

GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT
JANUARY 8, 2013
Green Room, Forum Building
HARRISBURG, 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

Member Excused: Raymond Sobina

Ex-Officio: Stacey Aldrich, 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
Eileen Kocher, State Aid Advisor, Bureau of Library Development
Claudia Koenig, Outreach Advisor, Bureau of Library Development
Diana Megdad, Advisor, Bureau of Library Development
Jeanne Metcalf, Administrative Officer, Office of Commonwealth Libraries
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 9:05 AM and welcomed all in attendance. Council members and staff of the Office of Commonwealth Libraries introduced themselves.

1. Approval of Minutes of the September 30, 2012 Meeting

MOTION: Approval of the minutes as submitted
MOVED BY: David Mitchell
SECONDED BY: Lou LaBar
VOTE: Unanimous

2. Chair's Report – Cynthia Richey

Chair Richey began her report with a review of the year 2012. Richey summarized the updated staff which included saying farewell to Commissioner Zales. Richey welcomed Stacey Aldrich and thanked Alice Lubrecht for her fine work in the interim. Richey thanked the deputy secretary search committee for their dedicated work and diligence in completing the interview process and advising in the appointment of Ms. Aldrich. A new library code was passed which will lead to an improved systems and district structure. The year also saw advancements by PaLA in their PA Forward program led by Kathy Silks and PSLA made strides exemplified by the booklets distributed to all in attendance. Richey summarized some of the challenges and goals for the new year. She said the analysis of the district and systems structure must continue in order to eliminate duplication of services and allow for the most efficient use of services for the citizens. She suggested the formation of a task force to address these issues. Another goal is to complete phase two

of the library preservation project which includes the law library. Richey explained the need to identify options for moving the funds from Mansfield University in order to protect them in the future. The Access PA program has been renamed to electronic library catalog (ELC) which, along with POWER and IDS, are essential services which must be improved and prioritized. Richey explained that Council and the task force will work with Deputy Aldrich to create a consistent message moving forward in order to advocate these services and overcome the misunderstanding that exists among the legislators.

Richey concluded her report by announcing that she has two applicants for new Council appointments. She plans to work with the Office of Commonwealth Libraries staff to move them through the appointment process.

Belanger commented on the new configuration of Council which has changed with the updated library code guidelines. The Council will now consist of six professionals and six lay representatives. The six lay representatives will include three trustees. The old configuration was three professionals, three trustees and six lay representatives.

Mitchell explained that the Governor's office is now ready to move the process forward which was on hold pending the new regulations in the library code.

Richey thanked the Council for their service and announced that she made a donation to the *Freedom to Read* Foundation in their honor.

3. Commissioner for Libraries Report – Stacey Aldrich

Commissioner Aldrich began her report by introducing herself and summarizing her background experience. Her report is also in print (attachment A).

Aldrich thanked former Commissioner M. Clare Zales for her dedication and hard work that carried the library through some very difficult years. She also thanked Alice Lubrecht for serving in the interim.

Aldrich reported on her initial impressions and identified goals she has observed in her first two months. She is putting together an evaluation of her first sixty days and began with an analysis of the State Library and has had conversations with a large number of staff.

Aldrich discussed the concept of libraries having a core which is an assumption that can be used as a guide in creating a future. The core includes: collect, preserve, connect, create, and convene. The core must take into consideration how things change over time and several questions must be considered in order to move forward.

The Optimization Taskforce was able to engage everyone in a discussion about district library services and in coming up with a potential model. Aldrich would like the task force to expand their scope and view the ecosystem as a whole. As such, she has requested they develop three scenarios that describe both services and structures to be presented to the library community for input. Once a model is created then an action plan can be implemented.

Another focus will be on broadband as connectivity in all libraries is a basic foundation for the future of access and services.

Aldrich concluded her report by announcing future plans in order to learn and meet with people. They are:

- Engaging in town hall meetings across the state to meet library staff & communities
- Beginning to offer State Librarian webinars to communicate thoughts, ideas, & programs
- Setting up time to chat with each member of the Council

COMMITTEE REPORTS

4. Legislative Committee-Mary Garm

Garm reported that as result of the new library code guidelines the committee must meet in order to review the regulations. She commented on a possible threat to keystone funds that must be investigated further. Also, the mandatory child abuse reporting guidelines have a loophole that should be clarified.

Belanger explained the no-sue clause does not include librarians explicitly. For example, if an individual is identified by a teacher and an investigation proves the claim to be false, the teacher cannot be sued. However, if a librarian is in a similar situation, they could potentially face a lawsuit. These guidelines must be more explicit and explained so all are aware of the implications and procedures to follow.

Mitchell commented on the upcoming budget call scheduled for the first week in February. With the exception of the issue of pension funds, the revenue projections are under control and some of the poorer counties will receive some additional funding. In past years he has encountered librarians that do not vote as they do not want to be involved at all in politics. Mitchell explained that this year is looking better than the past two years but voters must be vigilant.

Aldrich commented that she is working with staff in order to track how much state aid goes to each district. This will identify to each legislator exactly how much of the funds are awarded to the district they head. Council agreed this is a key component to explain the process in a way legislators will find tangible.

Belanger commented on an enjoyable event he attended which was the ceremonial signing of the new library code. He heard a colleague mention that they had not heard about the new code at all from the State Library and instead was informed by PaLA. Belanger's comment proves the need for a process in place to send information out to the public. Aldrich concurred and will also focus on getting the information out. She explained the need for a structure that will create fairness since currently there is no definition of a public library.

LaBar commented on the semantics of the authority versus alliance since as a trustee there is not much authority to enforce criteria and feel he needs support from the state.

Garm concluded she is grateful to be through the transition period and is ready to move forward as a committee.

5. District Library Center Committee -Jim Hollinger

Hollinger began his report with an update on Bedford County. He provided some background including that the district was formed in the 1980s and has not undergone any changes or updates in the years since. The committee conducted a planning study to encourage some necessary changes and to begin collaboration. Hollinger stated that now that the library director has retired, effective December 31, 2012, these changes can now begin. This individual, known to be unstable, has been heard to threaten to return to the January board meeting and shoot everyone. *Hollinger announced that Sue Solarczyk, former consultant to the Altoona Library located in this district, has agreed to serve as interim director until a replacement is found. Hollinger views these changes as an opportunity for progress.

The Monessen district has some leftover discomfort with the Fayette libraries following the district realignment that took place recently. The Fayette County libraries, which consist of four state-aided libraries and six non-state aided libraries, were moved into the Washington district. The library directors were contacted to ask how things were going and some work is needed to address a few issues. Hollinger summarized that most of the issues are misperceptions that should be cleared up.

The committee is planning a visit to the New Castle Library on January 14 to meet with the board regarding a recent waiver request. Hollinger commented that the economic decline is still affecting many small to midsize libraries.

A discussion followed regarding the practice of fraudulent use of pension funds for operating costs of a library. Nesbit requested clarification and asked why this is happening as it should be illegal and identified by an audit. Aldrich stated that audits are being performed but not being properly analyzed. The OCL does not have a list of requirements nor do auditors look at compliance in use of funds.

Hollinger concluded his report with an update on the Oil City district. He met with the new library director and was impressed with his capabilities. The new district consultant does not have any experience; however, the fact that the district now has a full-time consultant (instead of the previous part-time sharing situation) will assist the district in moving forward.

***Discussion took place following this report as to which authorities to report this threat to, local law enforcement or the state police.**

6. State Library/Preservation Committee-Larry Nesbit

Nesbit distributed an expenditure report (attachment B) and explained that only one maintenance cost was deducted since the last meeting. The current balance equals \$534,362.79 of available funds in the account. Nesbit stated that he would like to see some of the funds used for digitization and/or collections for the library rather than holding all of it for potential future maintenance issues.

Aldrich commented that it is a current challenge as five contracts exist to maintain the overall structure and only one person knows how it works. She plans to have in-service training for additional staff to learn how the collections are maintained.

Nesbit commented on the necessity of having a meeting of the committee in order to move forward and to make decisions as a group rather than just one person. Gallivan asked about the idea to have committee meetings in conjunction with Council meetings since everyone is already traveling for the regular meeting. Aldrich suggested getting the conversation started with a teleconference and follow-up with in person meetings either the day before or after the regular Council meetings. Mitchell commented that in the past the Council meetings were traditionally held as a two day meeting with reports from the associations on the first day. A discussion

commenced regarding the travel meeting held in March possibly being moved to April and the reasoning behind holding a June versus a July meeting. The June meeting in the past was the “travel” meeting until June became budget time and no one was permitted to leave Harrisburg during that timeframe. Now the reasoning is that a June meeting held early in the month may still be time to influence the budget decision-making process. After discussion it was concluded to keep the schedule as is for the time being. Aldrich announced that some work has been completed on the ceiling of the law library and invited Council to stop in following the meeting. “Lady Justice” is visible as some of the old peeling paint has been scraped away.

MOTION: Approval of the expenditure report as submitted
MOVED BY: Sara Jane Cate
SECONDED BY: David Belanger
VOTE: Unanimous

ADHOC COMMITTEE REPORTS

7. Librarian Certification Committee

Aldrich reported that there is verbiage that exists in the certification guidelines which states that a provisional test can be taken in place of the education qualifications needed by staff to qualify for state aid. A test does not currently exist and discussion took place as to whether or not to create one. The code must be changed to eliminate this statement or the committee must work with academic institutions to create such a test. The implications must be discussed further by the committee.

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

Nesbit reported that the task force created a draft charge but work was on hold pending the nomination of Ms. Aldrich. The committee would like to meet with Aldrich and staff to receive guidance in creating a charge and beginning to work towards identified goals.

DISCUSSION ITEMS

9. Belanger commented on the progress made by the PA Forward project and announced that the Pennsylvania Library Association was awarded a three year leadership grant from IMLS to create a national model from this project. The website domain has been granted to move this from a PA state project to a US project. PaLA has reached out successfully to partner with companies such as Wal-Mart and Comcast this past year. Garm commented on the recent success of the Pennsylvania Academy Leadership Studies (PALS) program as there has been an increase in activity among newer members.

BUREAU REPORTS

10. Bureau of State Library – Stacey Aldrich

Alice Lubrecht was not present and her report is in print (attachment C). Deputy Aldrich reported on a couple of items on her behalf. The first is the clean-up taking place in the offices occupied by the staff of the library. The overall level of cleanliness and organization is the focus and the custodial staff has been involved in the project.

Government documents will be up to date with the next shipment of items received from various agencies. Many of the publications are digital and are posted to the web although some agencies continue to ship on a publication schedule. The focus for digitization in the upcoming year will be items related to the Civil War. Fee and Snavelly are transcribing pages of an 1863 volume of a soldier’s diary. Aldrich explained that some of the pages will be blown up in size and will accompany the Governor on his trips across the Commonwealth.

Aldrich also announced plans for a “Comic-Con” style event in the planning stages for the library. She is working on the details with Bill Fee; an avid graphic novel fan. The plan is to showcase the unique collections that are in the State Library such as some unpublished comics donated by Steve Ditko, creator of the hugely popular Spiderman series. A foundation or friends group for the State Library was mentioned as a good idea.

11. Bureau of Library Development – Susan Pannebaker

Pannebaker summarized some items from her report; the full report was distributed (attachment D). Connie Cardillo, LSTA Administrator for many years, retired effective December 15, 2012. Until a replacement is found, Sandy Edmunds is coordinating the LSTA work for the Office of Commonwealth Libraries. The peer review process for 2013 grants is complete and award decisions will be made once the allocation is received. The 2013 LSTA allocation is anticipated in March. Pannebaker announced that for the first time in three years, a waiver was not needed for the maintenance of effort (MOE) for LSTA funds. Once Aldrich analyzed the numbers, she realized that once the two year period was taken into consideration, the waiver was not needed. Aldrich plans to share the spreadsheets and the process in the future with Council so all understand how these funds are calculated.

Twenty eight applications were received for Keystone recreation, park and conservation fund grants with a total of \$6,975,264. Recommendations for grant awards, after an internal review, will be forwarded to the Secretary of Education in mid-January. Pannebaker hopes to send out the award letters next month, February 2013.

Due to several issues including an extra review by the General Counsel's office, the new POWER Library contract has been delayed. The General Counsel and Attorney General's office each have 30 days to review the contract, so the slated January 1, 2013 date was not met. A new resource, BookFlix, should be available in about a month which focuses on children ages 3-7. A popular health database was eliminated in the new contract but Pannebaker hopes to include something comparable.

The Integrated Library System (ILS) Board has chosen the name SPARK for the Evergreen system. Three new libraries have contracted with the group and will begin migration early this year. The system had a setback when it was down for a week late in October due to a server software problem.

12. School Library Services Report – Susan Pannebaker

Pannebaker reported on several updates on school library services including the completed study made possible through a grant from IMLS and the booklets were distributed to all in attendance. The school library advisor position, currently vacant, has two potential candidates identified by human resources as having the required experience and education by civil service. Pannebaker stated they will be contacted to see if they are interested in applying and being interviewed for the position.

Pannebaker summarized the work completed by a group of fifteen that developed a school library curriculum framework that aligns to Pennsylvania's Common Core Standards. Eileen Kern, president of the Pennsylvania School Librarians Association, and Cathi Fuhrman, chair of the high school curriculum group, presented the product at the annual Standards Aligned System (SAS) Institute in December. The session was well attended and within two weeks the framework was successfully uploaded to the SAS portal and available for use. Next summer the group will be working on the assessment component of the framework.

13. 2013 Schedule of Meetings

March 19, 2013	Penn State University Library, State College
May 3, 2013	Open Forum, PSLA Annual Conference, Hershey
June 11, 2013	Forum Building Room 317, Harrisburg
October 20, 2013	PaLA Conference, October 20-23; Seven Springs, PA
October 20, 2013	Open Forum, PaLA Conference, Seven Springs

14. Adjourn

MOTION: Adjourn the meeting at 12:05 P.M.
MOVED BY: Robert Gallivan
SECONDED BY: Lou LaBar
VOTE: Unanimous

Respectfully submitted,

Rita Jones, Executive Secretary
Office of Commonwealth Libraries