

GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT
MARCH 13, 2012
Founders Room, Longwood Gardens
KENNETT SQUARE, PENNSYLVANIA

MINUTES-APPROVED

Present: David Belanger
Sara Jane Cate
Dr. Robert Gallivan
Mary Garm
Louis LaBar
Barbara May
David Mitchell
Dr. Larry Nesbit
Cynthia Richey

Absent: Philip Albright
Raymond Sobina

Ex-Officio: Alice Lubrecht, Acting Deputy Secretary & Commissioner for Libraries

Office of
Commonwealth
Libraries Sandra Edmunds, Chief, Division of Subsidies & Grants, Bureau of Library Development
Jim Hollinger, Chief, Division of Library Improvement, Bureau of Library Development
Rita Jones, Executive Secretary, Office of Commonwealth Libraries
Susan Pannebaker, Director, Bureau of Library Development

Guests: Maureen McCadden, Visual Resource Specialist, Longwood Gardens
Douglas Needham, Head of Education Department, Longwood Gardens
David Sleasman, Library & Information Services Coordinator, Longwood Gardens

WELCOME & INTRODUCTIONS

Council Chair Richey called the meeting to order at 9:31 AM and welcomed all in attendance. Council members and staff of the Office of Commonwealth Libraries introduced themselves.

1. Approval of Minutes of the January 10, 2012 Meeting

MOTION: Approval of the minutes as submitted
MOVED BY: Dr. Robert Gallivan
SECONDED BY: Sara Jane Cate
VOTE: Unanimous

2. Chair's Report – Cynthia Richey

Richey began her report by thanking Alice Lubrecht for accepting the interim position following the retirement of M. Clare Zales. Lubrecht was appointed Acting Deputy Secretary for Commonwealth Libraries effective February 27, 2012. Richey commented on the wonderful retirement reception held on March 3, 2012 for Zales which was attended by many staff, friends, former State Librarians, and several Council members. Richey explained the timeline for the process to replace Zales and is currently working with Michael Walsh, Deputy Secretary for the Office of Administration. The timeline, approved by Secretary Tomalis, begins with updating the job description and concludes with the submission of the top three candidates to the Department of Education. A discussion continued regarding where to advertise, if a budget is in place for advertising the open position.

Garm commented that it is important for Council to reach out and encourage anyone they know that may be interested and qualified to apply for the position. Nesbit asked if a preference is in writing for the candidate to be a Pennsylvania

resident. Richey said no preference is written in the current job description. A discussion took place regarding the salary and many agreed that based on the experience and expertise of the selected candidate the current starting salary of \$116,000 should be negotiable. Lubrecht explained that as this is an unpublished salary, it may be negotiable and a moving package would not be available as questioned by LaBar.

Timeline below:

Feb. 20-- search committee appointed by GAC chair

Mar. 1 -- position description drafted, submitted for approval

Mar. 12-- search launched, applications open, position posted nationally, publicized

Apr. 13-- applications close midnight EDT

April 30-- interviews with prospective candidates completed; top three identified

May 1-- top 3 candidates submitted to Secretary of Education

3. Commissioner for Libraries Report – Alice Lubrecht

Lubrecht began her report by announcing that during her first week as Acting Deputy Secretary, she and Pannebaker attended a meeting of the Statewide Library Resource Centers (SWLRC) held in Pittsburgh at the Carnegie Library. The meeting was productive and the goal is for each library to complete a form detailing the use of state aid by the following meeting which is tentatively scheduled for August.

During Zales' last week prior to her retirement, a resolution was found for the situation involving the Libraries for the Blind and Physically Handicapped (LBPH). Lubrecht is not aware if this is still the case as Secretary Tomalis had not yet sent out the anticipated letter explaining the resolution. Lubrecht was scheduled for a meeting with the Secretary on the topic that unfortunately had to be cancelled and is not yet rescheduled.

Lubrecht updated Council on the regionalization process explaining that a meeting was held on March 1, 2012. The newly formed "Optimization Task Force" is in place and plans are under discussion. Lubrecht concluded her report with the 2012 Budget process which is in full swing. The house and senate appropriation hearings took place and the house mentioned libraries a couple of times. Lubrecht plans to have a meeting with Glenn Miller of the Pennsylvania Library Association to discuss Senate Bill 1225.

Nesbit questioned bringing Zales back as an annuitant which would be especially helpful during the difficult budget process and which she always excelled in. Lubrecht explained Zales was not interested as she is needed at home and wanted a "clean break" since she so enjoyed her job. Mitchell commented that a certain degree of political skill is necessary for a successful candidate in this position. Garm requested an update on the vacancies listed in the Commissioners report and asked if they will be filled. Lubrecht replied that most of Library Development bureau's positions are not funded for the rest of the year with the exception of two: the school library development advisor and one library development advisor. The State Library is still trying to fill the Clerk-Typist 3 position.

Richey commented that it is unfortunate to reach this stage in the argument with the LBPH, as it is damaging and puts libraries in a negative light with the public and legislators. May asked if there is a document that can be provided to legislators and their aides to arm them with the correct information on the topic for the many phone calls and letters they are fielding from library users. Lubrecht explained that Zales and the previous legislative aide, James Wilshier, met personally with several Legislators to explain the situation and give them appropriate information. The new aide, Ashley DeMauro, is becoming well-versed in the situation as she acclimates herself in this position.

The Commissioner's full report was distributed and is available as an attachment to the minutes (**Attachment A**).

COMMITTEE REPORTS

4. Legislative Committee-Mary Garm

Garm reported that the *PA Forward* project had a successful public launch on February 13, 2012 and was attended by several Council members. The committee was able to secure between 15-20 partners and has an advisory board comprised of 15 members. The next step is to implement the goals of the *PA Forward* movement with advocacy by non-library-individuals and empower them to “speak out” on behalf of the five literacies and its importance.

Nesbit asked if Debra Kachel, who is very passionate about the cause, has been involved. Garm stated that the Pennsylvania School Librarians Association is one of the partners.

Garm also announced the recent passage of the Marcellus Shale impact fee bill. As libraries are non-profit, and the impact fee benefits non-profits, this is good news for the library community.

5. District Library Center Committee -Jim Hollinger

Hollinger gave a status update on several district library centers that may need some assistance or involvement from Council. The Reading District Library Center has been without a director for over a year, since the retirement of Julie Rhinehart. A candidate has been offered the position, Denise Sticha of Westmoreland, and a decision has not yet been announced.

The Oil Creek District is currently without a district consultant and an administrator which places them in a similar situation to the Monessen district which needed assistance in the past. Hollinger suggested a visit by Council to assess the situation. The low salary for the position is what has made filling it so difficult. Hollinger met with Linda Helm, Director of the B.F. Jones Memorial Library, Aliquippa and reports that this library is doing well as Helms seems to have carved out a comfortable leading role. Hollinger reports that New Castle, recently in danger of going into distress, seems to be doing well with a new district consultant in the position.

A comment was made by Mitchell regarding the technology of today making it easier for libraries to cover larger areas than in the past so fewer people are needed as many can work remotely. Belanger suggested “regional level specialists” to operate over several geographic areas based on expertise.

On the topic of involvement; Lubrecht reported that by simply meeting in person with the Board of Directors for a small library in Fayette County they were able to take positive steps after a much-needed “hand-holding” session from Office of Commonwealth Libraries’ staff.

6. State Library/Preservation Committee-Larry Nesbit

Nesbit distributed a report outlining the summary of funds for the Rare Books Project (**Attachment B**). The current small amount of expenses leaves a remaining balance of \$544,091.79. Nesbit confirmed with Lubrecht that all contracts for the rare collections are now being paid out of state funds. While the balance and low level of expenses is good news, Nesbit worries about potential upcoming larger expenses as equipment ages and begins to malfunction.

MOTION: Accept the budget as presented
MOVED BY: Dr. Larry Nesbit
SECONDED BY: Dr. Robert Gallivan
VOTE: Unanimous

ADHOC COMMITTEE REPORTS

7. Joint State Government Committee Report on Library Code – Mary Garm, David Belanger

Garm and Belanger had nothing new to report at this time.

DISCUSSION ITEMS

8. Discussion Items

Prior to adjourning the meeting; a question was posed in follow-up to the discussion at the January meeting about the new travel guidelines. Lubrecht reported that a message was sent to the Office of Administration by Zales but no changes or updates were given. Sobina had expressed a desire to write a letter of complaint but there is no confirmation that he had done so. Richey and others reiterated their disagreement with the new guidelines; mainly the enforcement of the lesser mileage reimbursement if one chooses to use one's own vehicle for travel.

BUREAU REPORTS

9. Bureau of State Library – Alice Lubrecht

Lubrecht updated Council on the GPO state forecast and plan which was reported on at the January meeting. The survey forms were finally issued although the directions for completing the survey have changed. Each government document depository must complete the form and send in to GPO. Kathy Hale is one step ahead and has already gathered most of the economic data necessary for each. Lubrecht explained that not all federal depositories are located within the State Library, as is the case for Pennsylvania. Input from the depository located at Penn State Main campus is crucial since they are the second largest in the state.

Grant applications, originally scheduled to be completed last month, have been delayed which may result in a stronger grant application in the future. Lubrecht would like to use grant funds to develop a process for monographic last copies. The idea is to accept such books from a smaller library that does not have the capacity or capability to store it and replace with a digital copy. The original would then be labeled as "last copy" with an indication of where it was found and stored in the Rare Collections Library within the State Library. Iren Snavelly, Rare Collections Librarian, is currently doing research on this subject and will provide input for the grant application.

Nesbit questioned whether the state-of-art Rare Collections Library has been documented and advertised so other libraries are aware it even exists. Lubrecht answered that Snavelly has written several articles that have been published in the *Compendium*.

The NEH Grant announcement is anticipated for April which is the grant to potentially fund the World War I documents.

Lubrecht concluded by reporting on the current situation with the now closed library located in the Rachel Carson building; owned by the Department of Environmental Protection (DEP) and the Department of Conservation and Natural Resources (DCNR). This library has been closed and locked since 2009 when the remaining librarian on staff was furloughed. Lubrecht and her staff met with DCNR in December 2011 and reviewed the collections. While many items can be moved to the State Library, both agencies must agree to release the collection which has yet to occur. Lubrecht explained that some books are one-of-kind and should be placed in the RCL; items such as original Pinchot books. She may have to put a request in writing to the Deputy Secretary of DEP which has been the agency that is uncooperative to date. The staff library at PHMC is closing as well; however, there is a joint PHMC –State Library committee working on how to handle these materials which are cataloged on Access PA.

10. Bureau of Library Development – Susan Pannebaker

Pannebaker began by reporting on the move to the Integrated Library System (ILS) by libraries across the state. Four additional libraries are now online: Lawrence County Federated Library System (Ellwood City, FD Campbell, and New Castle); Susquehanna County Free Library Association (Forest City, Hallstead-Great Bend, Main-Montrose, and Susquehanna); Green Free (Wellsboro); and North Wales Area, Wyomissing. Cambria and Somerset County Library Systems are set to go and expected by next month. A lot of requests for information have been received from small libraries and by July/August of this year; the millennium libraries are anticipated online. The OCL gave \$100,000 to fund the project which was mostly used for the purchase of memory and RAM for servers which increases the capacity

for up to 200 libraries.

Pannebaker reported that the request for proposal (RFP) for the next three years of POWER Library is expected to go out within the next two weeks. Access PA continues to have dwindling numbers of participants as schools request cancellations of this service as their budgets are being cut. Pannebaker commented that this service should have a fee based on a sliding scale with larger districts paying more than smaller, less funded districts. Nesbit commented that instead of continually decreasing each of the three services (Access PA, POWER Library, and ILL) the focus should shift on one priority, but which one of the three can be identified as most important. A discussion continued regarding potentially creating a sub-committee or task force to look toward the future of these programs. As the shift is made to an electronic format for many items, there are still publishers that are not available in an e-book format. The discussion was tabled and a request was made to add it to the agenda for the June meeting.

Belanger commented that his district has discussed not reducing current services but instead reduce the number of libraries receiving services. LaBar commented that Wayne County performed a study of library services which resulted in a reinvention that has been successful with Molly Rodgers as Director.

Pannebaker concluded by announcing that this year's *One Book Every Young Child* kick-off event will be held on March 27, 2012 in the Capitol. The book selected is titled: "Stop Snoring, Bernard!" by Zachariah Ohora and the kick-off will include speakers from Verizon and the Department of Education.

11. School Library Services Report – Susan Pannebaker

Pannebaker updated Council on the much anticipated school library development advisor position now under the Bureau of Library Development. The job description was updated to reflect the current needs and was sent to Human Resources for approval. PSLA sent out a notice to the list-serves announcing the position and Pannebaker is hoping to have it filled by July.

12. 2012/2013 Schedule of Meetings

Richey concluded the meeting by alerting Council to the schedule of upcoming meetings. She suggested that the travel meeting held next March should be at an academic library such as the Penn State University library.

April 13, 2012	Open Forum, PSLA Annual Conference, Hershey
June 12, 2012	Forum Building Room 317, Harrisburg
September 30, 2012	AM Meeting, PaLA Annual Conference, Gettysburg
September 30, 2012	Open Forum, PaLA Annual Conference, Gettysburg
January 13, 2013	Forum Building Room 317, Harrisburg

13. Adjourn

MOTION:	Adjourn the meeting at 11:57 A.M.
MOVED BY:	David Mitchell
SECONDED BY:	Dr. Robert Gallivan
VOTE:	Unanimous

Respectfully submitted,

Rita Jones, Executive Secretary
Office of Commonwealth Libraries