

GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT

JUNE 18, 2013

Green Room, Forum Building

HARRISBURG, PENNSYLVANIA

MINUTES - APPROVED WITH EDITS

Present: David Belanger
Dr. Robert Gallivan
Mary Garm
Louis LaBar
David Mitchell
Dr. Larry Nesbit
Cynthia Richey
Raymond Sobina

Members Excused: Sara Jane Cate
Barbara May

Ex-Officio: Stacey Aldrich, Deputy Secretary & Commissioner for Libraries

Office of
Commonwealth
Libraries Sandra Edmunds, Chief, Division of Subsidies & Grants, Bureau of Library Development
Sara Gerhart, School Library Advisor, Bureau of Library Development
Rita Jones, Executive Secretary, Office of Commonwealth Libraries
Eileen Kocher, State Aid Advisor, Bureau of Library Development
Claudia Koenig, Outreach Advisor, Bureau of Library Development
Alice Lubrecht, Director, Bureau of State Library
Diana Megdad, Advisor, Bureau of Library Development
Susan Pannebaker, Director, Bureau of Library Development
Bonnie Young, Supervisor, Bureau of Library Development

Guests: No guests were present

WELCOME & INTRODUCTIONS

Richey called the meeting to order at 9:30 AM and welcomed all in attendance. The recent retirement of Jim Hollinger, Library Development Manager was publicly acknowledged and he was commended for all of the good work he accomplished for Pennsylvania libraries. Council members and staff of the Office of Commonwealth Libraries introduced themselves. Sara Gerhart was introduced as the new school library advisor in the bureau of library development.

1. Approval of Minutes of the January 8, 2013 Meeting

MOTION: Approval of the minutes as submitted
MOVED BY: Lou LaBar
SECONDED BY: Robert Gallivan
VOTE: Unanimous

2. Chair's Report – Cynthia Richey

Chair Richey began her report by thanking Vice-Chair Mary Garm for attending the Open Forum held at Pennsylvania School Librarian Association (PSLA) Annual conference on her behalf and for distributing a well-written report. Richey commended Aldrich for her visits across the commonwealth at various "Town Hall Meetings" which included topics such as: current happenings at the Office of Commonwealth Libraries, Aldrich's background and her vision for the future of libraries in Pennsylvania. The meetings were informative and positive feedback was expressed by those in attendance.

Richey thanked Commissioner Aldrich for her accomplishments so far as State Librarian and expressed gratitude for the suggestion to focus on a strategic thinking plan for the Council. Richey commented on the current shift in focus for the Optimization Task Force and the increased awareness of the benefits of Power Library as the portal has been updated. Richey expects great things from Aldrich and announced the new Secretary of Education, William Harner.

3. Commissioner for Libraries Report – Stacey Aldrich

- Commissioner Aldrich began by mentioning that she has already discussed with the new Secretary a plan to visit the State Library and arrange for a rare collections tour. The State Library has seen many recent changes including the retirement of Jeanne Metcalf, Administrative Officer for the Office of Commonwealth Libraries. Council publicly acknowledged Metcalf for her many years with the library and her passion for the many tasks she accomplished over the years. Aldrich explained that a re-organization is currently underway along with the re-hiring of several staff that was furloughed in 2009.
- Along with the new structure, a multitude of projects are being introduced at the same time funds are being reduced which is an added challenge. The Institute for Museum and Library Services (IMLS) which provides the Library Services and Technology Act (LSTA) State Grant allocation is being reduced by \$256,334 for the period from October 1, 2012 to September 30, 2014.
- Aldrich updated Council on the Library Code update and invited everyone to view the wall in Sandy Edmunds office who has created a visual representation of all of the elements of the code. Aldrich stated that discussions have taken place to identify the regulations that need to be reconciled to meet the changes but also reviewing regulations that could be updated to better support libraries. One item identified is that libraries should have a written collection development plan in place. The plan would assist with better decision making and it would ensure a current and continuously updated collection. LaBar commented that he agrees that a policy or plan must be in place to provide guidance and that a change in the definition of collections is important as libraries move forward. Richey questioned whether to involve the ad hoc committee in the discussion which consists of Mary Garm, Barbara May, and David Belanger as Chair. Aldrich referenced the timeline from her report which begins with the crafting of a draft which can then be submitted to the Committee and the GAC and then shared with the community for comments and feedback. LaBar commented that it might be helpful to identify areas that should be changed or updated and work on a list for the next round. Richey thanked Aldrich for the careful and thoughtful way in which she is proceeding with this issue.
- Aldrich brought the Optimization Task Force together for a meeting and asked them to focus on what we are trying to accomplish statewide and figure out what structures are needed in place to support such change. They reconvened and identified three to five specific statewide goal areas with outcomes on which to focus. Garm commented that the idea of creating guidelines versus regulations was a good one, as it will allow flexibility in adaptation to and facilitating change. Aldrich commented that staff has been collecting guidelines and regulations created and approved by the Council to a central location and saving in an electronic file. The hope is to have them gathered in order to present at the next meeting. Mitchell commented that presenting a change can be categorized as going to “war” if not prepared first. He suggested identifying the dynamics of each district and having solid communication by also engaging the local communities. Aldrich acknowledged that there is a fear of the unknown and one goal would be to show the benefits over the losses. The current system hasn’t had any follow thru as all districts are following different rules. Another issue being looked at is the fact that the issuance of Access stickers varies from one area to another. The goal being to ensure that every citizen of Pennsylvania has access to a library.
- Aldrich reported on the plan to create a more user friendly access to POWER Library by designing a better interface and adding several online services together in one location. She is working with HSLC and the Ivy Group to develop this new interface which will put AskHere, AccessPA, Digital Content, and eResources in one location. A roll out is planned for the fall with a preview this summer.
- The Bill & Melinda Gates Foundation has supported the EDGE initiative which is a project that creates a tool for libraries to assess their public technology. Pennsylvania is one of seven states testing the new tool and piloting the EDGE. The group met in early June and will meet again in September to compare experiences and build a statewide strategy for implementation (attachment A).
- Aldrich thanked those who hosted and attended the Library Town Hall meetings held across the state during the month of April. These meetings were productive and at times, emotional since there has not been enough bringing of ideas together in the past. She stated that she learned a lot and the visits helped her further understand Pennsylvania and formulate new ideas for PA libraries. She is thinking about how to graphically represent the areas that need focus to move forward.

- Scholastic BookFLIX, a new online literacy resource that pairs classic video storybooks with related non-fiction eBooks from Scholastic to build a love of reading for kids ages pre-K-3, is now being launched. Webinars are scheduled beginning the last week in June in order to train librarians and educators on its use prior to the public launch. The statewide launch at the Lebanon Community Library is scheduled for July 8, 2013 with the time to be determined. This is a program supported by the Department of Education and Secretary Harner is also a supporter.
- Aldrich thanked the advisory council members for taking the time to speak with her individually over the phone. All were able to share ideas on improving communication between meetings and share thoughts and expectations as a member. One common theme was the need to identify strategic directions to help focus energies and to support the State Library and libraries across the state.
- Aldrich concluded her report by summarizing her recent trip to South Africa where she was one of 24 librarians from representing the US that was invited to attend the Gates' Foundation Peer Learning Meeting. The group was able to get together to share ideas and experiences which gave an interesting perspective. Aldrich was able to participate in a skype call between Nepal and Pennsylvania libraries which exemplified the similarities of issues shared by many libraries. As in the U.S.; the library can be a place for social change. Mitchell suggested having a dialogue with Mary Renny from the Erie area regarding the community of Bhutan immigrants that are using the library as a way to assimilate into the culture. Richey reiterated that in her area, she has found that the library is one of the first places immigrants will go to in order to build connections and take advantage of various programs.
- Aldrich's report is in print and is attached to the minutes (attachment B).

COMMITTEE REPORTS

4. Legislative Committee-Mary Garm

Garm provided Council with an update on the FY2013-2014 budget process. The budget passed by the House showed modest increases in the POWER Library and State Library line items, with level funding proposed for the Public Library Subsidy and Library Services for the Visually Impaired and Disabled. If passed, it would be the first increase in library funding since 2006. The budget proposed by the House will next be considered by the Senate, and GAC members were asked to contact their state senators and to ask their networks to do the same. Once the budget is passed, advocacy for the following year's budget will begin, with the hope that an increase in the subsidy would capitalize on continuing economic recovery.

Garm also reported on the Philadelphia School District the due to city budget deficits, the remaining 43 school librarians in the Philadelphia School District are at risk of layoffs. The final word on how many teachers and staff will lose their jobs will come after the state passes its budget.

5. District Library Center Committee –Cynthia Richey

Richey thanked Pannebaker for including the district library center updates in the Bureau of Library Development report available in print (attachment C). Richey explained that there have been some positive changes in Bedford County, New Castle and especially the Oil Creek district. Pannebaker added that Oil Creek has had some changes on their board and a new director from Juniata County is a positive step as he understands rural libraries.

6. State Library/Preservation Committee-Larry Nesbit

Nesbit distributed an expenditure report (attachment D) which included \$7,625.62 bill from McClure for miscellaneous supplies and services. The current total shows an available balance of \$520,314.53.

MOTION:	Approval of the expenditure report as submitted
MOVED BY:	Robert Gallivan
SECONDED BY:	Lou LaBar
VOTE:	Unanimous

Nesbit also suggested making more use of the Rare Collections Library by opening it up for viewing. Another discussion item was simplifying the procedure for the handling of invoices that are submitted against the Mansfield account funds. The current process has many approvals and, as a result, is time consuming. The updated plan is to have bills signed by Deputy Aldrich and then submitted to Mansfield for payment with Richey receiving a copy electronically to keep in her file.

MOTION: Approval of simplified invoice submission process for Mansfield funds
MOVED BY: Robert Gallivan
SECONDED BY: David Belanger
VOTE: Unanimous

Aldrich reported that part of the discussion was centered on funding sources and a plan to do an assessment of the rare collections areas as it has been several years since one was completed. Currently relying on the Mansfield funds for over \$70,000 just for yearly maintenance contracts will not be able to continue as is. Questions must be answered such as what funds are needed in reserve for potential emergencies. Richey stated that funds should also be available for digital equipment and access and for increasing the collection in the future. Mitchell reiterated the issue of future maintenance costs and suggested being more aggressive with the philanthropic community. Aldrich agreed that an endowment stream should be pursued yet also stressed that it can be difficult to raise funds for a state-owned building that many see maintenance as a state-funded role. Richey concluded by stating that the next step is to wait for the assessment and then work on pursuing support streams.

ADHOC COMMITTEE REPORTS

7. Librarian Certification Committee – David Belanger

Belanger stated that now that the certification is set up in TIMS, he feels it is working better by providing access and standardizing the program. Eileen Kocher reiterated that this is set up in TIMS and although people have been registering they are completing the certification. Belanger requested a demo or screen shots to assist people throughout the program.

8. Access PA, POWER Library and IDA Task Force – Dr. Larry Nesbit

No report.

DISCUSSION ITEMS

9. The floor was opened up to a discussion about ideas and suggestions for a strategic focus for Council. Some ideas suggested were:

- * Advocacy – create an environment with more accountability and oversight
- * Ideas on how to facilitate more cooperation between different libraries
- * Sending an invitation to the new Secretary to sit in on a GAC meeting
- * Planning a retreat to meet and discuss a strategic plan and work on by-laws
- * Defining the roles and responsibilities of the GAC in big issues
- * Encouraging state-wide service without offering a “free ride”
- * Timeline must be created and a checklist established for when to intervene if districts are in crisis
- * Developing an educational training course for library directors
- * Publish a study or fact sheet on library programs

Committee assignments are currently as follows:

By-laws – Ray Sobina, Chair; Barbara May and Sara Jane Cate

Legislative – Mary Garm, Chair; Lou LaBar; Sara Jane Cate; Bob Gallivan and Dave Mitchell

State Library/Rare Books – Larry Nesbit, Chair; David Belanger, Bob Gallivan and Ray Sobina

State Library Certification – David Belanger and Larry Nesbit

Access PA, POWER Library and IDS – Larry Nesbit, Chair; David Belanger; Lou LaBar; Barbara May and Ray Sobina

Librarian Certification – David Belanger, Chair; Mary Garm and Barbara May
District Library Center – Lou LaBar and Ray Sobina, currently suspended

All committees have a liaison from the Office of Commonwealth Libraries and Council Chair Richey and Commissioner Aldrich serve as ex-officios. Sobina requested to continue to serve as member of the by-laws committee but requested a new Chair. Bob Gallivan offered to Chair the By-laws committee.

MOTION: Accept new assignments of committees as discussed
MOVED BY: David Belanger
SECONDED BY: Bob Gallivan
VOTE: Unanimous

The by-laws will be reviewed at the retreat to be planned in sometime in the fall. Dates will be sent out to confirm availability. A copy was distributed of the by-laws approved by Council in 2007 (attachment E).

Travel guidelines were discussed as many have found the obstacles difficult especially considering this is a committee of volunteers. As of January 2012 commonwealth employees were given new travel procedures that must also be adhered to by non-commonwealth personnel that travel for committee meetings. While many disagree with the policy of using a rental car and/or a preferred hotel it was the consensus not to pursue a formal complaint/statement of protest with the agency. Aldrich stated that state dollars should be used for this advisory council's expenses; however, currently they are being reimbursed using federal LSTA funds. Nesbit distributed an article titled: "*Pennsylvania legislators collect per diems of nearly \$4 million*" (should this article be attached to minutes?).

The meeting schedule for 2014 was discussed. It was already determined that the next meeting will be in the form of a retreat with a facilitator sometime in the fall. A suggestion was made to combine a formal meeting with the Open Forum held each spring during the PSLA Annual conference similar to the meeting/open forum that is held yearly during the PaLA Annual conference held in October. This meeting as it is typically held in April or May would be in place of a June meeting beginning next year. The March travel meeting will be held at Penn State University since this year's meeting had to be cancelled due to inclement weather.

MOTION: Motion to approve four meetings for 2014
MOVED BY: Mary Garm
SECONDED BY: Bob Gallivan
VOTE: Unanimous

BUREAU REPORTS

10. Bureau of State Library – Alice Lubrecht

- Lubrecht's report is available in print (attachment B) and she updated Council on the revitalization of the digitization program which began with the Civil War manuscript diaries from the collection. The diary depicts the Battle of Gettysburg and these pages have been scanned, transcribed and loaded in Content DM. Staff are also in the process of transcribing a letter from the early 1880's written by a confederate general to Isaac Pennypacker, brother of Governor Pennypacker and editor of the Philadelphia Press from that time period. Also, a former employee that was furloughed in 2009, Jesse Noonan, will return in early July and can assist with furthering the digitization efforts. The project was also delayed due to another staff member having an unfortunate motorcycle accident who has now returned to work in a limited capacity.
- Lubrecht reported on the purchase of a public scanning station for the State Library that patrons can use to scan documents to a thumb drive or email address. The plan is to eventually replace outdated copiers with the digital scanning devices.
- The library is now open one Saturday per month; the first open Saturday was April 13, 2013. Lubrecht has already received thank you notes from local genealogists and historians that appreciate the weekend hours. The library also now has wireless in the main reading room. The goal is to purchase more controllers so that all areas of the Forum building have wireless access.
- Lubrecht reported on a visit earlier in the month from a large group of fourth graders who, along with their teachers and parent chaperones, spent an hour and a half at several stations set up within the building. The

group moved from the lobby where they did crayon sketching's of the artwork, to the rare collections for a brief tour, and then into the main reading room for a library-based *Amazing Race* type scavenger hunt. Aldrich commented that the kids were fantastic and smart. She hopes this visit leads to more outreach for area schools.

- Lubrecht reported that a digital sign has been purchased for the library lobby and in cooperation with the building manager it will be updated to represent all tenants in the building. In the law reading room, the first in a series of exhibits is on display which depicts Governor Curtin and Pennsylvania's early response to the war effort. The next exhibit "The Great Battle of 1863" is planned to be on display early next week.

11. Bureau of Library Development – Susan Pannebaker

- Pannebaker's report is available in print (attachment B) and she updated Council on LSTA Grants by announcing that there were 34 grant recipients totaling approximately \$345,000. A survey is planned for the future in order to improve the grant application process. An increase has been seen in applications for collection development in school libraries, which brings into the focus that the qualifications for a school library collection must be looked at an assessed. This topic will get a closer look with the introduction of a new school library advisor on staff.
- Pannebaker announced that the Keystone grants went out two months ago so are in process; the list of grantees is attached to the bureau report. Garm asked if there would be a round in 2014 to which Pannebaker replied that mini-grants are possible with larger grants in 2015 to follow the usual two year cycle. Most of the grants were for renovations of the existing structure rather than new building requests.
- Pannebaker announced that Sara Gerhart, new school library advisor, will give school library report beginning with the next meeting. She reported on upcoming Model Curriculum workshops being held in State College which will formulate assessment to use to demonstrate kids meet common core standards.
- Pannebaker concluded by reporting on a new process being worked on for waivers that will include an electronic form. This will streamline the process and reduce the amount of time involved in requesting and approving a waiver request.

12. Meeting Schedule for 2013

October 20, 2013	PaLA Conference, October 20-23; Seven Springs, PA (9:00 am)
October 20, 2013	Open Forum, PaLA Conference, Seven Springs (2:00 pm)

13. Adjourn

MOTION:	Adjourn the meeting at 1:35 P.M.
MOVED BY:	Robert Gallivan
SECONDED BY:	David Belanger
VOTE:	Unanimous

Respectfully submitted,

Rita Jones, Executive Secretary
Office of Commonwealth Libraries