

**GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT**  
**JANUARY 31, 2014**  
**Green Room, Forum Building**  
**HARRISBURG, PENNSYLVANIA**

**MINUTES-APPROVED**

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

Members Excused: Louis LaBar

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  
Alice Lubrecht, Director, Bureau of State Library  
Diana Megdad, Advisor, Bureau of Library Development  
Susan Pannebaker, Director, Bureau of Library Development

Guests: Joseph Sherwood, Executive Director, Chester County Library System

**WELCOME & INTRODUCTIONS**

Richey called the meeting to order at 9:05 AM and welcomed all in attendance. Council members, staff of the Office of Commonwealth Libraries, and visitors introduced themselves.

1. Approval of Minutes of the October 20, 2013 Meeting

MOTION: Approval of the minutes as submitted  
MOVED BY: Robert Gallivan  
SECONDED BY: Mary Garm  
VOTE: Unanimous

2. Chair's Report – Cynthia Richey

Chair Richey began her report by explaining that due to the change in structure of the Council; Ray Sobina has elected not to renew his term. The new structure will be composed of 6 professional librarians, 3 trustees and 3 lay members as opposed to previously 3 professionals, 3 trustees, and 6 lay members. Sara Jane Cate who filled a trustee slot and Barbara May as a lay member have also decided not to renew their terms. Richey explained that we have several interested candidates to fill the vacant slots on Council and each has submitted a letter of interest and a current resume that has been approved by the Secretary. Their information has been routed to the Governor's Appointee office and the goal is to have new members in time for the March meeting. Sara Jane was present at the meeting and was congratulated on her diligent work and dedication as a Council member for over 15 years.

Richey summarized the strategic planning session that was held October 19, 2013 during the Pennsylvania Library Association Conference in Seven Springs. The session identified three main goals to focus on:

- Policies – By-laws
- Leadership – Communication
- Data – State-Aid formula

Richey reiterated the goals for the Council which includes an interest in all libraries.

- The goal of modern structures for the most efficient library service
- Support for school libraries
- Support for the State Library

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

Aldrich's report is in writing and available as attachment A. A broadband project is currently underway as an effort to improve internet connectivity in public libraries. Aldrich shared the statistics gathered which highlight the fact that libraries across the state do not all use the same platform to access services. Libraries welcome technology education and improvements although many lack sufficient funds and experienced staff needed by their patrons.

Another project Aldrich discussed is the Edge Initiative as Pennsylvania is one of the first states in the nation participating in the launch. As reported in October, this initiative is a new online technology assessment tool for libraries that focuses on current technology, relationships within the community and services provided. In January, Aldrich along with Susan Pannebaker and Diana Megdad provided 10 training sessions at locations across the state. A webinar was offered for those that could not attend the in-person sessions. Over 300 people participated and in the first week of registration, 179 libraries have signed up. The deadline for libraries is March 24, 2014 and a follow up session is planned for April to share the statewide data and discuss results.

Aldrich reported that she was informed that the FY2014 LSTA allotment will be \$5,494,791 which is good news as it is an increase from last year.

Aldrich reported that letters of intent for the next round of Keystone Grants are in process. The target is mid-February and the maximum grant award will be \$500,000. The process takes about one year to complete with the expectation that the funding will go out to the grantees by January 2015.

Aldrich concluded by discussing the state aid formula which will most likely not be run again this year. We have been looking at how it actually functions and how things would look if it would be run. The formula is quite complex and a challenge to work with. Aldrich demonstrated with a chart that explains the distribution of state aid funds (attachment B). Lubrecht provided a brief report on updates from the State Library available as attachment C. Library staff received training on the new large scanners in January and are discussing which items will be scanned by staff versus which will be completed by the internet archives staff member. The first several titles are complete and have gone public. They will be added as links to the catalog records. At the ALA Midwinter Meeting; Lubrecht and Fee held a well-attended session explaining the transcription of the Snowden diaries using the Scripto software. Lubrecht announced that over 120 people attended the "Spirits in the Library" lunchtime tours that were offered October 30-31. As a result of this success, several tours are scheduled for area Girl Scout troops. Another outreach item being planned is a "Take a Peak" tour of the reading room during the Harrisburg Symphony concert. The hope is that immediately before the concert; attendees will see the space and be given a brief overview of services offered by the State Library.

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

Richey opened the floor to members to discuss next steps. An idea suggested in October was to create a public document detailing the roles and responsibilities of the Council as well the statutory limitations. Another suggestion was to create a write-up to be placed in the Compendium.

Comments:

- Belanger suggested a web presence which would include an introduction and also the legislature wording that pertains to the Council.
- Aldrich commented that the State Library will be creating its own website which will be separate from the Department of Education site.
- Nesbit suggested videos on the site that would present conversations on various relevant topics. This would be more user-friendly and provide the information which is typically very dry subject material.
- Belanger suggested an update from the GAC can be presented at the DLC meeting and also that the Compendium be distributed monthly rather than weekly.
- Garm suggested doing a better job of encouraging people to attend the GAC meetings from the public perhaps by advertising when and where they are being held.

- Mitchell suggested inviting district consultants to attend and also adding onto other meetings a report from the GAC. Also having others attend the actual meeting would provide an increased breadth of knowledge and also would allow them to see the process and debate present at Council meetings.
- Garm suggested using the theme of “simplifying” and just focusing on one of the suggested items on the to-do list.

Richey summarized that the one item to focus on could be the document that can be placed on the website and also submitted to the Compendium. Aldrich also offered to send the document out to the list of library directors and other list serves that are sent out.

Richey will assign a Council member to lead the communications task force.

Garm gave a brief report on the policies task force which was formed at the October meeting and is composed of Larry Nesbit, Lou LaBar, David Belanger, Garm as chair and Richey as ex-officio. After discussion with Aldrich, Richey and then the rest of the committee it was determined the best course of action is to tackle the policies one at a time. The first item is the statewide library card also known as Access PA. The current guidelines were established in 1997-2000 and it should be communicated to the field the current status of the policy. Garm explained that participation is needed for eligibility for quality aid, the funding has decreased yet the requirement still exists. Suggested updates should funding be returned include:

- Eligibility issues with patrons that live in unserved areas
- Determination of appropriate reimbursement for transactions
- E-resources
- Participation requirements

The legislative committee discussed advocating for new funds for the “library access” line item. This appropriation includes POWER Library, the Statewide Library Card, and IDS. This conversation is at a very preliminary stage and will be tabled until February when the Governor’s budget is announced.

Nesbit commented that it is important to have vision for these changes and to develop a philosophy of statewide service and make the changes fit. Today, 2014 is a very different world from 1997 when the guidelines were developed. Mitchell agreed that today is a very different age where everyone has access to a library available on their iPhone. Today’s consumer has a new mindset with the modern technology that is available and soon to be available.

The survey on school libraries was received and Richey will email it to everyone following the meeting.

##### 5. Discussion of Public Library Code –Stacey Aldrich, Sandy Edmunds

A draft was shared of the language for county coordination aid and is an attachment (Attachment D). A discussion took place regarding the presented draft and format which is an attempt to organize everything into the same user-friendly format and save in one designated place. Richey explained that some policies were created in response to a crisis where no policy was previously in place. Questions were posed on whether or not there are substantial changes and whether this is an attempt to change policy or simply to gather them. Right now the task is to look at the format, which Belanger noted makes sense to have everything in the same format. Aldrich noted that the plan involves several steps including: drafting the language; approval by the attorneys; approval by the library community; updates such as tweaks, edits & additions; feedback from the GAC; followed by the official process.

The process by which waivers are granted and processed was discussed. Currently there is a lot of confusion on the process, how they work and what is considered eligible for a waiver. An example of a request is if a library is not making standards they will request a waiver. The library must prove economic hardship and the process can be tedious if not all of the relevant information is provided. A new waiver application has been developed but there are still unanswered questions such as:

- How long waiver should be granted?
- How many times can same waiver be requested?
- What happens if waiver is not granted?
- How should follow-up be conducted once a plan is in place to correct?

A suggestion was made to give a three year window during which the library should work to resolve the issue for the granted waiver. The main goal is to have one simplified structure to use so it is not confusing. Richey suggested having the committee discuss and make recommendations at next meeting.

The public version in which to view certification is the PIMS system. Aldrich explained that is it unfair to use increase in population as necessary to meet higher standards as funds are currently level. Richey suggested approving the committee recommended certification policy presented (Attachment E).

MOTION: Approve grandfather certification of current library directors at the 2000 census level.  
MOVED BY: Larry Nesbit  
SECONDED BY: David Belanger  
VOTE: Unanimous

6. Meeting Schedule for 2014

The March meeting was re-scheduled from March 11, 2014 to March 27, 2014 with an orientation for newly appointed members on March 26, 2014. A suggestion was made for those Council members that arrive the day prior to the meeting that they get together for dinner to meet with the new members.

7. Adjourn

MOTION: Adjourn the meeting at 12:34 P.M.  
MOVED BY: Robert Gallivan  
SECONDED BY: Mary Garm  
VOTE: Unanimous

Respectfully submitted,

Rita Jones, Executive Secretary  
Office of Commonwealth Libraries

Tour of Internet Archive Scribe Station

Aldrich offered a chance to view the Archive Scribe Station for anyone interested following the meeting.