

**GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT**  
**OCTOBER 24, 2010**  
**Commonwealth Ballroom 2**  
**Lancaster Convention Center**  
**LANCASTER, PENNSYLVANIA**

**MINUTES**  
**APPROVED AS SUBMITTED**

Present:

Cynthia Richey, Chair  
Philip Albright  
David Belanger  
Sara Jane Cate  
Dr. Robert Gallivan  
Mary Garm  
Louis LaBar  
Barbara May  
Helen Miller  
David Mitchell  
Dr. Larry Nesbit  
Raymond Sobina

Ex-Officio:

M. Clare Zales, Deputy Secretary & Commissioner for Libraries

Office of  
Commonwealth  
Libraries

Connie Cardillo, Supervisor, Bureau of Library Development  
James Hollinger, Chief, Division of Advisory and Outreach Services  
Rita Jones, Executive Secretary, Office of Commonwealth Libraries  
Alice Lubrecht, Director, Bureau of State Library  
Jeanne Metcalf, Administrative Officer, Office of Commonwealth Libraries  
Susan Pannebaker, Director, Bureau of Library Development

Guests:

Denise Sticha, Director, Westmoreland County Federated Library System

**WELCOME & INTRODUCTIONS**

Cynthia Richey, Chair, called the meeting to order at 9:03 A.M. and welcomed all in attendance. Ms. Richey introduced and welcomed three new Council members: Barbara May, Louis LaBar, and Mary Garm. Ms. Richey invited Council, guests and the staff of the Office of Commonwealth Libraries to introduce themselves.

**ADOPTION OF THE MINUTES OF THE JUNE 8, 2010 MEETING**

Motion:

Chair Richey called for a motion to approve the minutes of the June 8, 2010 meeting as submitted. Sara Jane Cate moved and Phil Albright seconded the motion. All were in favor and the minutes from the June 2010 meeting were approved as submitted.

**CHAIR'S REPORT – Cynthia Richey**

Richey reported advocacy efforts paid off as the School Library Resolution passed unanimously. House Resolution 487 was approved for a study of the status of school libraries to be completed June 30, 2011.

This coincides well with work that will be done on the Library Code by the Joint State Government Commission (JSGC) whose report is due November 30, 2010. Mary Garm, Dave Belanger, Clare Zales and Richey worked with the Pennsylvania Library Association on their recommendation to the JSGC which we will discuss in detail later during this meeting.

Richey stated that Jim Hollinger will report on district designations. The Legislative Committee and other Council members have been working on plans to submit to the new administration in support of all types of libraries and to increase funding. Articles distributed and are included as Attachment A.

Richey concluded congratulating the Office of Commonwealth Libraries on its successful *One Book, Every Young Child* program.

## **COMMISSIONER'S REPORT – M. Clare Zales**

Zales welcomed incoming Council members and guests. In addition to her printed report, Zales reported:

- The transition document for incoming Governor Corbett is being prepared which will consist of a memo to the Governor and a binder for the incoming Secretary. Both are due October 26, 2010.
  - Nesbit requested the report be made available to Council. Zales will ascertain if the transition report is a public document.
  - Richey noted many of the points from the white paper to be created by the Legislative Committee will likely be made part of the transition document.
- National Preservation Workshop was held in the Forum Building on September 16, 2010 which was funded by the IMLS grant and showcased the breadth and depth of the preservation environment. A blue-ribbon panel presented various perspectives of preservation and took questions. There was particular focus on the affordability of a well planned preservation environment. It was an especially successful event with over 70 in attendance.
- Mr. John Byrnes of Community Services Analysis LLC conducted a study and made recommendations to maximize the state appropriation that supports the Libraries for the Blind and Physically Handicapped. The recommendation is to centralize patron services in the Carnegie Library, Pittsburgh with a focus of outreach assigned to the Free Library of Philadelphia with the expectation Braille requests will likely continue to be filled by the Free Library. We are working with both libraries to implement the recommendations.
- Zales announced Alice Lubrecht as having permanent status as Director of the State Library. She will be completing her first year as director in what was understood to be an interim status. However, upon pursuing permanent appointment Zales was informed by the PDE Human Resources Office that Alice had been placed in permanent status when she started.
- Zales announced that Elizabeth Jean Urling submitted her resignation effective December 31, 2010. Urling is retiring after ten years of service with the Office of Commonwealth Libraries and will be missed as she is a tireless, smart, conscientious worker. Both the school and public library communities have benefited from her wisdom and expertise and both will miss her greatly. We extend best wishes to her.
- Zales highlighted the Pennsylvania Library Association Annual Conference workshops given by staff from the Office of Commonwealth Libraries and invited all to attend. These include Senior Spaces, Getting on Board-Trustee Development; Evergreen Open Source; What does the Office of Commonwealth Libraries Do?; Open Access to Deep Collection and RDA for Rookies-Everything you wanted to know about the new cataloging.

Chair Richey congratulated the Office of Commonwealth Libraries on the Rare Collections Library Preservation Workshop and congratulated Larry Nesbit as Chair of the Rare Books Project which focused national attention on the preservation accomplishments of the State Library. Richey also thanked staff of the Office of Commonwealth Libraries for all the work they do in light of the extreme funding constraints and many vacancies.

Sobina expressed his personal appreciation for the Commissioner for Libraries considering the extremely difficult situation the Office of Commonwealth Libraries is placed in with severe budgetary constraints, lack of funding, and lack of positions. Sobina stated that Zales, as Commissioner, deserves credit for “holding the ship together” under very austere circumstances without positions, without resources and in keeping the morale in the field so everyone focused on this difficult mission. Sobina’s comments were followed by applause by all in attendance.

## **COMMITTEE REPORTS**

### Legislative Committee-David Mitchell

Dave Mitchell reported on the importance of the Legislative Committee preparing a white paper for the incoming administration. He stressed the need for this committee to meet in November and January after the report from the Joint State Government Committee on the Library Code is released.

Mitchell suggested the January Legislative Committee meeting be held the day before the next Council Meeting which would be Monday, January 24, 2011.

### District Library Center Committee-Cynthia Richey & Jim Hollinger

Hollinger provided Council background on the Monessen District Library Center and the District program. Hollinger explained there are 29 district library centers with the Monessen District providing services to both Westmoreland and Fayette Counties. The Monessen Public Library is the designated District Library Center for the Monessen District. Westmoreland County has 20 state aided libraries and Fayette County has four state aided libraries. Over the years there have been a number of concerns regarding the financing and management of the Monessen District Library Center. Research into these concerns revealed Monessen Public Library to be dependent on district library center aid for maintaining its public library role rather than being used exclusively to support district level services. The planned move of the district designation from the Monessen Public Library to the Westmoreland County Library System became the logical choice.

As for Fayette County the logical direction is to merge Fayette County with the Washington District Library Center. Geographically, the inclusion of Fayette County with the Washington District Library Center makes practical sense. Diane Ambrose, Administrator of the Washington District was enthusiastic about this merger from the initial suggestion. Meetings were held with Melinda Tanner, District Consultant, and Diane Ambrose to discuss the merge and ways to incorporate Fayette County's libraries into their district program. It is the opinion of the Office of Commonwealth Libraries the move of the Monessen District Library Center designation to the Westmoreland County Library System and the move of Fayette County to the Washington District Library Center are positive and in best interest improving library service.

Hollinger introduced Denise Sticha, Director of the Murrys ville Community Library and Administrator of the Westmoreland County Library System who was present to respond to questions of Council.

A discussion followed: Richey shared one of her observations from previous visits to Monessen which was the emphasis of the trustees to keep their district designation because of district center funded staff working on the 2<sup>nd</sup> Floor of the library would help keep that floor open. Richey noted this is not an appropriate use of district funding.

Sobina expressed concern how the Monessen Public Library will move forward financially as a library since they were so dependent on the district library center funding. Richey explained that Office of Commonwealth Libraries appropriated \$15,000 in September to assist with the transition. The Office of Commonwealth Libraries also funded the consultant services of Rich Bowra to develop a strategic plan for the Monessen Public Library to move forward as a stronger local library. Cindy Richey thanked Ray Sobina and Phil Albright for traveling with Zales and Richey to explore and have an open forum with the public in Monessen.

Albright asked for an update on the success of the local fundraising by the Monessen Public Library. Hollinger responded the mayor of Monessen and Representative Harhai became involved and were successful in attracting capitol improvement and collection funds for the public library which has strengthened them as a local library and helping with the transition.

Richey explained the recommendation to accelerate the change in district library center designation from June 30, 2011 to January 1, 2011 was two fold: The district made great progress implementing Rich Bowra's recommendations and there is a benefit to having strengthened district level services provided from the appropriate use of district funds for the residents of Westmoreland and Fayette as soon as can be arranged.

Sticha spoke on behalf of Westmoreland Federated Library System. There are 24 libraries: 20 state-aided libraries and four non-state-aided libraries. In 2005 the Westmoreland Federated Library System headquarters moved from

the Monessen Public Library to the Murrysville Community Library. Prior to 2005 the Monessen Public Library served as the county library, the system headquarters and the district library center which is a relationship that evolved when the nine libraries of northern Westmoreland County were separated from the Pittsburgh district approximately 1995. A grant award of \$400,000 in 2005 from the Carnegie-Melon Foundation was used to combine a county-wide integrated system and we have been working towards that successfully for the past 3½ years. Other libraries within the county are struggling financially and none are adequately funded. Sticha explained that she feels this transition can help Monessen Public Library focus on being a strong local library and in allowing the system to assist them and they in turn help the other struggling libraries. This will avoid the extra effort caused by duplication of services and will allow us to work closely with our County Commissioners to ensure adequate county funding. In the five years since we have been the headquarters our county funding has increased by more than 100%. We would like to continue to grow at a stable rate.

In terms of additional funding sources, Nesbit proposed the idea of tapping into the natural gas industry. His experience in talking with libraries about this funding is they were unaware of how to approach the industry and what funding they may be entitled to receive. He also shared examples of organizations that are gaining tremendously from the natural gas industry. Nesbit asked if we can develop a plan and approach to the natural gas industry. Richey suggested Nesbit draft up an action plan to have his ideas in writing which could then form a group along with the legislative committee. Garm pointed out that most of the libraries in the natural gas drilling areas are small rural libraries that really could use some assistance and partnership instead of working independently and suggested a workshop to draw them together.

Garm requested clarification on the resulting structure of the districts when the Monessen District Library Center is moved to the Westmoreland County Federated Library System. Richey clarified with the change in designation, Westmoreland County will become a single county district library center as Fayette County will become part of the Washington District Library Center.

#### State Library Committee-Helen Miller

Miller thanked the State Library Committee members for their work; including Phil Albright, Ray Sobina, Larry Nesbit and Alice Lubrecht who represented the State Library as liaison and Clare Zales as ex-officio. The committee spent time working on the mission statement for the State Library which is based upon the Library Code. The library has never been able to market itself but has by law been limited to a more practical approach to the services it offers. The Library Code seems to be the unquestioned foundation for what services the library provides. This is likely one of the causes for the limited constituencies that the library has. The committee was concerned there is not sufficient time for the State Library's role to be included in the review by the Joint State Government Commission.

Miller reported on statistics compiled by Lubrecht for five fiscal years. The statistics show staff levels went from 53 positions in 2005 to 23 positions in 2009; those same years the library budget went from \$4m to \$2.5. As a result of these reductions, the library went from being open six days a week with one evening schedule to three days per week with no evening or weekend hours. Circulation and reference questions, etc. showed 15,000 items circulated in 2005; 21,000 in fiscal year 2009. This calls the question should we continue to build a comprehensive collection in view of the fact that some aspects of the collection are not being used. This is the case despite nearly \$500,000 in LSTA funds being invested in the collection which caused the committee to question whether this was wise use of LSTA funds.

Strengths in the collection and heaviest use include genealogy, historical newspapers, U.S. government documents, law items for 19<sup>th</sup> & 20<sup>th</sup> Centuries and other period collections. The Committee suggests these areas be the focus and get the word out these items are here and available for use and let users know they have access to a law library that is free and open to the public. Additionally Lubrecht and staff are going to provide guidelines for use of the collections and the plan is to digitize collections that are in fragile condition. There is a constant need for information literacy training in the use of the materials. Lubrecht and staff will work on creating this information literacy training for the use of materials online as well as the traditional use of materials of the State Library holds.

Richey thanked Helen Miller for her report. Richey noted the distinct role of the State Library in terms of the work of the Joint State Government Commission. There was the impression it was a duplication of effort to have the state library be the source of information for the legislature and allow the Joint State Government Commission to play that role. What became evident is the roles are distinct. The research role of the Commission is separate from the

resources and research of the State Library. Richey thanked Helen Miller and the committee for bringing the need for an articulated role of the state library to greater attention.

Larry Nesbit noted the role of the state library is a complex issue as to how the state library will fill different kinds of roles. He noted the work of this committee must not end with this report but continue. Nesbit opined there is too much inward thinking and not enough outward thinking about the role of the state library. For example, at one point the state library was the public library for the greater Dauphin County area. As that is no longer the case, the state library's role became more of a research library. It continues to emerge.

A discussion followed about the options and opportunities to reshape and enlarge the role of the state library. Richey noted there is continued opportunity within the work of the Joint State Government Commission to define the state library. Richey explained the Commission will make recommendations, not a revision of the Library Code so there will be opportunity over the next two years or so to shape the Library Code.

Helen Miller noted the committee has already been effective in noting some of their recommendations are already being implemented by Alice Lubrecht and the state library staff.

#### Preservation Committee-Larry Nesbit

Nesbit distributed a summary of expenditures (Attachment B). He pointed out the expenses since the previous meeting with balance of \$717,438.58 with the only major expense being the McClure contract for the project this previous quarter.

Motion:

A motion was made by Mitchell and seconded by Gallivan to accept the financial report as submitted by Larry Nesbit. All were in favor and the motion passed unanimously.

For the benefit of new members, Nesbit explained the background of why funds supporting the Rare Books Room of the state library are held at Mansfield University. The source of the funding is an appropriation from the Capitol Preservation Committee that was made annually in support of the rare collections preservation project. The funds were placed at Mansfield University to make them more accessible.

Zales proposed for consideration by Council the option of combining the work of the Preservation Committee with that of the State Library Committee. A discussion followed. Miller suggested she work as co-chair with Nesbit on a combined committee. Richey provided the history of the separate committees explaining the Rare Books Restoration Committee and changed to Rare Books Preservation Committee now being disbanded and merged into the State Library Committee. The original members were: Larry Nesbit, Bob Gallivan and David Mitchell and will now move to merged committee.

Motion:

A motion was made by Nesbit with a seconded by Belanger to disband the Preservation Committee, add Gallivan to the State Library Committee with Miller and Nesbit as co-chairs. Council was in favor and the motion passed.

#### By-Laws Committee-Raymond Sobina

No report given. Sobina offered membership to committee to new members. Barbara May was added and Helen Miller was removed. Also, new members Mary Garm and Louis LaBar were added to the Legislative Committee.

### **ACTION ITEMS**

#### District Library Center status of the Monessen Public Library

Motion followed the District Library Center Committee report by Hollinger and Richey.

Motion:

The motion was introduced by Cindy Richey the Monessen District Library Center designation be moved to the Westmoreland County Federated Library System effective January 31, 2011. Cate moved and Albright seconded the motion. All were in favor and the motion passed unanimously.

Following a discussion on the payment schedule of district library center funds, the motion was amended as follows:

Gallivan moved the motion be amended to change the effective date from January 31, 2011 to January 1, 2011. The motion was seconded by Albright. All were in favor and the amended motion passed unanimously.

#### Reassignment of Fayette County Public Libraries to Washington/Greene district

Council proposed the reassignment of Fayette County public libraries from the Monessen District Library Center to the Washington District Library Center effective January 31, 2011. Belanger requested clarification on funding once the move takes place. Zales explained that the district centers receive payment in July (or whenever the budget passes) with the balance paid in January. Westmoreland is the legal recipient of the funds so they will receive the funds which will need to be distributed locally to the newly designated districts. Richey explained that Monessen will very likely keep the shipping enterprise since they are set up for that aspect.

#### Motion:

The motion was introduced by Cindy Richey, moved by Gallivan and seconded by Albright to move Fayette County from the Monessen District Library Center to the Washington District Library Center effective January 31, 2011. The motion passed unanimously.

Following a discussion on the payment schedule of district library center funds, the motion was amended as follows:

Gallivan moved the motion be amended to change the effective date from January 31, 2011 to January 1, 2011. The motion was seconded by Cate. All were in favor and the amended motion passed unanimously.

## **DISCUSSION ITEMS**

#### Report from Council Joint State Government Commission regarding Senate Bill 343 Review of the Library Code

Richey reported that Mitchell, Garm, Zales and herself have been involved in the working group that was put together quickly in June after Senator Pileggi announced the bill to revise the Library Code with the November 30, 2010 deadline. These individuals worked with the group that was convened by the Pennsylvania Library Association and have a copy of their final report that they are sending to the Commission. Zales offered recommendations based on her meeting with the Joint State Government Commission and it is a blend of the ideas formed by the Legislative Committee which met in September and the collective thinking of the Governor's Advisory Council.

Zales summarized the recommendations (Attachment C) below.

#### **Funding:**

- Expand the basis of the Special Purpose Library Tax to include alternative sources of revenue
- Strengthen the relationship between the local library and the municipality by requiring some portion of local income be from local government

#### **Structure/Administration:**

- Add to the structure of library service a defined library region to be designated by the Advisory Council on Library Development.
- Require a five year plan by each region. This plan is to be reflected in the county library, county library system and local library required plan.
- Expand the designation options for district library centers allowing an administrative unit such as a system or region to serve as and receive funding as a district library center.

#### **Governance:**

- Included as eligibility for the state librarian/commissioner for libraries a professional librarian certification.
- Expand the scope of responsibilities of the State Librarian/Commissioner for Libraries to include a program relationship with school libraries.
- Reconfigure the composition of the council from the current profile of six lay representatives, three professional librarians and three trustees to six professional librarians, three lay representative and three trustees.
- Expand the powers and duties of Council to include a relationship with school and academic libraries
- Expand powers and duties of the Advisory Council to secure and administer funding for projects and initiatives
- Require public library boards to gain certification which will include, among other requirements, continuing education and term limits.

**State Aid to Public Libraries program/Public Library Subsidy:**

- Combine standards for eligibility for Public Library Subsidy funding in the Library Code with standards described in Title 22 of the Pennsylvania Code
- Align the standards with eligibility for the different categories of Public Library Subsidy funding
- Allow a reduction in the Subsidy in proportion to the standards met (unmet).

**State Library of Pennsylvania:**

- Establish the State Library of Pennsylvania within the Library Code

Miller requested a summarized version of the Library Code that is up for revision in order to fully comprehend and discuss necessary changes and edits. Richey suggested a discussion at the January meeting which would simplify and address Miller’s concerns, dubbing it *Library Code 101*. Mitchell suggested a preliminary meeting prior to the January 25<sup>th</sup> meeting, perhaps the evening before. Richey suggested arranging a meeting on the afternoon of the 24<sup>th</sup> with a recap and formal recommendations to be presented at the public meeting on the 25<sup>th</sup> of January.

**Motion:**

Gallivan moved to approve the recommended changes to Joint State Government Commission as part of their review of the Library Code. Motion was seconded by Belanger. All were in favor and the motion passed.

Garm questioned when the final recommendations are being submitted to the Joint State Government Commission. Garm also recommended that a relationship be in place between the governing authority and the library before accepting state monies and agrees with the recommendation to make the code more “skeletal” in nature along with giving Council more authority. Belanger spoke of the current practice of “grandfathering” older libraries but noted that if real change is expected then all libraries should follow the new code and guidelines.

May requested a status of the recommendation that the State Librarian have a professional certification. Discussion followed. Mitchell suggested the candidate should have the right mix of criteria but should not limit the search to just those with a particular certification. Richey suggested that it be written as “desirable” instead of “preferable”. Garm also shared that when searching for a library director it was suggested that a MBA degree might be a better fit than a MLS degree since the director would need business and organization skills as well as fundraising abilities. Zales suggested requiring professional librarian along with other desirable skills such as experience. Belanger suggested wording it to be as flexible as possible by stating: “the State Librarian will be a professional librarian as determined/defined by the Governor’s Advisory Council...” Nesbit warned that the speech must be clear so as to not get misinterpreted by staffers within PDE.

Richey read the statement summarizing the discussion as: “The eligibility for the State Librarian/Commissioner for Libraries is a professional librarian certification and the qualifications of the State Librarian/Commissioner for Libraries shall be defined by the Governor’s Advisory Council.”

**Motion:**

A motion was made by Cate with a second by Belanger to amend the recommendations to the Joint State Government Commission relating to the eligibility of the State Librarian/Commissioner for Libraries as follows:  
 “The eligibility for the State Librarian/Commissioner for Libraries is a professional librarian certification and the qualifications of the State Librarian/Commissioner for Libraries shall be defined by the Governor’s Advisory Council.”

All were in favor and motion passed.

Allocation of LSTA funds and review process

Nesbit requested clarification on the process used to expend LSTA funds. Zales explained LSTA funds are appropriated to the states by the Institute for Museum and Library Services (IMLS). Funds are to be expended within six categories and within each state's five-year plan. Within the categories and the state's plan expenditures are made in areas such as preservation or technology improvements. Under Pennsylvania's plan, the Office of Commonwealth Libraries allocates grants and funds initiatives and programs. This year, LSTA funds were used to support collection development of the State Library. This made it possible for state funds to support critical state library positions which in turn made it possible for the state library to remain open three days per week. An example of a statewide initiative supported by LSTA funds is the administration of the POWER Library. An example of the grant program is collection development grants to school and public libraries. Zales invited Council to learn more about the LSTA program by attending the PaLA workshop on *What Does the Office of Commonwealth Libraries do?*.

Nesbit questioned the appropriateness of LSTA funds invested in the state library. A brief discussion followed with the conclusion being the summary document on the disposition of LSTA funds will be shared with Council.

#### Role of Commissioner of Libraries

Nesbit reiterated what was previously discussed regarding the Commissioner as more of an advocate for libraries. Richey explained that the Governor's Advisory Council is the primary advocacy body for libraries. Zales also explained that the role of the Commissioner of Libraries may change under a new administration as it has in the past. Though a component of the job of the Deputy is predictable from agency to agency, the individual relationship and scope of involvement of the Deputies are defined by each Governor and the Secretary.

#### Communication with Council and library constituents

Nesbit raised the issue of supporting an increase in communication with constituent libraries. He questioned how to make libraries more aware?

Zales explained that lack of communication with the community has been a frustration since her first day as Commissioner and much of it has been related to cost and the technological limitations of the Commonwealth. The *Compendium*, an online information sharing, is now being sent out regularly. This is designed to include news articles about libraries anyone would like to share across the Commonwealth. Since we have not had an information vehicle since the beginning of the technology era, the public has been overwhelmed with an enormous amount of emails from the Office of Commonwealth Libraries. The *Compendium* is designed to concentrate the communication from our Office, and with the help of Web Junction, distribute and archive the information.

Motion:

Mitchell requested a motion for Richey as Council Chair to draft a letter of support for Zales to be sent to the transition team. Richey requested Zales and her staff step out. (Tape turned off at this point for Council discussion).

Motion was made by Mitchell with a second by Cate, Council approved and motion passed.

#### **BUREAU REPORTS**

Bureau reports were not reported during this meeting, but moved instead moved to the Open Forum within the Pennsylvania Library Association's Conference schedule.

#### Meeting Schedule:

January 25, 2011 – Forum Building, Harrisburg  
March 2011 – York, School Library TBD  
April 29, 2011 – PSLA Open Forum, Hershey Lodge  
June 14, 2011 – Forum Building, Harrisburg  
October 2, 2011 – PaLA Open Forum, State College

#### **ADJOURNMENT**

Gallivan moved to adjourn. Belanger seconded the motion. All were in favor and Richey adjourned the meeting at 11:55 A.M.

Respectfully submitted,

Rita Jones, Executive Secretary  
Office of Commonwealth Libraries