

GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT
OCTOBER 20, 2013
Seasons 3, Seven Springs Mountain Resort
SEVEN SPRINGS, PENNSYLVANIA

MINUTES-APPROVED

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

Members Excused: Sara Jane Cate
Louis LaBar
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
Rita Jones, Executive Secretary, Office of Commonwealth Libraries
Jarrid Keller, Executive Assistant, Office of Commonwealth Libraries
Alice Lubrecht, Director, Bureau of State Library

Guests: Mary Maguire, District Consultant, Montgomery County

WELCOME & INTRODUCTIONS

Richey called the meeting to order at 9:04 AM and welcomed all in attendance. Council members, staff of the Office of Commonwealth Libraries and guests introduced themselves.

1. Approval of Minutes of the June 18, 2013 Meeting

Gallivan requested minutes edited on page 4 under item 9; discussion items. The By-Laws committee is now chaired by Gallivan as Sobina requested to remain a member but relinquish his assignment as chair. Edit noted and updated to reflect this change.

MOTION: Approval of the minutes with edits
MOVED BY: Mary Garm
SECONDED BY: Robert Gallivan
VOTE: Unanimous

2. Chair's Report – Cynthia Richey

Chair Richey began her report by thanking Aldrich and Jones for putting together materials and scheduling Saturday afternoon's Strategic Planning Retreat which was both informative and productive. Richey made an announcement that both Barbara May and Sara Jane Cate have submitted their resignations from the Council. May is leaving due to her time constraints at work and Cate's term expires in January and she has chosen not to renew another term. A letter of appreciation was discussed and Mitchell will follow-up with the Governor so a certificate can be obtained to present to each resigning member. Richey also announced that she and Aldrich met with a potential candidate and her resume and letter of interest have been submitted to the Governor's Office for approval. Another candidate from the York area, a possibility to fill a trustee slot, is being considered as well.

3. Overview and Update on State Library Projects – Stacey Aldrich

Aldrich presented her report which included an overview of projects currently in progress at the State Library (attachment A). After six months on the job Aldrich has completed goals in several focus areas which include:

- The EDGE Initiative: Pennsylvania is one of seven pilot states and so far 22 libraries have completed the assessment with the launch anticipated in January/February.
- Bookflix: The launch via POWER was a success and Aldrich noted that Bookflix is a program for kids to connect language and reading skills using ebook technology which the Department of Education is funding.
- Communication: Improved and increased communication with the field through the Compendium weekly electronic newsletter and a list-serve of library directors across the state.
- Connectivity: The broadband study is complete and the results will be published soon. In order to improve connectivity across the state, first a baseline must be established to see how all libraries currently connect to the internet.
- Everyone On: A national campaign currently underway to connect everyone to the internet.

Aldrich explained that after almost a year as State Librarian her goal is to simplify. The first step is to work on the structure of the organization and staff has been shifted in order to focus efforts on strategic areas. Each strategic area has been identified and someone is assigned to work in every area.

Aldrich presented updates on several statewide projects including:

- POWER Library – a new interface has been created to bring all of the Pennsylvania Electronic resources together. There has also been the addition of the ability to get a Power Library e-card to use the databases. There had already been 100 registrations for the e-card. The feedback from the community has been positive.
- School Librarian Guidelines – currently a teacher can take a test to become certified as a school librarian; a committee has been meeting to discuss the guidelines for the skills that are required for school librarians. Once the guidelines are approved, the State Library will be working to upgrade the questions on the PRAXIS test that teachers take to become certified as school librarians. The current questions are outdated.
- Databases – a survey will be launched in order to ask what databases libraries currently purchase and what electronic resources their communities need or want. The information will be used to make strategic decisions about database purchases for Power Library.
- Internet Archive – a mock-up of a scribe station is being tested at the State Library and there are two potential libraries to test the station once it is refined.
- Sundance Film Festival Project – Bonnie Young is in charge of outreach for the State Library and applied for a grant to show films at the State Library and several libraries across the state. The films will be shown at the State Library and 22 other public library locations statewide.
- Digitization efforts – Bill Fee sent out and received a good response to an online request for assistance in transcribing the Civil War diaries that are part of the State Library's collection via the online tool Scribe.
- Family History Month program – The State Library held a program on Saturday, October 12, 2013 highlighting the genealogy resources available and had a turnout of over 100 people. October 30th-31st the Library will be giving "ghost tours" for state employees as another way to bring people into the library.

Comments:

Richey commented that she thought it was a great idea to pull out focus areas and assign them to people. She also asked Aldrich if there were any potential candidates for the director position currently vacant in the Bureau of Library Development. Aldrich said she had two possible in mind.

Belanger asked about the Keystone grants as it is a large project and dissimilar to the other grant processes. Aldrich is hoping to bring someone; and currently Bisbano and Blascovich are working on Keystone.

Nesbit commented that he likes the idea of generating support from other agencies and stated that it is a good strategic move.

Mitchell recommended identifying key people in other agencies in order to network and get the word out to the public. He also mentioned reaching out to PCN which has a program on Sunday evenings that interviews Pennsylvania authors.

An idea to get noticed would be to hold a “book festival” of sorts with these authors.

Richey reiterated the need to support the State Library as a whole and the fact that a parent company or friends group is needed. Aldrich stated that the Department of General Services has an effective building manager and has spoken with DGS officials about repairs and renovations in the Forum building.

Garm commented that Aldrich's presentation was refreshing and applauds her for thinking outside the box instead of focusing on what cannot be done.

4. Discussion of GAC Strategic Planning Session and Next Steps -- Cynthia Richey

Richey reviewed the strategic planning session which was held the previous afternoon from 2:00-5:00 pm. Richey summarized that identified needs were leadership, statewide structures and connectivity. Focus areas identified were: policies, leadership & data. The policies and guidelines approved by the GAC will need to be reviewed one by one. Richey assigned a task force made up of Garm, Mitchell, Nesbit, and Sobina with Richey and Aldrich as ex-officio. The task force will rank the guidelines by which are most important for libraries. The next step will be a review process by the entire Council.

Another topic discussed was communication with the field. It was suggested that Council create a document that defines the role of the GAC; shows their teeth; and to solicit feedback.

It was decided that a strategic planning session should be held every fall in conjunction with the Pennsylvania Library Association Annual Conference.

5. Discussion of Library Regulations --Stacey Aldrich, Sandy Edmunds

Aldrich and Edmunds led a discussion of the library regulations that were updated and presented suggestions for further revision. (Presentation included in attachment A). First, they went over what has changed in the public library code. Regulations were defined and goals for revising were presented. Standards for state aid were presented along with suggested updates for libraries, library systems, and district library centers.

Comments:

- One goal identified is to clarify the regulations and the importance of ensuring a reader friendly format.
- Suggested changes focus on state aid standards to receive funding and state plans required to receive state aid. The plans should be important and not just a hoop to jump through.
- Garm suggested a balance between mandates and individual freedom so the library can base guidelines on its own specific needs.
- Belanger noted that the process in place should be based on logic and community needs not for the convenience of the staff.
- Discussion followed on library credits and education levels needed for library director and other positions.
 - Aldrich would like to re-think education as a whole and focus on a lifelong relationship which can start in the library. Libraries can offer courses which could begin at the high school level.
 - Richey and Sobina agreed as their libraries are a hub for students and since college enrollment is down; having programs to entice high school students could encourage future enrollment.
 - Aldrich suggested removing the number of credit hours required and instead focus on content as many graduate from library school yet still need appropriate knowledge and skills.
 - Edmunds stated that it is difficult for an individual already working full-time in a library to attend school to obtain an appropriate degree.
 - Garm reiterated the need for training especially for library directors since many are promoted from within when staff retire and do not have sufficient credentials.
 - Nesbit commented on the substantial cost involved as well to pursue advanced degrees.
- A discussion on changing the requirements for collection size.
 - Libraries will be asked to create a collection management plan based on use not just number of items.
 - Gallivan commented that staff have never created a plan and will need support and training.

- Aldrich stated that part of the job of the bureau of library development is to assist and will help libraries develop a plan and also create a format to follow.
- Discussion on library systems and district library centers
 - Aldrich posed the idea that libraries cannot serve as both a system and district center
 - Aldrich suggested that these should be pulled apart in order to get a clear definition on the roles of each
 - Mitchell asked if both systems and districts are needed.
 - At the recent DLC meeting when questioned they were unable to define roles of districts.

Aldrich concluded by stating that one goal is to simplify when possible and make standards more clear. She hopes to eventually have documents online and to merge paperwork so processes can be streamlined. She and Sandy have a presentation of the proposed updates during the conference but wanted Council to be the first to preview and comment on the proposed changes.

6. Meeting Schedule for 2014

Richey suggested that Council add a meeting during the PSLA conference held in Hershey in the spring in addition to the Open Forum. She also recommended meeting in Harrisburg in January, March and June instead of the traditional travel meeting in March.

Meeting dates proposed:

January 14, 2014	Forum Building, Harrisburg
March 11, 2014	Forum Building, Harrisburg
May 2, 2014	PSLA Conference, Hershey, Open Forum & meeting
June 10, 2014	Forum Building, Harrisburg
September 27, 2014	PaLA Conference, Lancaster, Strategic Planning session
September 28, 2014	Meeting & Open Forum

MOTION:	Approve meeting schedule as proposed for 2014
MOVED BY:	David Belanger
SECONDED BY:	Larry Nesbit
VOTE:	Unanimous

7. Adjourn

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

Respectfully submitted,

Rita Jones, Executive Secretary
Office of Commonwealth Libraries