries during 2006-2007 so they are prepared to fully comply with the standards for 2007-2008.

At the March Council meeting, a committee was formed to work with the Bureau of Library Development to develop guidelines to help facilitate a district - system relationship that would allow eligible systems to provide the district services. Because of the suspension of standards and the distribution formula, that committee will not be convened and; therefore, those who volunteered to help are released from that role. However, Council will need to be involved as this issue develops and Library Development will request Council's support and formal action as we move through the next year.

Zales provided an update of the recent tour of the Rare Book Room by Education Secretary Gerald Zahorchak. The depth of questions asked about the collection, the technology involved, and our placement on a national scene were gratifying. The Secretary and his cabinet also toured the Rare Book Room.

Secretary Zahorchak reports regularly to the State Board and most recently chose to focus on the virtual reference and summer reading programs as highlights of programs occurring in the library community. This is newsworthy as libraries have previously not been included in reports to the State Board.

COUNCIL REPORTS

Federal Legislative Day – Washington, D.C.

Gallivan noted that the May 1 and 2, 2006 event was well organized and that particularly on the Senate side, the aides were very receptive to the library community's needs and concerns. Gallivan noted that these meetings help lay the groundwork for future rapport and that it is worthwhile to be persistent and continue the effort each year.

Mitchell commented that this was the best event he has attended on Capitol Hill and had reported on several productive meetings. Mitchell reported on his discussions with an aide from Senator Santorum's office and with Representative Sherwood's chief of staff. Sherwood is a member of the House Appropriations Committee. Mitchell stressed the importance of attending Legislative days to develop important personal ties.

Carr added that Congressional aides are very interested in the Rare Book Room project.

Pennsylvania School Libraries Association Meeting-May 5, 2006

This Open Forum was a productive question and answer session. The school librarians appreciated Council members and Office of Commonwealth Libraries staff taking the time to participate in this meeting. Mitchell, who chaired the forum, expressed his appreciation for Council support. Flynn asked that Council read the report from this Open Forum included in the meeting packet.

COMMITTEE REPORTS

Rare Books Renovation Project – Dr. Larry Nesbit, Committee Chair

The project is no longer on schedule and may no longer be under budget. Lighting issues that were resolved on January 30 unraveled February 1; however, the correct lighting fixtures will be installed. Of great concern is the fire suppression misting system, which requires stainless steel pipes not manufactured in the United States. The lighting and the stainless steel pipes were important issues because the walls and ceilings cannot be enclosed until this work is completed. Those problems are resolved; however, it cannot be determined how much of the project will be finished or to what level it will be finished for the ribbon cutting.

Due to May primary election results, Representative Zug and Senator Jubelirer will leave office and the Rare Books Committee will lose several strong supporters. The Lieutenant Governor and DGS Secretary Creedon continue to offer support. This project is a great tribute to Jimmy Byrnes for each time Jimmy visited Harrisburg, he made important contacts. Two weeks ago Rusnov indicated that this project is a DGS construction priority. Council has the capacity to build connections with new legislative leadership once they are identified.

The full Council membership, Governor and Judge Rendell, Lieutenant Governor Knoll and House and Senate leadership will be invited for the ribbon cutting ceremony and a luncheon may follow the ceremonies. A projected budget for a public event was submitted at the last Rare Books committee meeting since it was felt the library community should have the opportunity to celebrate in the success of this project. Nesbit recommended to the committee that the event take place at the Hilton with Ralph Archbold (Ben Franklin) included in the program and key supporters who are not able to attend be videotaped. With a projected cost for this event of \$16,000, committee members Giannelli and Schmedlen felt this amount was excessive; therefore, costs will be streamlined.

Flynn expressed the concern of the Council that if the project is not sufficiently completed, those of influence attending the ribbon may question where the money went. Therefore, it is more feasible to invite them to the Grand Opening once everything is in place. Nesbit noted that Schmedlen selected this date as it coincides with the Centennial celebration of the Capitol.

Nesbit stated that the Rare Book committee will meet July 13 to resolve ribbon cutting issues. The goal is to have the project looking as close to completion as possible in the areas the public access. One concern is that contractors working overtime to meet the deadline will increase costs. Mitchell recommended the focus be moved from the room to the materials and to have the rare books displayed in a professional manner.

Carr reported that Save America's Treasures grant funds will conserve six Assembly Collection volumes in time for the ribbon cutting and these will be on display in the rare books reading room. At least the 422 Assembly collection volumes will be moved into the vault prior to the event but there isn't time to move the full contents of the current rare book room. Rusnov feels that the project can be completed if no additional problems arise. Council felt it appropriate that money be spent on overtime to finish the project. Kathryn Stephanoff agreed to ask Secretary Creedon for assistance in having the project completed by the time of the ribbon cutting to the point where neither state government nor the Council will suffer embarrassment or criticism.

Nesbit reported on the need to return to Washington, D.C. to speak with the Pennsylvania delegation about the requested \$5.5 million to continue preservation work to include the transitionally rare and the law library. Council approved that Nesbit should travel to Washington DC in September or October with Rusnov and Zales to reinforce the need for these funds.

Nesbit submitted a budget summary of expenditures from April 1 to June 30, 2006. Gallivan moved to accept the expenditures. Mitchell seconded the motion. The motion was passed unanimously. This report is made part of the minutes as Attachment "B."

Zales reminded Council they authorized a Letter of Commitment in the amount of \$400,000 to defray expenses beyond those that can be absorbed by the project amount. That money has now been encumbered and DGS is requesting a second open ended Letter of Commitment. Department of Education Counsel would not support an open request but did authorize an amount of up to \$175,000. With this funding made available Council gains confidence the construction will not halt if costs exceed the initial Letter of Commitment.

Mitchell made a motion that a Letter of Commitment in an amount not exceed \$175,000 be issued. Gallivan seconded the motion. The motion was passed unanimously. A Letter of Commitment for \$175,000 will be prepared and signed by Stephanoff and Zales and forwarded to DGS Deputy Secretary Resta.

DISCUSSION ITEM

Flynn introduced the need to review and update the standing committees of Council to reflect the changing role and responsibilities of Council. Flynn called for a review of current standing committees: Bylaws, LSTA, Planning, Legislative, Rare Books Restoration, Ad hoc in Allegheny County and PR. The ad hoc in Allegheny County, LSTA and PR are no longer needed. In order for Council to be more effective, committees were reassigned as follows:

- Bylaws – Gallivan, Chair; Members: Stephanoff and Grey with Solarczyk as Office of Commonwealth Libraries liaison. The Bylaws committee is expected to review and revise the bylaws by the next meeting.
- Preservation – Nesbit, Chair; Members: Zug and Emery, with Zales serving as liaison.
- Advocacy for Legislation – Mitchell, Chair; Members: Gallivan and Cate with Cole as liaison.
- State Library – Stephanoff, Chair; Members: Sobina and Vavrek with Carr as liaison.
- Flynn also introduced the idea of developing a mission statement for the Council that proclaims the work of the Council to the full library community. Sample mission statements from other councils and boards were distributed as a starting point. Flynn requested all members consider what they want the mission of the Council to be and to come prepared to discuss and decide on a mission statement during the Pennsylvania Library Association's annual conference in Pittsburgh on November 13th. Flynn asked Council to submit draft mission statements to Solarczyk who will in turn share them with Council before the discussion meeting in Pittsburgh.

BUREAU REPORTS

BUREAU OF LIBRARY DEVELOPMENT

One Book – Every Young Child – Barbara Cole

This project using Inside Mouse, Outside Mouse is a great success. Author/illustrator Lindsey Barrett George made more visits than her contract called for and helped to seal the program's success. The 2007 One Book will be A Splendid Friend Indeed by Suzanne Bloom and published by Boyds Mills Press. This book is a very different illustration style. Paperback and Spanish versions will be available. Sobina made a motion that a letter of commendation be sent to Lindsey Barrett George. Gallivan seconded the motion. The motion was passed unanimously.

20th Annual Trustee/Friends Institute – Barbara Cole

Preliminary evaluations of the Trustee/Friends Institutes were positive. Attendance numbers indicate there were more participants at this year's institutes than any prior individual conference. Attendance and program goals were met and as a result, this combined institute will be repeated.

Ask Here PA – Virtual Reference Begins in Pennsylvania – Barbara Cole

Vince Mariner is coordinating Pennsylvania's new virtual reference service, Ask Here PA. He devised numerous documents and plans for this project and was instrumental in initiating the trial phase that will begin in mid-July. The 11 participating libraries will ensure that the software is working properly and initial files will be set up that provide links to local library information. The program will be launched in September and will be operational 24/7 because worldwide OCLC question point cooperative is involved. Vince is participating in the development of a training program to accompany this project.

Bureau of State Library

Newspaper Project Phase II –Caryn Carr

Phase II of the newspaper project started by David Hoffman in 1986 is coming to completion. Sue Kellerman from Penn State University leads the NEH funded project that is now in its third and final phase. The State Library has purchased back files of microfilms or runs of Pennsylvania newspapers missing from current

holdings and many unfiled Pennsylvania newspapers have been identified. Beginning next fiscal year, the State Library is committed to continuing the purchase of all Pennsylvania print newspapers including every type of newspaper, weekly and daily currently not received at the library.

The next phase of the project will film newspapers from twenty-four counties and is predicated by copyright permissions and available funding. The newspaper project's ranking and selection criteria are being used as a national model. Letters of recommendation and support are being included for libraries that have strong feelings about filming of their local papers.

State Library Civil War Necrologies – Caryn Carr

Using a statewide license for CONTENTdm software, the State Library posted the digitized contents of sixty-four necrology volumes consisting of newspaper clippings from 1896-1904. The indexed necrologies of Civil War veterans, as well as other citizens from throughout Pennsylvania, include bits of community information such as fires, floods, and homes being built and destroyed by catastrophes, information which is vital to genealogists. The link, located on the State Library website, is recognized by several historical societies and nationally known by Genealogy Research.

Carr expressed concern that the House of Representatives wants to start their own library and reported to Council that another library is not needed because the State Library is capable of serving all three branches of state government. Although the House has an archives collection of bills and laws, a separate House of Representatives library may lessen the value and the need for a State Library in Pennsylvania. Because a professional law library is not included in the state court building now under construction in the Capitol Complex, the State Library has offered services for that facility. Staff could provide similar service to the legislature. State Library staff currently provides quarterly training sessions to the caucuses and routine and special request training for other house and Senate staff members. Zales is aware of this issue and Flynn suggested that she keep Council informed about this situation.

SPECIAL ANNOUNCEMENT

Flynn congratulated the Allentown Public Library for recent membership in the Foundation Center's Cooperating Collections Network.

FUTURE 2006 GAC MEETINGS

September 12	Harrisburg – Meeting will include Association Reports
Nov. 12-15	PaLA Conference – Pittsburgh
	Open Meeting scheduled from 3:30-4:45 on Nov. 12
	Mission Statement Discussion from 8:00-8:45 AM on Nov. 13

ADJOURNMENT

Gallivan moved to adjourn. Emery seconded the motion. Flynn adjourned the meeting at 12:25 PM.

Respectfully submitted,

Rita J. Harries, Executive Secretary
Office of Commonwealth Libraries