

## **Governor's Advisory Council on Library Development**

October 14, 2018  
Penn Harris Room, Harrisburg Hilton  
Harrisburg, Pennsylvania

### ***Final Minutes***

Present: David Belanger  
Marsha Everton  
Robert Gallivan  
Mary Garm  
Louis LaBar  
Robert Lambert  
Allison Mackley  
Sharon McRae  
Olga Negron  
Barbara Zaborowski

Excused: Larry Nesbit  
Patrick Oates

Office of Commonwealth  
Libraries:

Jonelle Darr, Executive Assistant, Office of Commonwealth Libraries  
Cindy Heasley, Administrative Assistant, Office of Commonwealth Libraries  
Glenn Miller, Deputy Secretary, Office of Commonwealth Libraries

Guests: Susan Banks, Deputy Director, Carnegie Library of Pittsburgh  
Karen DeAngelo, District Library Consultant, Montgomery County – Norristown  
Public Library  
Sukrit Goswami, Director, Haverford Township Free Library  
Kelli Knapp, Director/District Administrator, Warren Library Assoc.  
Leslie LaBarte, District Consultant, Seneca Library District, Warren  
Allison LaTagliata, PA Citizens for Better Libraries/ Director, M.S. Kirby Library  
Jessica Miller, System Coordinator, Washington County Library System  
Maryam Phillips, Executive Director, Hosting Solutions & Library Consulting

#### 1. Welcome & Introductions

Garm called the meeting to order at 9:00 AM. Council and staff in attendance gave introductions.

#### 2. Approval of the Minutes of the July 10, 2018 Meeting

Robert Gallivan moved that the minutes of the July 10, 2018 be approved as submitted. Motion seconded by Louis LaBar. Motion carried unanimously.

#### 3. Chair's Report – Mary Garm

Garm thanked the Pennsylvania Library Association (PaLA) for providing meeting space. Garm noted that Pennsylvania's public libraries are in financial difficulty due to inadequate local funding and level

state funding. She remarked that Brownsville Free Library needs \$19,000 to stay open, and the Free Library of Philadelphia can't open half its branches due to lack of funding. She urged the library community to keep fighting for funding, describing the success of Jennifer Powell (Tyrone Snyder Public Library) who asked her local council for more funding, and saw it increase from \$5,500 to \$10,000. Powell attributes this to what she learned from attending PALS. David Belanger commented that LSTA funds support PALS and urged everyone to continue to advocate for more funds at the federal level.

#### 4. Deputy Secretary's Report – Glenn Miller

Deputy Secretary Miller reported on the LSTA program, noting that staff member Susan Pannebaker uses LSTA grants to step up the Office of Commonwealth Library's (OCL) support of local libraries for STEM (Science, Technology, Math, Engineering) education. In 2015, Pannebaker began promoting STREAM kits (Science, Technology, Reading, Engineering, Arts, and Math) so public libraries could test them before buying. The kits are geared to families with school age children. Fifty public libraries are participating and 200 STREAM backpacks are to be distributed, most targeted for rural libraries and supplemented with IPADS. This helps libraries reach patrons and connect them with the national education emphasis on STREAM education.

Miller noted that he is close to announcing the new Director, Bureau of Library Development but the process has a step or two yet to complete. He hopes to have an announcement very soon with a start date later in the fall. Miller also is hoping to have a new Director of the Bureau of State Library on board in January.

Miller updated the GAC on the Forum Building renovation project emphasizing how much it is needed as evidenced by a recent steam leak. Jonelle Darr is creating maps showing workflow to help the architects and Department of General Services (DGS) understand how the library and its staff function. Staff is expected to leave Forum Building in Spring 2019 and the renovation will start in Fall 2019. It is unknown exactly where Library staff will move to but it's likely to be several different places.

Questions:

Marsha Everton asked if there was a timeline for completion? Miller responded that it will be two years from Fall 2019, so he hopes OCL will be back in the building in the Fall of 2021. The focus on the project will be on floors 2 through 5, improvements on the ground level, and a complete overhaul of the building's electric, HVAC, and mechanical infrastructure.

Barbara Zaborowski asked if the library will remain open? Miller said that it will be closed, but staff will have limited, regular access to the collection, probably two days per week. For an area such as genealogy, requests will need to be made in advance since staff may not have immediate access to the relevant materials.

Mary Garm asked how long the Law Library renovation lasted? Miller replied 4 years, due to historical concerns.

#### 5. Commonwealth Libraries Bureau Reports:

##### a. Bureau of State Library Report – Glenn Miller

Miller reported on some of the recent library activities including:

- Keystone Grant awards were announced in mid-September totaling \$6.8 million dollars. Miller noted that OCL is changing to an annual application cycle which will open next spring. As Library staff are now more experienced, training and information sessions will be offered over the winter months. Miller noted that it is especially challenging for small libraries to apply and it is hoped that the workshops will provide sufficient background to encourage applicants from libraries of all sizes without giving a preference to any potential applicant.

Question:

Marsha Everton asked if OCL can provide workshops specific guidance on preparing the application? Miller replied that OCL staff would like to, but the PDE's Office of Chief Counsel advised against it so as not to give preference to any applicant.

- Other activities include staff attendance at the National Book Festival on September 1, 2018 in Washington, DC; providing speakers for Lunch 'n Learn topics such as the role of candy in World War II; providing tours for the National Council of State Legislators; and maker space classes for the Capital Area Science Educators.
- Miller also noted the retirement of Laura Warfel, Library Assistant 2, after 43 years of service.

b. Bureau of Library Development - Glenn Miller

Miller commented that the statistics from library annual reports have been pulled together and the 2016 data was successfully uploaded to the federal government. This data is used for planning and advocacy purposes. Other BLD topics included:

- The Keystone Grant deadline was June 16 and more than 40 applications were received.
- Susan Pannebaker is in the first year of the Summer Learning Program which encourages libraries to provide broader services and combines reading with hands-on learning. This first year will provide baseline data and training will be emphasized.
- Library participation in the Summer Nutrition Program includes 110 libraries this year, up from 43 in 2015.
- District negotiations continue for a few District Library Centers. All 29 DLCs submitted reports and payments are expected to proceed on schedule in late January.
- Stacey Mulligan, Library Development Advisor with OCL, presented "Libraries as Partners" at the PA Workforce Development Association's conference.
- The one and a half-day District Consultant summit will be held in late July to provide networking opportunities and to share and discuss library issues.
- Jonelle Darr and Ed Lupico attended the Council of State Libraries in the Northeast (COSLINE) conference in Saratoga Springs, New York in September.
- State Aid Applications are now available and staff are assisting with waiver questions about mostly related to hours and certifications.
- The "Turning Outward" community engagement initiative under the guidance of staff from the Harwood Institute continues to make progress thanks in large measure to regular coaching and accountability check-ins.
- Thanks to Diana Megdad and Jonelle Darr for completing work on the Public Library Accounting manual which should be released in the near future.
- Thanks to Beth Bisbano who compiled the 2016 Library Statistics book which should be available shortly

Question:

Mary Garm asked when will the statistics become available for everyone? Miller replied that Beth Bisbano can provide them at this point but the intention is not to mail them out as was past practice but to make it available electronically for everyone at once.

- Jonelle Darr raise the issue of recently proposed changes to mailing procedures at state correctional facilities, a change that could library access prisoners. Miller noted that it Inter-library loan (ILL) activities and right to know requests may be impacted. Darr pointed out that some SCI's work with their local libraries to provide materials but each facility does things differently.
- Miller is also working on involving Secretary Rivera more but has been unable to arrange a meeting as of yet. The secretary recently visited several libraries.

6. Public Comment on Agenda Items Only  
No comments.

7. Special Guest - Tabled

8. Pennsylvania Guidelines for School Libraries - Susan Pannebaker - Tabled

9. Regulations Review Process – Glenn Miller and Jonelle Darr - Tabled

10. POWER Library Update – Glenn Miller and Jonelle Darr

Lastly, Glenn Miller noted he is working with KINBER to connect more public libraries in Pennsylvania to the KINBER network. A first step will be for KINBER to work with libraries on evaluating the quality of their current connection.

Questions and Discussion:

Marsha Everton asked if funding is more stable? Miller said that it's unknown what cuts could be made in the future but without cuts, the agency should be OK. As to POWER Library, the procurement process has been slow, taking about 17 months. Last summer was a transitional time, next year should be smoother sailing. Sharon McRae pointed out the procurement process trickles down to the local level as some libraries have bought the same materials as the state provides which causes redundancy. Miller responded that Gale has offered to make adjustments if a library already had a contract and they seem very responsive. Behind the scenes, HSLC did a first-rate job on the transition of POWER Library resources from EBSCO to the Gale Cengage. Allison Mackley reported positive feedback from school librarians and teachers who like the added feature that Gale pages can be customized and when there's a problem, they provide great tech support. As a result, she believes that POWER Library resources are being used more.

David Belanger broached the subject of the EBSCO databases and a controversy in Colorado. Miller indicated that he is aware of the controversy which has not surface in Pennsylvania. OCL did receive one concern raised by a school librarian about the EBSCO health resources which was addressed by HSLC and OCL staff. Some more specific POWER Library policy language will be developed to accompany the new suite of resources.

## **Break from 10:20am to 10:30am**

### 11. Statewide Library Card Guidelines – David Belanger

Belanger commented that this work continues. He recommends that the larger library community review the draft, and then a formal vote will hopefully take place at the January 2019 GAC meeting. Belanger will send it out through the listservs (PAMAILALL, etc.) and he will encourage libraries to share it with users. The 2017 focus group urged the following changes: a clear purpose, simpler language, and user-focused. The approval date of the original guidelines is unknown but it could have been 20 years ago. Belanger noted that Section E (3) language on funding was eliminated as being outside the scope of these guidelines. There is hope that one day, when funding increases, clarifying language related to funding can be added to the guidelines.

#### Questions:

Mary Garm asked about Interlibrary Loan (ILL) issues. Belanger replied that ILL guidelines state they will comply with RUSA guidelines approved in January 2016. There is a discrepancy with due dates - is it the date on which material is due to be checked in at the supplying library? The United States ILL code says it is defined by the due date at the requesting library. Belanger believes we should follow federal guidelines.

A motion to amend the state ILL guidelines to conform to Federal guidelines for the due date of interlibrary loan materials was made by Marsha Everton, seconded by Robert Gallivan. Motion carried.

### 12. Rare Books Fund Update

Miller noted that all purchases have been under \$20,000. Some of the Mansfield funds have been applied to maintenance costs of the Rare Books Library. Purchases are recommended by Dr. Iren Snavelly, Rare Books Librarian with input from Kathleen Hale, Head Librarian. Dr. Snavelly will retire in December 2018.

#### Questions:

Marsha Everton asked if funds will be used to manage renovation risks, such as the generator stops working? Miller replied yes, but not in advance. The state's Department of General Services will maintain power and environmental controls.

The Rare Collections room was discussed. A mold bloom in the Law Library (directly above Rare Collections) occurred over the summer of 2018. Changes recommended in the 2014 Wilsted Report were not implemented. The current vault environment is incorrect – it is too cold and dry. CCAHA was consulted and agreed with the 2014 changes. Contractors will be brought in to raise the temperature and humidity levels gradually to prevent damage.

## Committee Reports

13. Bylaws – Robert Gallivan – no report
14. Legislative – Robert Lambert

Legislative Advocacy will be highlighted at the Pennsylvania Library Association's Annual conference. Lambert encouraged all to wear their PaLA t-shirts on Wednesday morning at the legislative breakfast. Garm added that this event will be in the East Wing of the Rotunda, it's an opportunity to talk to legislators by dropping in or talking with their aides. She encouraged the GAC to identify and represent libraries by phone, by email, or a personal visit back in the district if they cannot attend.

15. Policies – David Belanger

GAC Documents Revised for Accessibility (Tabled from July meeting)

Belanger stated that some of web documents are not considered ADA compliant. Jonelle Darr commented that by removing the "draft" watermark some of these documents can be moved into compliance. Belanger said that some dated material will be removed. Marsha Everton moved for a formal vote to remove dated documents, Robert Gallivan seconded. Motion carried.

16. Communication – Marsha Everton

### The Compendium Project

Marsha Everton is working on profiles with Diana Megdad of OCL, a positive response has been received. At this point, Mary Garm and David Belanger have appeared. Everton recommended "The Library Book" by Susan Orlean. The story is about a major fire at the main branch of the Los Angeles Public Library and dealing with the consequences.

17. Nominating Committee - No report.
18. Public Comment – No further comments.
19. Adjourn

Barbara Zaborowski moved that the meeting be adjourned. Motion seconded by Robert Lambert. Motion carried.

Respectfully submitted,

Cindy Heasley, Administrative Assistant  
Office of Commonwealth Libraries