

Governor's Advisory Council on Library Development

*October 13, 2019
Bayfront Convention Center
Erie, Pennsylvania*

Minutes - Final

Present: David Belanger
Robert Gallivan
Mary Garm
Robert Lambert
Allison Mackley
Larry Nesbit
Barbara Zaborowski

Excused: Marsha Everton
Louis LaBar
Sharon McRae
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: Karen DeAngelo, District Consultant, Montgomery County
Maryam Phillips, Executive Director, Hosting Solutions & Library Consulting
Carrie Cleary, Executive Director, Pennsylvania Integrated Library System
Jessica Miller, System Coordinator, Washington County Library System
Blane Dessy, Executive Director, Erie County Public Library
David Mitchell, Mayor, Corry, Pennsylvania
Rebecca Fetzner Long, IT Manager, Erie County Department of Public Safety
Marcia Wilking, District Consultant, Erie County Public Library
Sukrit Goswami, Director, Haverford Township Free Library
Christi Buker, Executive Director, Pennsylvania Library Association
Marion Gallivan, Volunteer, Friends of Erie County Library

1. Greeting from Erie County Public Libraries – Blane Dessy, Director, Erie County Public Library

Blane Dessy, Director of the Erie County Public Library, welcomed the Governor’s Advisory Council on Library Development (GAC) to Erie. Dessy spoke briefly about the recent renovation of the Erie County Public Library and thanked the GAC for their efforts to increase financial support for libraries.

2. Welcome & Introductions

Garm called the meeting to order at 9:01 AM.

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

3. Approval of the Minutes of the July 23, 2019 Meeting

Barbara Zaborowski moved that the minutes of the July 23, 2019 meeting be approved as submitted. Motion seconded by David Belanger. Motion carried unanimously.

4. Chair’s Report – Mary Garm

Garm read the Resolution of Condolence for Sara Jane Cate, a recently deceased long-time member of the GAC. Robert Gallivan moved to approve the resolution, Barbara Zaborowski seconded, and all voted in favor.

Garm then read the Resolution of Condolence for Gary Wolfe, former Deputy Secretary, Commissioner for Libraries, and State Librarian. David Belanger moved to approve the resolution, Allison Mackley seconded, and all voted in favor.

5. Deputy Secretary’s Report – Glenn Miller

Deputy Secretary Miller noted that Heather Sharpe has joined the Office of Commonwealth Libraries (OCL) as the Division Manager, Grants and Subsidies for the Bureau of Library Development. Michael Lear has joined OCL as the Rare Books Librarian. OCL is also expecting to add a cataloger soon.

Regarding the Forum Building renovation, Miller stated that the schedule is slightly delayed but that advertisements for a general contractor should be out at the end of the month. Construction should start in March, with an expected March 2022 completion date. He thanked Jonelle Darr for her efforts in support of the renovation.

Miller reported on legislation in the Pennsylvania House of Representatives which would require schools to have a certified librarian in every school building. The bill had 62 co-sponsors in the House and 12 in the State Senate in the last legislative session.

Initial work on the next state budget is underway and Miller is hopeful that this year's progress on the Public Library Subsidy can continue in the next year as well.

The Joint State Government Commission's study of rural broadband access is underway. Miller represents Secretary Rivera on the Advisory Committee to the Commission's work. Miller has represented PDE at several broadband events with Acting Broadband Secretary Sheri Collins who also serves on the Advisory Committee.

Comments:

Garm commented that the Deputy Secretary for Office of Child Development and Early Learning (OCDEL) was in Scranton on October 11 and would like to have a tour of a MakerSpace facility.

Belanger commented that he attended a recent meeting with Congresswoman Mary Scanlon at Ridley Township Public Library. Delaware County libraries are dealing with issues such as IMLS, LSTA, e-rate, net neutrality, and the McMillan book embargo.

Mackley asked for an update on House Bill #1355. Miller replied that it has 1 prime sponsor and 11 co-sponsors. He added that SB 752 is the companion legislation to HB 1355 and both have been referred to committee. Garm commented that Public School Librarians Association (PSLA) has been working hard to keeping the bill moving in the Legislature.

6. Commonwealth Libraries Bureau Reports:

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

Sarah Greene reported that Michael Lear from Franklin & Marshall College has been hired as the new Rare Books Librarian and is doing a great job.

Greene noted that library staff are settling in and forming new partnerships. With the relocation of Library Services to the Keystone Building, state employees have increased usage of the Library, which has led to adding Monday hours. This is the first addition of hours in many years.

BSL will host an LGBTQ exhibit from December 16th, 2019 through January 14, 2020. The Library's digitization staff will scan photos and other items for attendees. Some of the items may be included in the State Library's digital archive and oral history projects.

The MakerSpace has remained active, working with various groups – Pennsylvania Department of Conservation and Natural Resources (DCNR) for hands-on classes at state parks, Boy Scout troops working on STEM badges,

collaborating with the YWCA to plan summer science programs, and partnering with Harrisburg University as well.

Comments and Questions:

Larry Nesbit asked if OCL will be ordering materials for Rare Books? Greene replied that Lear is reviewing the collection and identifying subjects to add to the collection.

Nesbit commented that this was the most inspiring report he has ever heard at a GAC meeting.

Mary Garm commented that Greene has made great use of a difficult move.

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

Banks described the recent activities for BLD:

Grant and Leadership Activities

- 2018 Grants complete: Early Literacy – Children and Families; Out of School Time; Community Engagement; Leadership and Training
- 2019 Grants to come: distributed Professional Development opportunities across the state for library staff and volunteers, targeted and specially designed board retreats for 12 organizations who took the survey
- For 6 months, Pittsburgh, Philadelphia and OCL have been working with Wall to Wall to develop a new name, new brand for the Libraries for the Blind and Physically Handicapped. An update will be provided soon.
- Statewide Resource Center meeting in Pittsburgh in August – Carnegie Library of Pittsburgh, the Free Library of Philadelphia, Penn State Libraries and the State Library met with Glenn Miller and OCL staff to discuss goals and outcomes to focus and refresh the expectations and plans for the statewide services those organizations are responsible for providing.
- IMLS Community Catalysts Listening Session was held in Philadelphia the last week of August
- Work on Benchmarking and Standards began with the Districts and Systems at the Fall DLC. Participants signed up to serve on work groups to produce insights and agreements on what we agree comprise library best practice that we can hold ourselves and each other accountable for – and what best serves the library users in Pennsylvania. Ultimately, we intend that the work they produce will inform the revised regulations.

- Turning Outward WorkSpace (by Harwood) took place in State College two weeks ago – celebrating the work done and exploring what everyone learned. Next steps will be emerging over the next few weeks and a schedule for the next phase of activities will be developed. It will start in 2020.
- Sue Banks and Subsidies & Grants Division Manager Heather Sharpe traveled to the Council of State Libraries in the Northeast (COSLINE) in Newport, RI during the first week of October. States represented include West Virginia, Maryland, Delaware, New Jersey, New York, Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire and Maine. A lot of information was exchanged, illustrating new ways for libraries to support social service needs, combat stress and trauma through mindfulness, and the U.S. Census activities that libraries and State Libraries can do to ensure a more complete count.

Division of Advising and Outreach

- Training in Basic Mediation - Conflict Resolution was covered in July during the Consultant's Summit. The topic of Mediation was covered in Harrisburg in September.
- New Director's Orientation - 30 new directors worked with BLD staff and a variety of professionals from the field for three days in Harrisburg to equip themselves with the knowledge, skills, and connections they need to be successful in their positions.
- Financial Best Practices workshops were completed in September and were well received.
- National Book Festival in Washington DC – BLD and BLS Outreach collaborated with the PA Center for the Book
- Leadership and Training Activities –
 - Planning for the Library Staff Training at the Consultants' summit and the Fall District and System Leadership meeting – curriculum work now through December and training will be distributed in person and virtually starting in January
 - Statewide Board Survey (approx. 630 responses) with preliminary aggregated results giving us some useful insights which we will share in the next few weeks.
 - New School-Age Services Advisor interviews going on this week – hope to have a new team member in place by the end of the year –

in time to work with Susan Pannebaker before she retires in March 2020. More additions to BLD staff to come – and retirements.

Division of Grants and Subsidies

- Heather Sharpe, Division Manager, started August 5 and has been accumulating knowledge and understanding of state government at a rapid rate. She is also learning the complexities of data collection, the Public Library Subsidy, LSTA, and Keystone funding programs.
- Library Directory – BLD staff are making updates and corrections, and hope to have it available to the field and the public soon.
- POWER Library Certification – the field can expect to have some information in the coming months regarding recertification for POWER Library requirements
- Process-mapping – the Subsidies and Grants Division are working with our PDE partners in mapping and evaluating current processes, beginning with Public Library Subsidy, with the goal of streamlining activities both internally and for the field.
- Staff are also working on a new scenario-planning tool for predicting outcomes from running the funding formula, in the hope that BLD will be in the position to do that when sufficient funding is achieved.

Comments:

Garm asked about the new PA Smart grants. Glenn Miller said it's a government initiative, PDE Policy office wants to use libraries and get them included in preparing students for STEM education.

Barb Zaborowski noted that one of the recipients is Blair-Bedford Intermediate Unit 8 (IU 8). The IU buys extra equipment so libraries can borrow it from the IU once their librarians have completed training.

Miller stated that Pennsylvania has six STEM ecosystems, and Highlands Community College and Cambria County will be the seventh. It is a structured organization with an approval process. Barbara Zaborowski said the library's role is to be project manager, and a summit held a few days earlier received a great response.

Banks commented that it connects well at the state level with Susan Pannebaker's efforts. Miller is thrilled about this work, adding the school-age advisor position doesn't diminish Pennebaker's efforts, losing her will cause a great loss of knowledge. Parallel track will replace Pannebaker and have 2 advisors in her place – one for birth to Pre-K and one for school-age. Banks added that they must

hire two people to do the amount of work done by Susan Pannebaker and they still won't match her. Garm commented that there is anxiety about Pannebaker leaving.

Mackley asked what libraries the Library Directory includes? Garm answered that the Directory lists Academic, Public, and Special libraries. Mackley asked if school libraries can be included. Darr, Miller, Banks and Garm all thought that was an excellent idea to explore. Garm asked if they can do this through the Statewide Resource Library meeting.

Garm asked Banks how long she has been at OCL. Banks said less than one year. Garm thanked her for her hard work.

7. Public Comment on Agenda Items Only – No Comments

8. Special Guest – Christi Buker, Pennsylvania Library Association (PaLA)

Buker encouraged the GAC to attend the President's Keynote Luncheon. Michele Ridge, former director of the Erie County Library, will attend as well as her husband, former Governor Tom Ridge.

Buker also noted new staff at the Pennsylvania Library Association. Susan Wertz has joined as Administrative Assistant and Membership Coordinator; Rob Leshner has joined as Interim PA Forward Manager.

9. 2020 Census Update – Christi Buker, 2020 Complete Count Commission

Buker stated that the Census commission will have a meeting next week. Some population groups typically undercounted are children between 0-5 years old and new immigrants. April 1, 2020 is Census day. Your physical location on that day is where you should be counted. PaLA will have staff at the booth to answer questions.

Comments:

Garm asked about the role of libraries in the 2020 census. Buker replied that a library may serve as a training site for census volunteers. More technology will be used by volunteers for this census, so volunteers may not always be retirees. All volunteers take an oath to keep information confidential.

Banks commented that COSLINE held a workshop on how to count missing populations, and this connects with the Turning Outward program goal of meeting community needs.

Buker noted that Census information will be available at PaLA's booth in the exhibit hall.

Miller pointed out that the Census role for libraries is in their self-interest – IMLS grants are critically important to library development. Because the grants to states are based on population, accurate census counts are essential.

Garm thanked Buker for her report.

10. Joint State Government Commission on Broadband – Glenn Miller

Miller noted that Yvonne Hirsch serves as the study's staff leader. She previously led the 2012 study on library code regulations. Hirsch is very interested in the role of libraries in the broadband landscape.

11. 2020 Budget Process – Glenn Miller

Update as previously reported.

12. Regulations Update – Sue Banks

Nine working groups were created at fall District Library Center (DLC) meetings to develop best practices to inform work being done to rewrite regulations.

13. Appointments – Glenn Miller and Mary Garm

- **Recognizing Council Member Robert Gallivan**

Mary Garm read the resolution thanking Bob for his dedicated service to libraries and the GAC. David Belanger moved, Barbara Zaborowski seconded approval of the resolution.

Comments: Glenn Miller thanked Gallivan for his leadership. David Belanger said it was great to have him on the Council. Former Council member, Dave Mitchell, added that Gallivan did a great job on the GAC and has raised tens of thousands of dollars for the Erie County Book Sale every year. Garm also thanked Gallivan for his service and for literally never missing a meeting.

- Allison Mackley, Larry Nesbit, and Patrick Oates have received re-appointments from Governor Wolfe, their terms will now expire in January 2023.
- Members Louis W. LaBar and Sharon McRae have decided not to seek re-appointment when their terms expire in 2020. David Belanger and Barb Zaborowski will seek re-appointment.

14. Rare Books Fund Update – Larry Nesbit

Nesbit reported a fund balance of \$216,168 and expenses of \$1,122.

Comments: Garm asked if he had any spending recommendations? Miller replied that the fund covers repair costs for the Rare Books Collection and OCL is still in the process of identifying needs now that Michael Lear has come on board as Rare Books Librarian.

15. Forum Building and Transitional Operation Update – Glenn Miller

Jonelle Darr reported that additional shelving on the ground and basement levels of Forum Building were moved out to accommodate renovation requirements for ductwork. Moving

about 16 units created some concern about space limitations. A solution is to condense shelving on two levels, but it will reach capacity in the not-too-distant future. Lyasis will also be consulted by OCL management for possible solutions. Consideration is being given to the digitization lab specifications for lighting and wall color. The project should be out for bid shortly.

Comments:

Miller stated that even though the Library's public services offers a smaller collection to the public, it is in more demand. The new location in the Keystone Building has attracted more state employees to use the library. He believes the same effect will occur after the renovation when the entire Department of Education will be housed in the Forum Building.

Nesbit commented that a recent stacks tour seemed disorganized, a novice would have trouble finding items in the collection. Miller replied that there will be a cleaning and shifting of the collection, and BSL Director Sarah Greene has those tasks under control.

Mary Garm requested that this topic be kept on the agenda for regular updates.

16. Committee Reports

- a. **Bylaws** – no report
- b. **Legislative** – no report
- c. **Policies:**
 - David Belanger moved to ratify the online vote in favor of the revised Statewide Library Card guidelines. Bob Gallivan seconded, and all voted in favor.
 - Revisions to the Continuing Education and Hours Open Guidelines will be considered next. The GAC will consult with BLD working groups so that the regulations will reflect the guidelines. An effort is being made to make the Guidelines simple, clear and concise for the general public and library staff. A more complete report will be issued in January.
- d. **Communication** – no report.

17. Public Comment

Maryam Phillips, President, Hosting Solutions and Library Consulting (HSLC), stated that PowerLibrary will be exhibiting at Booth #502 during the conference. Anyone who comes by can take a survey on the Power Library portal. Staff are finishing a full training tour of the state. HSLC is approaching the launch phase of Pennsylvania photos and documents.

Mary Garm noted the 2020 meeting dates listed below. She also announced that Continuing Education credits will be offered to those who attend the GAC Open Forum from 2:45 p.m. to 4:00 p.m. on October 13, 2019.

18. Adjourn

Larry Nesbit moved that the meeting be adjourned at 11:15 a.m. Motion seconded by Robert Lambert. Motion carried unanimously.

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

Meeting Dates for 2020

Tuesday, January 28	Philadelphia (Free Library)
Friday, May 1	Hershey (PSLA Conference)
Tuesday, July 21	Altoona Area Public Library
Sunday, October 18	Kalahari Resort, Mt. Pocono (PaLA Conference)