

GOVERNOR'S ADVISORY COUNCIL ON LIBRARY DEVELOPMENT
JANUARY 10, 2017
Green Room, Forum Building
HARRISBURG, PENNSYLVANIA

APPROVED MINUTES

Present: David Belanger
Marsha Everton
Robert Gallivan
Mary Garm
Louis LaBar
Allison Mackley
David Mitchell
Larry Nesbit

Excused: Sharon McRae

Office of
Commonwealth
Libraries:

Beth Bisbano, Advisor, Bureau of Library Development
Jonelle Darr, Executive Assistant, Office of Commonwealth Libraries
Brian Dawson, Bureau Director, Bureau of Library Development
Rita Jones, Administrative Officer, Office of Commonwealth Libraries
Alice Lubrecht, Bureau Director, Bureau of State Library
Edward Lupico, Keystone Advisor, Bureau of Library Development
Glenn Miller, Deputy Secretary, Office of Commonwealth Libraries
Stacey Mulligan, Advisor, Office of Commonwealth Libraries
Linda Rohm, State Aid Advisor, Bureau of Library Development

Guests: Lisa Rives Collens, Vice President, PA Integrated Library System Consortium (PaILS)
Brianna Crum, District Consultant, Capital Area District
Maryam Phillips, Executive Director, HSLC
Joe Sherwood, Executive Director, Chester County Library System
Scott Thomas, Executive Director, PA Integrated Library System Consortium (PaILS)

1. Welcome & Introductions

Garm called the meeting to order at 9:06 AM and Council and staff in attendance gave introductions.

2. Chair's Report – Mary Garm

Attachment A

3. Deputy Secretary Update – Glenn Miller

Attachment B

Comments:

- Everton commented on the need to focus on opportunities in light of current politics and challenges we currently face. She believes it is important to market libraries as a positive force for change.
- Garm reminded everyone that National Library Legislative Day is scheduled in May in D.C.
- Mitchell commended Deputy Miller on his work with the Department of Labor and Industry and encouraged continued collaboration with service-based organizations within the community.
- Garm reiterated Mitchell's point by commenting that in some rural areas, Career Link access is defined as a kiosk in a grocery store.

4. Commonwealth Libraries Bureau Reports:

a. Bureau of State Library Report – Alice Lubrecht

Lubrecht began her report by explaining the process involved in order to transport the Assembly Bible for ceremonial swearing-in purposes. The new State Treasurer will be sworn in on January 17 at the Camp Curtin Middle School, and Lubrecht will be in attendance.

Other State Library highlights: The project to microfilm and digitize collections continues. Round three of the renovations in the Law Library are underway. The State Library has a booth at the Pa Farm Show and materials and information about the Maker Space have been very popular. The State Library purchased a wifi hotspot for use at the Farm Show booth, and for use at future exhibits and library meetings. Lubrecht provided an update on a cracked pipe that apparently is located between the street and the Forum Building. Crews are working to identify and fix the issue as well as a steam leak has been discovered in the Rare Collections Library.

b. Bureau of Library Development Report – Brian Dawson

Dawson began his report by providing an update on the 2017 LSTA grant cycle. Library development advisors met last week to discuss project ideas. Staff met to discuss internal scoring for the Keystone grants. Dawson thanked Stacey Mulligan for acting as a mentor to Ed Lupico who is the newly appointed Keystone advisor. Dawson reported that the ILEAD program is continuing and that this year will consist of new and returning mentors. Professional development grants are now in round three which are due April 15th. These grants are open to schools and academic libraries. Dawson concluded by sharing the dates for upcoming district library center meetings: May 11-12, 2017 and September 14-15, 2017.

5. Public Comment on Agenda Items Only

No comments.

6. Status of Appointments and Vacancies – Glenn Miller

Miller congratulated Garm on officially being named Chair and no longer in an acting status. Miller reported that the Office of Commonwealth Libraries (OCL) has a point of contact for the Governor’s appointment office and there has been movement on G.A.C. appointments and re-appointments. He also requested that Council provide OCL with a copy of their appointment letter once received. They can be scanned and sent to Rita Jones at ritjones@pa.gov.

Garm thanked everyone for their continued support and suggested a nomination of a vice chair.

MOTION: Nomination of David Belanger as Vice Chair of G.A.C.
MOVED BY: Mary Garm
SECONDED BY: Louis LaBar
VOTE: Unanimous vote in the affirmative

7. Appointment of Committees for 2017 – Mary Garm

Garm announced appointees for each committee as follows:

Bylaws: Bob Gallivan, Chair. Committee members appointed, as needed.
Legislative: Mary Garm, Chair; Allison Mackley, Sharon McRae, Dave Mitchell
Policies: David Belanger, Chair; Allison Mackley, Larry Nesbit
Communication: Lou Labar, Chair; Marsha Everton, Sharon McRae

8. DLC Negotiated Agreements – David Belanger

Belanger distributed the draft agreement and an addendum (Attachment C). He explained the main difference in the updated draft was a reorganized view to highlight the responsibilities of district library centers and member libraries. Belanger provided an overview of draft nine including a distinction between non-state-aided versus state-aided libraries. More detail is needed on the 5% overhead guideline which, for example, covers utilities and supplies. Some updates are needed such as making sure the document is consistent throughout with word choice and modifications should be clarified. Belanger thanked the committee which included GAC members, OCL staff, and a focus group for their work and feedback.

Garm explained that this update was necessary as the document in place dated back to 2003. It is the hope that an updated agreement would be helpful to new administrators and will provide structure and guidance. Accountability is needed with spending guidelines but libraries should also have a voice in the process.

MOTION: Motion to approve an edited draft document with annual critiques by OCL
MOVED BY: David Belanger
SECONDED BY: Allison Mackley
VOTE: Unanimous vote in the affirmative

9. Hours Open Standard – Glenn Miller

Miller reported that when the Library Code was updated in 2012, there were changes that caused a hardship for smaller libraries. The 45-hours-open-per-week standard was enacted without any reductions for libraries serving a smaller population. A message was sent to the community on November 26, 2016, regarding the status. Larger libraries were not impacted by the change but a number of smaller libraries have expressed concern. New regulations will be developed during 2017 related to the 2012 changes to the Library Code.

10. Waivers – Glenn Miller and Linda Rohm

Rohm distributed a hand out (Attachment D) to clarify the waiver process. The application is completed electronically and submitted either at the end of the year or in advance for hours of operation. A waiver is not submitted for certification requirements, however, an extension of time for compliance may be granted. The extension is a separate form that should be submitted with a plan detailing future compliance of educational requirements. Rohm explained that the individual library creates the plan; it is not something the OCL imposes.

11. Rare Books Fund Update – Larry Nesbit and Alice Lubrecht

A list of potential purchases was provided by Lubrecht for approval. Nesbit reported that a list is not needed in advance, as Lubrecht and Snavelly can determine which titles are needed. Instead of pre-approval, a list of purchases can be provided to Council. Since staff has already been given established categories in which to make purchases, they can move forward with spending down the balance. The current balance = \$420,023. Garm commented that if necessary, in the future, the categories may be adjusted. Nesbit concluded that, by having an established pattern in place, it offers protection to the resources and funds.

MOTION: OCL may pursue emergency maintenance purchases and book purchases based on establish categories with Mansfield funds.
MOVED BY: David Mitchell
SECONDED BY: Louis LaBar
VOTE: Unanimous vote in the affirmative

12. Strategic Plan and Platform Updates – Mary Garm

Garm listed the four identified priorities for the G.A.C. Strategic Plan:

- STEM
- MakerSpace
- Workforce Development
- Opioid addiction problem

13. Pennsylvania Integrated Library System (PaILS) Update – Scott Thomas

Thomas provided an overview of the Pennsylvania Integrated Library System consortium and current updates in a power point presentation (Attachment E). Several comments and questions followed his presentation:

- Nesbit asked if the system includes school libraries or if it is mostly public libraries. Thomas explained that it is mostly public but that they are encouraging partnerships between school and public.
- Belanger asked if there is a plan should LSTA funds get cut in the future. Thomas said that this was a concern and that PaILS needs to educate and advocate in support of the benefits of the LSTA program.
- Nesbit asked how much the service costs per library. Thomas answered approximately \$2,200 per service outlet.
- Miller commented that the program is valuable, especially for smaller, under-resourced libraries, and he hopes that OCL will have the resources to continue support for the consortium’s work.
- Lisa Collens noted that PaILS will embark on a more strategic focus over the next 3-5 years in order to answer the question of “where are we going?” Relationships with other entities such as HSLC and IDS will be important as will the assurance that all libraries, even the small ones, have a voice.

14. Committee Reports

- a. Bylaws – Robert Gallivan – no report
- b. Legislative – Mary Garm - the committee met on Monday and has been working on strategy for 2017. The American Library Association is holding its annual legislative day on May 2nd and registration is open. Garm encouraged all to attend.
- c. Policies – David Belanger – the next steps for this committee in the coming year are to review other G.A.C. guidelines including those associated with the Keystone program.
- d. Communication – Lou LaBar and Allison Mackley – this committee has made progress with the website documents, all drafts have been replaced with final documents.

15. Public Comment

Maryam Phillips delivered a POWER Library report from HSLC (Attachment F). Joe Sherwood reported on a successful button slogan contest from his library district. Miller thanked Maryam Phillips of HSLC for their ongoing support including regular monthly meetings and prompt responses to information requests.

16. Adjourn

MOTION: Adjourn the meeting at 12:07 PM.
MOVED BY: Robert Gallivan
SECONDED BY: Louis LaBar
VOTE: Unanimous vote in the affirmative

Respectfully submitted,

Rita Jones, Administrative Officer
Office of Commonwealth Libraries