

**GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT
JANUARY 8, 2008
ROOM 317, FORUM BUILDING
HARRISBURG, PA**

**MINUTES
MINUTES APPROVED**

Present: Matthew Flynn, Chair
Kathryn Stephanoff, Vice Chair
Philip R. Albright
David Belanger
Dr. Robert Gallivan
Helen Miller
David Mitchell
Dr. Larry Nesbit
Cynthia K. Richey
Raymond Sobina

Office of
Commonwealth Caryn Carr, Director, Bureau of State Library
James Hollinger, Director, Bureau of Library Development
Rita Jones, Executive Secretary, Office of Commonwealth Libraries
Jeanne Metcalf, Administrative Officer, Office of Commonwealth Libraries
Susan Pannebaker, Advisor, Bureau of Library Development
Judy Townsend, Chief, Division of Public Services, Bureau of State Library
B.J. Urling, Outreach Supervisor, Bureau of Library Development

Guests Crystal Patterson, School Library Development Advisor, Bureau of Teaching & Learning
Sheri Rowe, Chief, Division of School District Planning & Continuous Improvement
Lance Simmons, Special Assistant, Office of the Governor

WELCOME & INTRODUCTIONS

Matthew Flynn welcomed the Council and began the meeting at 10:00 AM. M. Flynn introduced two guests: Sheri Rowe and Lance Simmons. Ms. Rowe works as a chief executive for the Bureau of Teaching and Learning. Dave Mitchell introduced Lance Simmons, special assistant to the Governor, in charge of local government and with whom he has worked closely for the past 6 years. Mitchell thanked Simmons for arranging for the first lady (among others) to view Rare Books Room and for being the point-man in the administration for various library issues and is considered a true friend of libraries.

L. Simmons thanked Council for the invitation and expressed his interest and excitement in working on strategies for the Knowledge Initiative project with Mitchell. Simmons reported on a meeting he had with the Secretary of Education, Dr. Zahorchak, during which they discussed strategies to influence the support of Secretary of the Budget Michael Mash.

ADOPTION OF THE MINUTES OF THE OCTOBER 14, 2007 MEETING

First action item on the agenda is the approval of the minutes from the previous meeting held on October, 14, 2007. A motion was made by R. Gallivan to approve which was seconded by K. Stephanoff. All were in favor and the minutes were adopted by the Council.

CHAIR'S REPORT

Flynn reported three Council members terms expire January 2008: Matthew Flynn, David Belanger, and Francenia Emery. Members interested in re-appointment were asked to submit a resume and a letter of request including Council accomplishments and interest in Council membership which will be forwarded to the Governor.

Flynn reported the sad news that the husband of Council member Sara Jane Cate has passed away. Don Cate often attended meetings with Sara Jane and was considered an honorary member of the Council. Council expressed their condolences with a moment of silence in remembrance of Don. Contributions are being collected by Rita Jones, who will make the donations to the Market Street Presbyterian Church on behalf of Council.

Chairman Flynn asked Council support to officially nominate David Belanger to chair the committee for Keystone Park Recreation and Conservation Fund. Gallivan moved to appoint and Richey seconded the move. All were in favor and Belanger was appointed committee chair.

Flynn reported two Rare Book Committee openings as a result of vacancies left by longstanding members Jim Byrne and Susan Zug. Flynn requested Bob Gallivan and Phil Albright serve on this committee and work with Nesbit as Chair. Both agreed and were appointed.

COMMITTEE REPORTS

Rare Books Renovation Committee Project Report-Larry Nesbit

Nesbit reported that with the rare books effort two things are necessary: persistence and money. Senator Pro Tempore Joseph Scarnati and Representative David Argall are working with us to find additional state monies and federal funds. The current grant of \$250,000 from Save America's Treasures which includes a \$250,000 match is being used by the Conservation Center and Historical Artifacts to preserve half the assembly collection. CCAHA referred to this project in their newsletter as "The Library that Launched a Revolution." Nesbit remarked that this title reflects the importance and significance of the project. Nesbit will have a committee meeting soon to discuss moving of the collection into the newly created vault, repository and workroom. Nesbit passed out the budget summary and explained the guidelines and background. That budget is made part of these minutes as attachment A. There were three expenditures from 10/01-12/31: office supplies, conservation center in Philadelphia, and glass counters in the exhibit area to preserve the finishes. Gallivan moved to approve the budget as submitted. Richey seconded the motion. The motion passed unanimously. Nesbit reported that Caryn Carr, Neal Rusnov, and himself will give a presentation at the ALA Conference in June 2008 on the Rare Collections Library. In response to Mitchell's question as to when the actual physical move will take place, Nesbit reported that a vendor must be found to accomplish the move or library personnel will move the collections. Nesbit summarized the reasons for the recent delays in moving the collections. Mitchell reported he is working with Congressman English and applied for a grant amount for \$500,000.

IMLS Project-Robert Gallivan

Gallivan explained the three phases of the project study which is set out to measure the volatile gases that are given off by books. The first phase are quarterly samples, the second is a study of the aging properties of paper and the third studies corrosion. The chemistry department at Millersville University will help to analyze the off-gases, Glatfelter Paper Company will analyze paper samples from the surrogate books, and a commercial lab will perform the corrosion test sample analysis. Samples will be collected four times a year and the paper study will incorporate samples from the 100-year study since papers age at different rates. Gallivan explained his experience as a chemist working many years at a paper company has given him background knowledge on the subjects being studied. Gallivan explained that the results of these studies will be published individually and made available to the public. Stephanoff expressed her appreciation of Gallivan's hard work and effort with the project. Neal Rusnov, Technical Director for the IMLS Grant had asked that Bob become a member of the Advisory Panel. Flynn asked for a motion to appoint Gallivan to the

IMLS Advisory Panel. A motion was made by K. Stephanoff to appoint Gallivan which was seconded by D. Mitchell. The motion passed unanimously.

Gallivan updated Council on several “kick-off” events for the project and several meetings that have taken place at the residence of the Lieutenant Governor as she has been involved and supportive of the project. One discussion topic is learning ways of improving the cost-effectiveness for future projects. Flynn concluded with the historic perspective explaining the entire preservation project began as a result of Dr. Nesbit’s tour of the State Library when he was a new Council member. Nesbit realized the environment the rare books were in were unacceptable and began to improve the situation in 1998.

Knowledge Initiative-David Mitchell

Mitchell began by explaining that the Knowledge Initiative is a program to provide small high tech and biotech businesses with high end online research. Governor Rendell strongly supports economic development in the areas of science and bio-science and understands the concept which should make for a good partnership. Both the Department of Community & Economic Development and the Pennsylvania Department of Education support the concept but there is not available funding. Simmons and Mitchell are hoping for a combined effort to move forward and ascertain the \$6 million needed. A basic roadmap has been drawn up by the two agencies which identify what the governor’s office would be looking for. A suggestion was made to meet with independent small businesses. A meeting was held with Jean Barr of the Chamber of Commerce.

Simmons explained that his first reaction was that the idea would be a tremendous benefit for small businesses. Simmons expressed that it would also be beneficial for the administration to support a project that links the academic and business communities into a partnership. He asked that if anyone has contacts within the academic community, such as a visionary college professor, to bring them to Mr. Mitchell’s attention in order to bring together a coalition for the project.

Nesbit suggested making a case for support by partnering with the State System of Higher Education or Penn State University. He suggested a larger organization with a larger budget could provide the needed funding. Simmons replied that someone who is an acknowledged leader in that community has not yet been identified. Stephanoff questioned the fact the public libraries have not been mentioned as a method of support for the idea as this is a network that covers the state. Mitchell explained that they have kept away from public libraries at this point but will eventually broaden out since this is a valuable option. Sheri Rowe pledged the support of the POWER Library and offered her help. Mitchell replied that he will accept any assistance that is offered since the project is large in scope. Mitchell asked for ideas from the Council and if anyone had any ideas to bring forth in the public or private sector. Cynthia Richey suggested Mark Gordon as a supporter. Mitchell stated that the Pittsburgh area has been very supportive although Gordon was most concerned about extra stress on the library system. He reiterated the idea of rallying the support of college presidents. Nesbit suggested that this would be a good time to “get our foot in the door” with the state system since there is a change currently in progress and support can be established with Peter Garland before a new chancellor is in place. He would like to see the project gain the support of an organization that has access to monies within a large budget.

Helen Miller suggested doing an inventory of what kind of databases are out there those libraries already have access to and combine this project with the public library. Miller stated her willingness to explore already existing resources along with what Mitchell would like to offer. Hollinger explained these databases are high-level science technology, energy databases which are orientated toward business start-ups looking to develop a new product. Mitchell pointed out that Hollinger is point person for this project. Simmons suggested identifying 10-20 databases that might be of interest to public libraries. Mitchell requested Hollinger identify these and create a list. Stephanoff thanked Mitchell for his support in this project.

Action Items

Flynn suggested Council send a letter of thanks to Lieutenant Governor Knoll for her support of the IMLS Study. Nesbit motioned, Stephanoff seconded the motion which passed unanimously. The letter will be forwarded to the Lt. Governor's office.

Flynn introduced the need to assure residents are receiving District Library Center lead services. Discussion followed regarding areas of the state where services are not adequate. Nesbit requested further information questioning whether the problems should continue to be looked at individually or rather viewed as a whole. Flynn elaborated that the problems are both historical in nature as well as a matter of geography and these are internal problems and not a pattern. Hollinger offered further explanation, referencing the Himmel-Wilson study which identified some issues that can be looked at holistically. Flynn requested Hollinger act as liaison of this committee. A letter will be sent from Commonwealth Libraries to introduce the mission, project and lay the groundwork of the committee. District center committee chaired by Stephanoff will be Ray Sobina, Phil Albright and Cynthia Richey with Jim Hollinger as the liaison.

The next action item was the discussion of guidelines on the distribution of state aid by federated public library systems. Hollinger offered background information describing that the largest portion of the state aid subsidy is distributed through federated library systems. The Office of Commonwealth Libraries basically has had a hands-off approach as far as how the money is distributed since the library regulations give that responsibility to the system board. However, from experience with personal visits and the experience of staff Hollinger reported there is a significant variation as to how the money is distributed. Upon inquiry into the distribution process, some systems do not have a formal formula they follow. Hollinger requested the assistance of Council in order to devise a system of guidelines similar to what already takes place within district library centers for these federated systems to follow. Flynn recommended this committee comprised of professional librarians. Kathryn Stephanoff, David Belanger and Cynthia Richey offered to serve in this capacity.

Bureau Reports

LibQual-Report from the State Library-Caryn Carr

Carr gave a summary of the LibQual study which was conducted by Judy Townsend, Assistant Director. The survey was originally developed in the hospitality industry and was picked up by the library community about 5-6 years ago. It evaluates customers' experiences and comparisons are made between similar libraries. Connecticut library is the only other state library that has done the survey and our results are being compared with that library. Keystone Library Network awarded the grants in 2005 and the PA state library responses were compiled by a statistician from West Chester University. Unfortunately survey questions were a bit confusing to library users. A total of 3,151 emails were sent to Commonwealth employees and a random sampling of employees within database that have a library card. In-library patrons were surveyed online and using paper surveys. There were 454 surveys completed electronically and 262 submitted comments. Results were charted by Dr. Townsend, mathematician at Lebanon Valley College. Areas that scored high on the survey was website access, electronic resources, and the service aspect to constituents. The results must be placed in the context that a large portion of those who responded electronically have never physically visited the library. Future plans are to continue to survey patrons, annually or bi-annually. Carr summarized the findings of the survey and made comparisons between the state libraries of PA and CT. Results were similar between the two. Also a committee was identified to re-design the State Library website, since that was a common concern of those surveyed. Flynn suggested that if anyone has any further questions regarding the survey results to send them via email to Judy Townsend. Hand-outs of detailed results including bar graphs were made available to everyone in attendance at the meeting.

School Library Services Report-Sheri Rowe and Crystal Patterson

Sheri Rowe introduced herself and gave some background on why she feels a passion for school libraries explaining that as a child she found solace in her public library. Rowe reported that one of the top priorities of the Department of Education is student achievement and school improvement and a focus on an integration strategy. School libraries are an important component of this integration.

Patterson distributed a hand-out summarizing her report which is made part of these minutes as attachment B. Since the previous meeting, there are 20 new Access PA members. A recent trend has been happening such as Montessori and church schools joining Access PA. This brings the total over 3,000 libraries taking part in Access PA. There are five new POWER library approvals. Patterson also reported the 2007-2008 professional development workshop created for school librarians entitled: Assessment Planner: the Why, What, and How; was successful and since November 2007, 575 school librarians have registered for and completed the workshop.

Last May, a survey was conducted by the Center for International Scholarship in School Libraries (CSSL) in the School of Communication, Information & Library Studies at Rutgers University which study the impact of building principals on the quality of school libraries and, consequently, on student test scores. The survey was designed and distributed last spring to 3,568 school administrators. Unfortunately, only 142 responses were received which was too small of a sample to draw conclusions. The survey will be sent out again by CSSL in March of this year, concluding that many schools were too busy at the end of the school year to complete the survey.

In April 2007, School Library Services began working with Commonwealth Libraries and the Pennsylvania School Librarians Association on establishing an online tutorial on web 2.0 tools for school librarians. After a great deal of research, it was decided to partner with the California School Library Association and modify their School Library Learning 2.0 program. The result is **The PA Online Web 2.0 Tutorial**, a free on-line tutorial to guide librarians through the 'tools of the trade' that their students use every day: blogs, photos and images, RSS and newsfeeds, tagging and technorati, wikis, online applications, podcasting and downloadable audio, and much more. The program is now being tested with 20 volunteer school librarians from around the state. **The PA Online Web 2.0 Tutorial** can be accessed at <http://paweb20.blogspot.com/>.

The Division of School District Planning and Continuous Improvement has partnered with the University of Mansfield, Deb Kachel in particular, to apply for a Federal grant to work with principals, school libraries, and schools in Corrective Action under No Child Left Behind. If successful, it will be the first of its kind in the country with a focus on school libraries and how they positively support and influence student achievement and school improvement.

Patterson concluded by stating that strategies to integrate school library work into the school improvement process to support student achievement continues, with many workshops and discussions taking place in multiple venues state-wide. She invited Council to attend the PSLA conference at the Hershey Lodge and Convention Center which runs from May 1-3, 2008.

Nesbit questioned the process by which they are cultivating new members for Access PA. Patterson stated that the turn around time for the application process is not as fast as it once was but certainly has not had an adverse affect on new memberships. Rowe further explained that in the integration process she spoke about in her report also includes discussion of the issue of time-management. The work load demands are being addressed since staffing concerns are widespread across the entire department. A discussion continued between Nesbit and Rowe regarding the re-organization of the divisions within PDE. Nesbit pointed out several areas within the contract between the Office of Commonwealth Libraries and the Bureau of Teaching & Learning that are not being fulfilled with particular emphasis on travel out-of-state and communication with the Bureau of Library Development.

Flynn summarized by explaining that Council invested a lot of time and effort establishing the Access PA and POWER Library programs which have been given national recognition. He explained the discomfort of Council be brought to the attention of Secretary Zahorchak. These were two outstanding programs that are now suffering. Commonwealth Libraries supplied the money and agreements were made and because of budget constraints, etc. they aren't being followed through on.

Mitchell offered insight on the alliance between public and school libraries. Ongoing communication with the school library community helped make it possible to forge this connection and it is the continuation of

that role that is at issue, not the moving of the division. One of the important components is being stressed—Rowe and her staff. Mitchell further elaborated that this isn't criticism but rather an expression of frustration. He suggested a re-evaluation of the philosophy since we feel we are losing a connection with the school community which is vital.

Nesbit requested a status update on the workshop which would be part three in the series of the Assessment Product workshops. Patterson replied that this is underway; a meeting was held in the previous week to get started on the planning process for September/Fall of 2008.

Flynn concluded the discussion recognizing the stated commitment of Ms. Rowe and asked that she and Jim Hollinger make it their goal that next year the contract be followed more closely and that the goals that were set and agreed upon are attained.

DEPUTY SECRETARY OF EDUCATION/COMMISSIONER'S REPORT

Deputy Secretary Zales was called to a meeting with Secretary Zahorchak from which she did not return in time to join the Council meeting. In her place, Flynn summarized the Commissioner's report by discussing four key points. He expressed the hope that the new Council members had an informative and enjoyable day on January 7th when they came in for their "New Member Orientation." The second point was the budget which is in the final stages and will be presented to the Governor. Flynn mentioned that the Secretary is a fan of the ASK HERE PA program and has expressed interest in the rate of growth and its success rate. At the current rate of growth, this will be the most successful live reference service in the country by the end of 2008. The fourth point was Ms. Zales active involvement in developing an executive librarian certification.

Flynn asked Council if there were any questions or comments, especially from the new members. Belanger commented on the helpfulness of the orientation and the tour of the rare books room was incredible; Cynthia Richey agreed.

Carr offered a tour of the State Library following the meeting.

Flynn reviewed the upcoming 2008 schedule and reminded everyone the next meeting will be held at the Mt. Lebanon Public Library.

2008 Council Meetings

March 11, 2008 – Council Meeting-hosted by Mt. Lebanon Public Library in Pittsburgh

May 1-3, 2008 – PSLA at Hershey Lodge & Convention Center

June 10, 2008 – Council Meeting-Harrisburg

November 2008 - Pennsylvania Library Association Annual Conference in Valley Forge, PA

ADJOURNMENT

Gallivan moved to adjourn. Richey seconded the motion. Flynn adjourned the meeting at 12:00 Noon.

Respectfully submitted,

Rita Jones, Executive Secretary
Office of Commonwealth Libraries