

Attachment A

**GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT  
SEPTEMBER 28, 2014  
The Hickory Room, Level 3  
LANCASTER, PENNSYLVANIA**

**MINUTES-APPROVED**

Present: David Belanger  
Marsha Everton Dr.  
Robert Gallivan  
Mary Garm  
Allison Mackley  
Sharon McRae  
David Mitchell  
Dr. Larry Nesbit  
Cynthia Richey

Members Excused: Louis LaBar

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

Office of  
Commonwealth  
Libraries Brian Dawson, Director, Bureau of Library Development  
Sandra Edmunds, Annuitant, Division of Subsidies & Grants, Bureau of Library Development  
Rita Jones, Assistant to the Deputy, Office of Commonwealth Libraries  
Jarrid Keller, Executive Assistant, Office of Commonwealth Libraries  
Alice Lubrecht, Director, Bureau of State Library

Guests: Maryam Phillips, Executive Director, HSLC  
Kathy Silks, Project Manager, PA Forward – Pennsylvania Library Association

1. Welcome & Introductions

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

2. Approval of Minutes of the June 10, 2014 Meeting

MOTION: Approval of the minutes with edits as noted below  
MOVED BY: Robert Gallivan  
SECONDED BY: Larry Nesbit  
VOTE: Unanimous

Edits

- Last paragraph on page 2 under Chair's Report – The task force will include: Deb Kachel and David Belanger as Co-Chairs and Allison Mackley with Stacey Aldrich as ex-officio (replace Marsha Everton).
- Page 3 under comments; Chartreuse Houston Library, should be Chartiers Houston Library
- Maryann Yonki was guest that requested a copy of the State Aid to Local Libraries draft under comments from observers

### 3. Chair's Report – Cynthia Richey

Richey began by reporting that she composed a letter on behalf of the Council to elected officials requesting an increase of library funding. Richey is continuing to work on a piece for the Compendium that introduces the GAC members to the community by way of bios for all Council members. Richey reported on the recent statewide regional libraries meeting. Belanger will be working with a joint task force comprising GAC and PSLA members to develop a "white paper" presented graphically (similar to that which had been done in California) about the role all libraries play in the lives of Pennsylvanians. Input from all library types will be solicited to create the best possible document. David Belanger, Allison Mackley, and Stacey Aldrich will serve on the task force, as will Deb Kachel for PSLA. We will ask PaLA to participate, too.

Richey summarized the strategic planning session which took place the previous day, Saturday September 27<sup>th</sup> from 2:00-5:00 pm. The session was facilitated by two presenters from Principled Design: Despina Papadopoulos and Miriam Songster. Discussion topics included:

- Identifying values and goals for the Council
- The roles of the GAC
- Building relationships with the community
- Overhauling the Library Code
- Creating a structure for supporting the State Library as the “flagship” for the state

The conversation will continue at a strategic planning session scheduled for December 3<sup>rd</sup>. In the meantime, a report of the September 27<sup>th</sup> session will be written and sent out from Principled Design.

### 4. Power Library – Maryam Phillips

Phillips gave a demonstration of the POWER library website: <http://powerlibrary.org>. She highlighted features from the website including: chat with a librarian, how to get a Power Library eCard to use the resources, the digital repository, the find a library by zip code feature, and the information available for librarians.

Comments:

- Nesbit asked about Access PA membership to which Phillips replied that approximately 2600 libraries are represented. Even though over 500 libraries have been lost (cancelled memberships) since 2009; in the past several weeks school libraries have been returning. Only a handful of academic libraries are enrolled, although 70% of schools K-12 are represented.
- Aldrich commented on the challenge of maintaining the subscriptions to the Power Library e-resources. The funding fluctuates year-to-year and the subscriptions must be renewed and paid for yearly. If the funding drops, there is not enough to support all of the databases. Aldrich reported that many school librarians have told her that they do not train students how to use the databases because they don't know if they will be there next year.
- Mitchell commented that it can be difficult to get people to use these and suggested using PSLA to target specific districts that have kids with a school library and train them to use
- Garm suggested promoting more of what is available, perhaps a monthly email with tidbits of information
- Aldrich thanked Maryam for working on a short timeline to improve access to Power Library by creating a more user friendly interface and integrating all of the online services supported by Power Library.
- Phillips mentioned that she had presented the website to high school students from the Philadelphia area and most did not know this resource existed. She concluded that this is a great first step for having everything together.
- Silks suggested presenting to PA Forward's five literacy teams as a way to think about how to connect parents to these resources for their school aged children. Phillips agreed that they will work together on this idea.

5. PA Forward – Kathy Silks

Silks presented an update on the PA Forward project put forth by the Pennsylvania Library Association. PaLA has developed an action plan and Silks remarked that four members of the steering committee are seated at the table. She explained that the project goal is to give libraries power to enable progress and change people's lives by linking to necessary skills. These needed skills make up the five essential literacies – which include basic, informational, civic and social, health and financial literacy. PA Forward provides tools for libraries to focus on programs and methods supporting the literacy needs of their community. The action plan for PA Forward includes:

- Training sessions for librarians to get libraries engaged in the project. One session is scheduled during this conference.
- Connecting and building relationships with statewide businesses and agencies.
- Getting the message out to those in power and also so other states can adopt these concepts

Silks is open to ideas and suggestions and is willing to set up training to those interested. She concluded by thanking Mary Garm, David Belanger, Allison Mackley, and Stacey Aldrich for serving on the steering committee for PA Forward.

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

Aldrich presented an overview of current projects at the State Library, her report is attached (Attachment A).

- a. Broadband – Aldrich thanked Carrie Cleary for managing this project and also thanked Bill Fee, Jarrid Keller, and Bob Kuntz for their contributions. This has been a complex project with short timelines.
- b. Trustee Town Hall Meetings – Aldrich held 9 meetings across the state in August 2014 with a total of 348 people participating. Aldrich's presentation is attached to her report, and was designed to not only be informational but also get input into the learning needs of trustees. In order to better support the needs of trustees, a Trustee Institute will be developed with the assistance of a small task force.
- c. Pilot Projects – The State Library is interested in supporting the development of new ideas for structures that support better public library access. There have been several projects that have been supported this year to support conversation and action.
  - o Pike/Wayne County – The Pike/Wayne county project was designed to build collaboration across county borders by creating one shared ILS. The project has been very successful and should be completed by the end of September.
  - o Fayette County – completed a strategic planning process and are building the final plan and action steps for working to improve library services in Fayette.
  - o Mercer County & Venango – after a consultant reviewed both counties, a report was created with several models for consideration, Aldrich plans to visit the libraries to discuss next steps
  - o York – The York project was designed to analyze the issue of libraries serving a majority of patrons outside their service area and county to due proximity. What needs to be considered in terms of funding and support? A final report will be shared at the end of September with information on work they completed to consider new models of service
- d. Digitization Projects – The State Library met with interested parties in August to participate in the Digital Public Library of America (DPLA). This national project is designed to make digital collections from libraries across the U.S. accessible. In October, the State Library will convene a small group to build a planning strategy for PA. Work is also underway with the Internet Archive on a project to provide traveling digitization workstations to public libraries, making these special collections more accessible across the state.
- e. Storytelling Toolkit – the toolkit was distributed to those in attendance which was created as a way for libraries to communicate more effectively internally and externally through storytelling methods. Three

training sessions were held in September with a total of 154 people participating. Aldrich thanked Diana Megdad for organizing the events across the state.

- f. State Library Staffing – Aldrich introduced Brian Dawson as the new Director for the Bureau of Library Development. Other positions that were recently filled include: Hadiyah Cleveland (LSTA Coordinator), Linda Pierce (Fiscal Technician), Stacey Mulligan (Keystone Advisor), and Sandy Edmunds returned as an annuitant to finish work on regulations and provide support as new staff transition.
- g. LSTA – with the new staff on board, the State Library will be putting forth a competitive LSTA process with approximately \$500,000 available for projects aligning with the goals of the State Library’s LSTA Five Year Plan.
- h. Public Library Code – work continues on updating language for regulations to support the Public Library Code and the process continues to gain input from various groups and incorporating the feedback received. Draft language is attached to report for the Council to review. More input is expected by the New Year.
- i. State Library Updates – a consultant was hired to complete an assessment of the systems involved in maintaining the Rare Collections Library. He completed a report and has offered some recommendations for improvement to include the increase of the temperature and humidity levels in the vault areas to better preserve and make collections more easily accessible. Staff is going to work on following through with the suggestions offered by the consultant.

Lubrecht reported that the State Library held its first “Batman Day” with a turnout of over 200 attendees. The State Library offered free giveaways and displayed some of its original Steve Ditko collection of comic books and graphic novels. She also reported that Penn Live completed a photo session of the rare collections library as part of their series entitled *Hidden Treasures of the Capitol*.

Discussion continued about the library code and process with questions regarding feedback and comment stages. Mackley requested an update on the now vacant school library advisor position. Given the nature of the position, and the challenge of one person supporting all of the school libraries, the State Library is considering a different approach. There is thought to work with the school library community to identify most important projects and then hire consultants to work on those focused projects. Aldrich is reviewing options with the new Director of the Bureau of Library Development, Brian Dawson. Mitchell commented that the school library community needs good support so they don’t feel like a “step-child.” Nesbit suggested Deb Kochel as a consultant since her project of emerging school library leadership was supported this year. Aldrich agreed and stated that she wants to ensure that there is support for the school libraries and librarians.

## 7. Bylaws – Robert Gallivan

Gallivan presented a draft with suggested changes to bring it into agreement with the new code language.

Suggested changes include:

- Use consistency throughout the document; change Office of Commonwealth Libraries to The State Library
- Another inconsistency is Deputy Secretary and State Librarian; change to State Librarian
- Committees do not align with current practice; so a suggestion was made to disband the executive committee.
- Merge State Library and Preservation committees into one

Richey determined that in certain instances, such as when a new State Librarian is hired, the executive committee is important, it was decided that this committee should remain.

MOTION: Motion to keep executive committee, combine State Library/Preservation into one committee, and update inconsistencies in nomenclature as well as typos and format  
MOVED BY: Mary Garm  
SECONDED BY: Robert Gallivan  
VOTE: Unanimous

8. Policy Task Force – Mary Garm

Garm reported that the task force has not met so no report is available. She plans to have a meeting of the task force in the near future and offer a report and request for action at the January 2015 meeting.

9. Certification Discussion – Stacey Aldrich & Sandy Edmunds

Aldrich reported that in the Public Library Code there is a provision that enables the State Librarian can assess and test those library directors that do not have the listed qualifications as a director for State Aid. She said that out of the 445 public libraries only about 11 do not meet the director qualifications. She has heard the challenges from many of these librarians and the trustees. In many cases, the library directors have been doing the work for many years. In order to bring these 11 libraries into compliance, Aldrich suggested creating a small team made up of staff and Council members that would do an assessment by visiting the library itself. The Director would be asked to put together a portfolio of the work they have done, and then the small team would visit with the Director and follow up with questions. If there are additional training needs identified for the Director, the State Library would support efforts to receive the necessary training. Aldrich noted that this is a one-time offer to bring all libraries into compliance for State Aid. In the future, library boards will be expected to ensure that new library directors can meet the requirements for State Aid. The State Library will be putting together a process and presenting to the GAC for approval in the spring.

Mackley suggested using available standards in order to list competencies which could be used for baseline coursework to put in the portfolios. Belanger asked if an extension will still exist when libraries hire someone new. Extensions will be available, but will not be supported forever so that the requirements are never met. Extensions are monitored and progress is required on meeting the requirements within a timely manner. Garm requested an update on those library directors that were having trouble providing documentation of their degrees or training due to the fact that they had been done so long ago, and in some cases programs no longer exist.. Edmunds reported that she is working with several similar cases and was able to track down transcripts with the Department of Education (PDE). Edmunds elaborated by explaining that PDE has notebooks kept on file so a name and approximate date could be used to track down the originals documents.

MOTION: Create small team to work on assessment to be overseen by State Librarian  
MOVED BY: Mary Garm  
SECONDED BY: David Belanger  
VOTE: Unanimous

10. Rare Book Report – Larry Nesbit

Nesbit presented a report on the Rare Books funds and distributed the attached budget outline (Attachment B). No transactions were completed since the last report. Nesbit provided some historical facts since some new staff and Council members were present. He explained that these funds were obtained through a partnership with the Capitol Preservation Committee led by Ruth Ann Hubert-Kemper. Kemper was able to create a line item in the budget affording the State Library the ability to use funds held in an account at Mansfield University without having to follow strict state guidelines in spending and approval processes. The attention was gained due to the fact that at the time the project began, Susan Zug (spouse of Peter Zug, Pennsylvania legislator) was a member of this Council. This connection was very important to getting this project underway.

MOTION: Accept the budget report as presented  
MOVED BY: Robert Gallivan  
SECONDED BY: David Belanger  
VOTE: Unanimous with abstention from Nesbit

11. Meeting Schedule for 2015

As discussed, another strategic planning session is scheduled held in Harrisburg on December 3, 2014. The 2015 meeting schedule will stand as outlined on the agenda:

January 13, 2015	Forum Building, Harrisburg
March 10, 2015	Forum Building, Harrisburg
May 1, 2015	PSLA Annual Conference, Hershey
June 9, 2015	Forum Building, Harrisburg
October 3, 2015	PaLA Conference, State College, Strategic Planning session
October 4, 2015	Meeting & Open Forum

12. Comments from Observers

The floor was opened to observers for any comments or questions, none were presented.

13. Adjourn

MOTION:	Adjourn the meeting at 11:35 A.M.
MOVED BY:	Robert Gallivan
SECONDED BY:	Mary Garm
VOTE:	Unanimous

Respectfully submitted,

Rita Jones, Executive Secretary  
Office of Commonwealth Libraries