

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

May 29, 2019  
Bosler Memorial Library  
Carlisle, Pennsylvania

### ***Minutes - Approved***

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

Excused: Robert Lambert  
Olga Negron  
Patrick Oates

#### Office of Commonwealth

Libraries (OCL): Susan Banks, Director, Bureau of Library Development  
Jonelle Darr, Executive Assistant  
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  
Christi Buker, Executive Director, Pennsylvania Library Association  
Jeffrey Swope, Executive Director, Bosler Memorial Library  
Brianna Crum, District Consultant, Dauphin County Library System  
Carrie Cleary, Executive Director, Pennsylvania Integrated Library System  
Agatha Lyons, District Consultant, Chester County Library System  
Carolyn Blatchley, Executive Director, Cumberland County Library System  
Sherwood McGinnis, Board Member, Bosler Memorial Library  
Jesse McCree, Chief Executive Officer, South Central Workforce Investment Board (SCPa Works)

#### 1. Welcome & Introductions

Garm called the meeting to order at 10:00 AM. Jeffrey Swope, Executive Director for Bosler Memorial Library, spoke briefly about the library, its history, building projects, and the services it offers to meet the needs of their patrons.

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

2. Approval of the Minutes of the March 29, 2019 Meeting

Marsha Everton moved that the minutes of the March 29, 2019 meeting be approved as submitted. Motion seconded by Barbara Zaborowski. Motion carried unanimously.

3. Chair's Report – Mary Garm

Mary Garm presented her report (**Attachment A**). She thanked longtime Council Member Bob Gallivan, who has decided not to seek reappointment, for his service, particularly during the establishment of the State Library's Rare Collections Repository.

Garm recognized Council Member and PSLA President Allison Mackley for her selection as a Leadership Luminary in the category of Social Media Superstars by the American Association of School Librarians.

Garm acknowledged that the Council has established a committee to focus on workforce development, a priority for Governor Wolf. The committee will work with the Office of Commonwealth Libraries to explore and identify the training and resources they need to connect patrons with existing workforce development activities.

GAC leadership will meet with Department of Education Secretary Pedro Rivera in June to bring attention to what libraries already do to advance education and identify areas where libraries can do more.

4. Deputy Secretary's Report – Glenn Miller

Deputy Secretary Miller stated that the Council will begin meeting at libraries throughout the state as the Forum Building in Harrisburg (current home of the State library) closes for renovation.

He noted that the Council is focusing on developing workforce opportunities - libraries in York County, Pittsburgh, Philadelphia, Cambria County, and Altoona are offering space to CareerLink which provides services to job seekers. The Department of Education is also focusing on creating greater access to broadband services, particularly to rural communities.

Miller expressed optimism that this year's State Budget will contain a funding increase after many years of remaining stagnant.

Miller noted that Keystone Grant applications are being reviewed and vetted. The process should be finished by late summer or early fall.

Miller confirmed that the Office of Commonwealth Libraries administrative staff will be leaving the Forum Building in June 2019 and moving into the main Pennsylvania Department of Education (PDE) building. This will allow library staff to make new contacts within PDE and collaborate more easily with other bureaus.

In the near future, OCL to add a Rare Collections Librarian, a cataloger for digitization, and an advisor for school age services. In addition, POWER Library will grow soon to include AutoMate, an auto repair reference center, and the Small Engine Repair Reference Center.

He reported that the National Library Service (NLS) will soon become known as the National Library Service for the Blind and Print Disabled. Also, the Carnegie Library of Pittsburgh's Library for the Blind and Physically Handicapped recently was named the NLS' Regional Library of the Year.

Finally, he informed the Council that as an advisory board to state government, each Council member was required to review and understand the state's policies related to the prevention of sexual harassment in the workplace and the prevention of workplace violence. Normally, these trainings take place through the state's computer network. But since Council members cannot access the network, the text of online training materials will be provided prior to the next meeting and each member will be asked to confirm their understanding and acceptance of these state policies.

#### 5. Workforce Development – Jesse McCree, SCPa

McCree described this 501(c)3 program as investing in and advancing workforce development programs. Their clients consist of job seekers and businesses looking for workers. The type of jobs available will change in the next 15 years, as 50 to 60% of current jobs will cease to exist. SCPa is hoping to use libraries to connect with the community by sharing spaces, resources, and cross-training library staff to help displaced workers find new jobs and employers find skilled labor.

Questions:

David Belanger asked how this idea can be brought to a statewide audience? McCree responded that cities will work with area libraries, but they are seeking data to identify opportunities within the state.

Lou LaBar asked how many workforce development boards are in Pennsylvania? McCree responded that there are 22 boards.

Mary Garm asked if there has been a change from the recession to today in the unemployment rate? McCree answered that there has been a big change with today's unemployment rate being so low. Businesses are looking to find more ways to bring people into their companies, including the under-employed and the long-term unemployed.

Garm asked how can libraries help? McCree encouraged libraries to contact CareerLink and workforce boards to help with marketing and data tracking of what services job seekers/businesses are using.

Larry Nesbit asked if other workforce boards share this orientation? McCree responded that some boards are more forward thinking than others.

Sharon McRae asked what programs SCPa would like to see for kids? McCree would like to see the funding stream diversified, as the youngest age they can serve is 14. He wants to start with early childhood education, continuing with the support libraries already provide in that area. STEM labs will also provide valuable experiences for future job seekers.

Barbara Zaborowski asked if there are enough people to fill jobs? McCree said it's a numbers game since there are more openings than people, it's very competitive to attract younger people. Wages are another factor since workers are not being paid a living wage. Zaborowski feels that

companies aren't willing to pay higher wages, the state needs to step in. Garm noted that libraries are facing the wage issue as well.

Marsha Everton asked how much funding comes from the federal level? McCree said 80% is federal, state funding is at 15 or 16 %, and the rest is from other sources (SCP is trying for 10% private funding.) Funding needs to be more flexible in how it can be used. McCree noted that there is a push to 4-year degrees, but some jobs need experience before obtaining a degree. For-profit universities are also a concern, due to debt accrument. He'd like to see 4-year degrees crunched into smaller modules. Employer certification could be helpful, as well as tracking those results. Everton asked who typically comes through the door? McCree stated that workforce boards should be collecting more data, but in the Capital region, 75% are convicted felons, one-third of Pennsylvania residents have a criminal record, lots of community college students. Zaborowski asked if that record excludes them from major employers? McCree replied that the Clean Slate law will help a lot of people seeking employment.

Everton asked what percentage are immigrants/ESL? McCree said that in the capital region about 33-40%, in York 25% are ESL.

Miller asked who's in charge of the May and October conferences? McCree responded that it is the group director for the Pennsylvania Workforce Development Association.

Jonelle Darr asked if they have any contacts with Labor & Industry? McCree responded that Eileen Cipriani, Deputy Secretary Workforce Development, and others in her office are very helpful.

6. Commonwealth Libraries Bureau Reports:

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

Sarah Greene was unable to attend but submitted the following report (**Attachment B**):

During the Forum Building's renovation period, the MakerSpace and the Digitization/Cataloging Unit will be located at the State Museum (300 North Street, Harrisburg). Bureau of State Library (BSL) staff not located at the State Museum will be housed in the Keystone Building at 400 North Street, Harrisburg.

The Keystone Building will house the State Library's core public services. A portion of the library's collection will move here and some of the collection will move to remote storage in New York. A library relocation company – BiblioTech, Inc. was chosen to relocate the materials. BiblioTech will also move items back into the Forum Building when renovation is complete.

BSL is grateful to the state's Office of Administration Information Technology group (OA-IT) for its help to get the Digitization and MakerSpace up and running with minimal difficulty. In the past, BSL has been expected to support its public-facing operations independently, but now OA-IT has a greater understanding of BSL's service operation needs.

The State Library will close from June 1 to June 30, 2019 to allow for staff to transfer materials to the Keystone Building. The State Library will re-open to the public on July 1, 2019 in the Keystone Building.

BSL is proceeding with hiring a Rare Collections Librarian and Cataloger position.

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

Banks noted that District negotiation visits were expected to be complete by early June. Beth Bisbano is finishing the Annual Report data for the Federal Report and that will be uploaded in about one week. BLD will prepare an inventory of all LSTA funded items being stored in the Forum Building and make the items available to field in the next few weeks.

Upcoming activities include DLC consultants' summit in July, PaLA in Erie in October.

Garm asked Banks what has been the most positive experience since she began working for OCL nearly six months ago? Banks said that the library community's talent, energy and commitment throughout the state has been wonderful, and working with PDE's Adult and Higher Education staff is also very positive.

7. Public Comment on Agenda Items Only

Karla Trout mentioned that Lancaster County is starting a collaboration with Career Link in Ephrata.

Carolyn Blatchley noted that Cumberland County Library System's headquarters has just moved to Mechanicsburg and will be sharing office space with the Pennsylvania School Boards Association.

**Break from 11:50am to 12:00 pm**

8. LSTA Spotlight Update on alignment of LSTA projects and priorities within OCL'S current five-year plan – Sue Banks, Glenn Miller

Miller commented how funding is critical to maintaining services – OCL offers many activities and services such as SPARK. There is a need to focus priorities to be consistent with OCL's Five-Year LSTA plan. Sue Banks added that her staff is very helpful in helping her get up to speed on LSTA, particularly Hadiyah Cleveland. The collaboration with the Harwood Institute will continue, to encourage libraries to a greater level of community engagement through Fiscal Year 2019. Training Bureau of Library Development (BLD) staff and library staff in Harwood techniques may be a future option. Miller stated that it's a challenge to insure high-quality in existing programs while, at the same time, seeking out new program directions. Miller noted that OCL's Five-Year Plan offers flexibility to achieve this.

9. Special Presentation – Kate Flewelling, Executive Director, National Network of Libraries of Medicine, Middle Atlantic Region – Tabled. (Speaker encountered travel delays.)

10. Approval of Guidelines for School Libraries – Glenn Miller, Susan Pannebaker

Glenn Miller thanked Allison Mackley for her work on the document. He said the document follows national guidelines of 8 indicators of competent school library programs. He emphasized the importance of programs led by certified school librarians, internet freedoms, access, actively engage learners in decision-making. The document can be used locally to advocate for funding from school boards. Mackley stated that although this is a brand-new document, it is considered

a revision. They started from scratch and used other states' guidelines as a starting point and included input from the field. Mackley recommended two changes: on pp. 7, 9, and 3 changes "teacher" to "educator" and on p. 9 list roles of school librarians in sentence format. She also recommended that photos have the watermarks removed.

Garm congratulated Mackley on pulling it all together. The document complements library legislative efforts to have a certified school librarian in every school.

Everton commented that this was a great marketing opportunity as it is geared to teachers focusing on content, educators on how to learn, and the Future Ready process.

Belanger praised that it shows integrative learning and suggested that the next revision include public libraries and ways they can complement school libraries.

Motion made and seconded that the Guidelines for School Library Programs be approved with the revisions recommended by Allison Mackley on pages 3, 7, and 9, and the public library lens addition recommended by David Belanger on page 7. Motion approved unanimously. The GAC-approved document will be submitted to PDE for departmental approval.

11. Approval of Statewide Library Card Guidelines – David Belanger

Belanger noted that over the last two years, he has taken comments, drafted changes, and asked for additional comments. Great care was taken to follow the law. Marsha Everton moved to approve the new guidelines. Lou LaBar seconded the motion. Motion carried unanimously.

12. Statewide Library Card Technology Solutions – Maryam Phillips, Hosting Solutions and Library Consulting (HSLC)

HSLC presented an overview of the technology solutions landscape that could support a statewide automated library card program. The review included various levels of technical complexity ranging from manual solutions, to SIP connections or custom coding with APIs. Because over 90% of Pennsylvania public libraries use one of nine integrated library systems, the SIP connection could be the logical solution for Pennsylvania, but cost and deployment issues likely will present major challenge for most libraries. (**Attachment C**)

13. Regulations Review Update – Glenn Miller and Sue Banks - Tabled

14. Appointments – Glenn Miller and Mary Garm

Currently, Miller and Garm are reviewing requests for renewal of several board members and recruiting for a candidate to replace Robert Gallivan.

15. Rare Books Fund Update – Larry Nesbit

Nesbit reported that Jill Scott in the president's office will be moving to another position next year when a new president is installed at Mansfield University.

16. Forum Building – OCL Relocation and Building Renovation

The Forum building relocation and renovation updates already were covered in earlier reports.

17. Committee Reports
  - a. Bylaws – no report.
  - b. Legislative – no report.
  - c. Policies – no report.
  - d. Communication – no report.
  - e. Nominating Committee – no report.

18. Public Comment

Carrie Cleary announced that she is now the Executive Director at SPARK (Pennsylvania Integrated Library System (PaILS)). SPARK will continue to engage the library community, and resource sharing is increasing. There is effective collaboration on cataloging and statistics. The organization will be focusing on user experiences, library needs, and patron needs.

19. Adjourn

Robert Gallivan moved that the meeting be adjourned at 1:05 p.m. Motion seconded by Louis LaBar. Motion carried unanimously.

Respectfully submitted,

Cindy Heasley, Administrative Assistant  
Office of Commonwealth Libraries

Meeting Dates for 2019  
Sunday, October 13

PA Library Association Conference  
Bayfront Convention Center, Erie