

Governor's Advisory Council on Library Development

*July 23, 2019
Paterno Library, Penn State University
State College, Pennsylvania*

Minutes - Approved

Present: David Belanger
Marsha Everton
Mary Garm
Allison Mackley
Sharon McRae
Larry Nesbit
Barbara Zaborowski

Excused: Robert Gallivan
Louis LaBar
Robert Lambert
Olga Negron
Patrick Oates

Office of Commonwealth

Libraries (OCL): Susan Banks, Director, Bureau of Library Development
Jonelle Darr, Executive Assistant
Sarah Greene, Director, Bureau of State Library
Cindy Heasley, Administrative Assistant
Glenn Miller, Deputy Secretary / Commissioner for Libraries

Guests: Karla Trout, Executive Director, Library System of Lancaster County
Maryam Phillips, Executive Director, Hosting Solutions & Library Consulting
Carrie Cleary, Executive Director, Pennsylvania Integrated Library System
Carolyn Blatchley, Executive Director, Cumberland County Library System
Joe Sherwood, Executive Director, Chester County Library System
Jennifer Knisely, Executive Director, Altoona Area Public Library
Denise Sticha, President, Pennsylvania Library Association
Kate Flewelling, Executive Director, NNLM MAR
Anne Snowman, Head, Access Services, Pennsylvania State University Library

Barbara Dewey, Dean, Libraries and Scholarly Communications, Pennsylvania State University

Leo Lo, Associate Dean for Learning, Undergraduate Services and Commonwealth Campus Libraries

Bill Minter, Senior Book Conservator, Conservation Centre, Pennsylvania State University

Sue Kellerman, Head, Preservation, Conservation and Digitization Department, Pennsylvania State University Libraries

Alissa Zawoyski, Collections Services Specialist, Special Collections, Pennsylvania State University

Meg Massey, Manager, Interlibrary Loan, Access Services, Pennsylvania State University

Andrew Dudash, Social Sciences Librarian, Subject Libraries, Pennsylvania State University

1. Greeting from Penn State Libraries – Barbara I. Dewey, Dean, Penn State University Libraries and Scholarly Communications

Barbara Dewey, Dean, Penn State University Libraries and Scholarly Communications, welcomed the Governor’s Advisory Council on Library Development (GAC) to the library. Dewey introduced Leo Lo, the new Associate Dean for Undergraduate Learning.

2. Welcome & Introductions

Garm called the meeting to order at 10:10 AM.

Council members, Office of Commonwealth Libraries (OCL) staff, and guests in attendance then introduced themselves.

3. Approval of the Minutes of the May 30, 2019 Meeting

Marsha Everton moved that the minutes of the May 30, 2019 meeting be approved as submitted. Motion seconded by Allison Mackley. Motion carried unanimously.

4. Chair’s Report – Mary Garm

Mary Garm presented her report (**Attachment A**).

Garm recapped her meeting in June with Education Secretary Pedro Rivera, Vice Chair David Belanger, and Glenn Miller, Deputy Secretary and Commissioner for Libraries. The focus of the meeting was on the role of libraries in supporting workforce development and the role of the GAC as a partner on this subject. Also discussed were the new Guidelines for Pennsylvania School Library Programs and the recently passed state budget for Fiscal Year 2019-20.

Garm thanked the Pennsylvania Library Association for its work in urging legislators to increase funding for public libraries. A 9.2% increase was secured, the first significant increase since 2005.

Garm noted that the Compendium, an online publication of the Office of Commonwealth Libraries, continues to publish monthly profiles of GAC members. She thanked Council Member Marsha Everton for organizing this effort, and Diana L. Megdad of Commonwealth Libraries for the original concept and its promotion.

Garm announced that the next GAC business meeting will be held in conjunction with the Pennsylvania Library Association (PaLA) Conference in Erie on October 13, 2019.

5. Deputy Secretary's Report – Glenn Miller

Deputy Secretary Miller also thanked PaLA for their efforts to increase state funding for public libraries. He encouraged everyone to send notes to the Governor, member of the House of Representatives, and state Senators thanking them for the much-needed increased investment in public library services.

Regarding the Forum Building renovation, Miller thanked Jonelle Darr, Susan Banks, and Sarah Greene for their leadership in organizing all the efforts needed to move library materials, staff, and equipment with minimal downtime to public services. Costs for storage and moving will more than offset the modest increase in the State Library's budget from the prior fiscal year.

Miller noted that Keystone Grant applications are being reviewed and scored. A list of recommendations should be delivered to Education Secretary Pedro River in August.

He commented that the Council continues to focus on increasing workforce development roles for public libraries. On August 15, The Altoona Area Public Library will host a grand opening for the new in-library PA CareerLink services connecting job seekers with employers and connecting everyone with resources available in the library.

Miller expects that OCL will be closely involved in the issue of broadband access, particularly in rural communities. Miller reported on the passage of Senate Resolution 47 which directs the Joint State Government Commission to conduct a one-year study of broadband access and provide legislative recommendations. An advisory committee will support this work and Secretary Rivera has designated Miller to represent the department on the committee. Miller noted the complexity of the issue and that Governor Wolfe's "Restore PA" initiative supports infrastructure development—including broadband access—through a severance tax on natural gas production.

Comments:

Garm commented that she welcomes greater access to broadband services and that this has been an issue for 20 years.

Darr commented on a recent news story detailing a pilot training school in northeast Philadelphia which did not have broadband access suggesting this is an urban issue as well as a rural one.

Everton commented that she has been impressed by the effort libraries are making to focus on the workforce development initiative.

6. Commonwealth Libraries Bureau Reports:

a. Bureau of State Library Report (BSL)– Sarah Greene

Sarah Greene reported that the Bureau of State Library (BSL) has completed its move out of the Forum Building. BSL staff are now housed in the Keystone Building and the State Museum, both in Harrisburg. The move went smoothly, and the library reopened on July 1 to provide scaled-down services for the public.

Greene elaborated that library services such as ILL were up and running quickly; Law and Genealogy have about 60 to 70% of the collection available. Rare Collections remains housed in Forum Building and will be unavailable until the renovation is completed. The MakerSpace camps, which teach STEAM skills, are filled and running on schedule.

Although Forum Building is closed, library staff will continue to have access to pull materials. OCL has leased a van to help transport materials to storage off-site. Twice a week, staff will be able to go into the library to pull materials requested by the public.

Finally, interviews for the Rare Collections Librarian will be conducted this week and the Cataloger position will be posted soon.

Comments and Questions:

Marsha Everton asked about the challenges of moving – were there any silver linings? Greene replied that moving allows the library to consider what it does and how which can lead to improvements in the future.

Garm asked what access the public has to the collection? Greene said that the Keystone Building location offers the same hours as at Forum Building. The forms to request materials are available on the library's website and all are encouraged to request materials before they come to the library.

Jonelle Darr commented that approximately 100 people in state government helped with the relocation. The “silver lining” is that this increases collaboration with other agencies.

Miller added that this is critically important to building relationships within PDE and other state agencies. OCL being housed in one building and PDE in another did cause problems. A positive outcome is that now, IT and Human Resources have a much better understanding of the Library’s needs and can offer more assistance which will be even more important after PDE is reunited with the State Library, post-renovations

b. Bureau of Library Development (BLD) – Sue Banks

Banks noted that Heather Sharpe will start as Division Manager, Grants and Subsidies, for BLD on August 5, 2019. The School-Age Advisor position will be posted soon.

BLD has been working on partnerships with the Pennsylvania Department of Education:

- [Article about Pennsylvania libraries and Higher Education working on the American College Application Campaign](#)
- BLD is moving forward with using libraries to support the Adult Literacy/GED/CASAS eTesting/Assessment across the state. It will begin with Erie County, Dauphin County, Blair County (Altoona), and Lehigh County
- Lending our Open Educational Resources work with the Pennsylvania Academic Library Consortium Inc., (PALCI), to the Post-Secondary Higher Education Textbook Affordability conversation

BLD is also holding Financial Best Practices Workshops across the state. They have been well-received, thanks to Diana Megdad, Public Library Advisor for BLD.

Also, being offered is training for Parole Officers on family literacy support.

BLD is also making efforts to expand skills in the Library field:

- Working with Pennsylvania School Librarians Association (PSLA) on Model Curriculum for school librarians
- Mediation and Conflict Resolution training with District Consultants workshop will be held July 25 and 26, 2019
- Planning for 2019-20 library staff/volunteers training with District Consultants will be held in August in the Cranberry, State College, and Lower Macungie areas

- New Directors' Orientation program will be held from August 12-15 in Harrisburg.
- District Library Consultants Meeting on September 5 and 6 will cover topics such as Trustee Training, Standards, Benchmarking, and Data.

7. Public Comment on Agenda Items Only – No Comments

8. Increase in Public Library Subsidy – Glenn Miller

Miller announced that the 9.2% increase in the Public Library Subsidy amounts to \$5 million dollars. The funding formula has been frozen since 2003. Since then, new libraries have come into existence, and language was added to the legislation to accommodate this change.

All payees will receive the full increase whether they are an independent library or a county system. He noted that 33 of 67 Pennsylvania counties have a public library system which have the authority to run their in-county system formulas to distribute their Public Library Subsidy allocation.

District Center Aid normally is paid first (in July) but Miller reported that OCL is slightly behind on the payment process due to a health concern of one of its employees. The remaining portion of the Public Library Subsidy will be paid out in January-February of 2020.

Questions have come up about waiving standards in the coming year, authority granted to the Deputy Secretary in the budget's companion legislation. Miller expects that most standards will be waived since funding remains well below 2003 levels. Nevertheless, libraries are encouraged to meet standards as broadly as they can. Any library that falls short of meeting standards will be asked in their application for Public Library Subsidy funds to briefly share their plan to use the funding increase to move in the direction of meeting standards in the future.

The one exception for waivers will be for certification of library directors. Those libraries not in compliance will be asked to submit a request for an extension to comply rather than have the standard waived. BLD plans to start the process early so an extension can be requested in advance of the October 1 application for Public Library Subsidy funds deadline. Sue Banks, Director, Bureau of Library Development is available to answer questions.

Comment:

David Belanger asked for clarification that district aid and county coordination aid are parts of the formula so they will get a 9.2% increase in aid? Miller replied that the short answer is yes.

Belanger noted that libraries can easily overanalyze the amount of aid. Miller responded that we could get to the point where we need to have more nuanced language that targets one aspect and builds on it but that's a decision for a future year.

Miller believes that libraries need a greater assurance of increased aid to do this. He questioned whether the 1999-2000 formula needs to be changed. Belanger asked how much is that figure? Miller answered that OCL doesn't know how much due to a lack of internal capacity to conduct sample runs. The conversation with PDE is just beginning, but the number likely is above \$90 million. The formula has been frozen since 2003; 2006 was the peak year. Since then, there have been dramatic population shifts across the state. In order to run payments under a partial formula, assurances would be needed to insure that every library currently receiving funding would see an increase.

Everton asked if funding for district centers will be segmented to protect infrastructure (for district service.) Miller indicated that the conversation at this point is still very much in the hypothetical stage. Any recommendations and legislative language would need to be worked out well in advance

9. Penn State Libraries' New Conservation Centre – Sue Kellerman and Bill Minter

Minter and Kellerman gave a presentation on Penn State's new Conservation Centre, which has recently opened. The centre also houses the Special Collection from the Eberly Library. This facility complements the services Philadelphia and Pittsburgh offer for conservation.

Kellerman gave an example of how the Centre can help community residents in the case of a house fire. When this occurs, the Centre can help restore items such as family photographs.

Minter commented that when paper gets wet, as in the event of a flood, there is only about a 48- hour window to get it dry. Paper can also be frozen to prevent the growth of mold.

Comments and Questions:

Anne Snowman asked about supplies for responding to disasters? Kellerman answered there is a cache of supplies at Penn State and various places throughout the state.

Mary Garm asked about partnerships within their field. Kellerman replied that they collaborate with libraries and museums while continuing to work on items at the resource center.

Barbara Zaborowski asked if a workshop on disaster recovery plans would be offered? Zaborowski added that she's heard of a plan to use a beer distributor's freezer to store large quantities of damaged books after a flood. This prevents the growth of mold and buys time to restore individual books.

Marsha Everton asked if there were any partnerships that OCL should pursue? Kellerman stated that they keep in touch with Sarah Greene, Director, Bureau of State Library at OCL.

Miller commented that an area of concern for OCL is the Rare Books Collection housed at the State Library in Harrisburg.

10. Special Guest: Kate Flewelling, Executive Director, National Network of Libraries of Medicine, Middle Atlantic Region

Flewelling gave a presentation describing what a Health Literacy organization is and what type of work it does. To help consumers, the NNLM provides book kits for libraries and a reading club as well. They also work with community-based partners to provide valid, reliable medical information to the general public.

Comments and Questions:

Everton ask if there was any outreach to employers for wellness programs? Flewelling said there is no specific program, but NNLM is willing to work with any employer.

Garm commented that she thinks the PA Forward collaboration is good because it allows NNLM to reach the public beyond hospitals and libraries. She then asked who is a member? Flewelling replied members typically are community health workers, businesses, K-12 teachers, Alzheimer's Association, the Office of Rural Health, etc.

11. Priority for Review of GAC-Issued Guidelines – David Belanger

Following approval of revisions to the Statewide Library Card guidelines, the Hours Open and Continuing Education guidelines will be the next ones to be reviewed and updated.

12. Regulations Review Update – Glenn Miller and Sue Banks

Banks noted that the process will need to be highly organized and it will be important to build consensus. Miller noted that Jonelle Darr did a lot of work internally to evaluate the regulations before Banks' arrival. He expressed optimism that with the arrival of BLD Division Manager Heather Sharpe in August, more progress can be made.

13. Appointments – Glenn Miller and Mary Garm

Garm noted that they are still working on a replacement for Robert Gallivan, and progress has been made on the reappointment of several Council members.

14. Rare Books Fund Update – Larry Nesbit – No Report

15. Forum Building – OCL Relocation and Building Renovation – No update

16. Committee Reports

- a. **Bylaws** – no report.

- b. **Legislative** – no report.
- c. **Policies** – no report.
- d. **Communication** – no report.
- e. **Nominating Committee** – no report.

17. Public Comment

Denise Sticha, President, Pennsylvania Library Association (PaLA), thanked the GAC for its help with obtaining a budget increase this year. She noted that PaLA is collecting letters from libraries thanking legislators for the increase. She stated that many libraries will use the money for basic repairs that were delayed due to a lack of funding. She also encouraged those in attendance to come to Erie in October for PaLA's annual conference.

18. Adjourn

Marsha Everton moved that the meeting be adjourned at 12:55 p.m. Motion seconded by Allison Mackley. Motion carried unanimously.

Respectfully submitted,
Cindy Heasley, Administrative Assistant
Office of Commonwealth Libraries

Meeting Dates for 2019

Sunday, October 13, Pennsylvania Library Association Annual Conference
Bayfront Convention Center, Erie