District Advisory Council Meeting
10:30 AM March 24, 2005
James V. Brown Library

Minutes

I. Minutes and Election of Officers:

Kathleen O'Brien Vellam, chairperson, called the meeting to order. *The minutes of the last District Advisory Council Meeting were approved. Hal Pratt moved. Germaine Weaver seconded. The motion carried.* Officers were elected as follows: Cindy Whitmoyer, Chairperson; Germaine Weaver, Vice-Chairperson; Barbara McGary, Secretary. *Thomas Jenkins moved to close the election. Richard Miller moved to accept the new officers. Karen Litterer seconded the motion to accept the new officers. The motion carried.*

II. Report from Commonwealth Libraries

Jim Hollinger, Commonwealth Libraries provided an overview of the 2005 Trustee Institute training program "Successful Trustees : the driving force behind the thriving public library" being held on April 8-9 AM at the Holiday Inn in Harrisburg and April 15-16 at the Wyndham Pittsburgh Airport Hotel. The deadline for registration was March 25, 2005, but is being extended. The program features trustee training with packets of training materials, opportunities to ask the experts, and opportunities to receive free consulting from a library consultant.

Jim Hollinger also spoke about the need for libraries to meet the minimum standards for library service. Waiver letters are still being accepted but are strongly discouraged for the majority. The Office of Commonwealth Libraries strongly urges libraries to rise to meet the minimum standards by January 2006. The Office of Commonwealth Libraries feels that they have been too lenient in the past with libraries that do not meet minimum standards and are striving to make an honest effort to raise the level of service in Pennsylvania Libraries.

There were questions for Jim about the state budget for libraries. Jim Hollinger provided an overview of state library funding from 1998 to the present. There were also questions about how to receive continuing education funding from the state. Jim replied that applications for receiving funding for continuing education can be accessed through the Commonwealth Library web site. In general students seeking funding should have completed at least one course before funding is given and must have a recommendation from a Library Director. As long as the student is successful, the funding could cover all of the student's tuition. Continuing Education funds are also available for workshop registration fees outside of annual conferences. Funds are given as reimbursements only and participants need to complete an evaluation form of the workshop or training applied for.

III. District Budget

Tricia Haas, District Consultant, gave the report on the district budget. There was an increase on Personnel costs of 2.5%. Other costs were reported to be the same except for travel expenses due to the rising costs of fuel. Tricia proposed a change in rotating collection policies. The proposal was to change the rotating collections from the VHS and DVD's to DVD's only, to increase the amount of items rotated to 30 adult items and 10 juvenile items and to rotate these collections every month. This proposal is intended to be in effect July 1, 2005.

There was discussion on the proposal to change the rotating collections. Thomas Jenkins suggested that the change to every month was too frequent and to keep the rotation at every two months. Hal Pratt suggested that rotating every two months would save on postage. Karen Litterer asked if it would still be possible for a given library to borrow several VHS's at one time. Janice Trapp conceded this possibility. Cindy Whitmoyer suggested that libraries could borrow from one another not only from the District Center. Tricia Haas commented that the proposal to change the rotation to every month was intended to increase circulation but a rotation of every other month would be considered. Cindy Whitmoyer asked if libraries were obligated to participate in the rotation. Tricia Haas said that libraries were not obligated to participate. Kathleen O'Brien Vellam asked if there would be a new rotation contract to sign if a new policy was in place. Tricia Haas confirmed that this would be the case.

Tricia Haas reported on a book discussion program that is funded through the PHC. An advertising booklet highlighting the program was passed around. This book discussion program would utilize equipment such as video conferencing and could be marketed towards home schoolers to help support their curriculum.

Tricia Hass also reported on a program called LEADing Libraries. This program, modeled after leadership programs in other states, would provide training in leadership skills to two representatives from each County in the District. The program would be presented by Diane Langley and Tricia Haas, would be held in two sessions, and are scheduled for this fall.

There was discussion about this program and questions about who would be invited to attend. Clarification was given on who would be able to attend, one trustee and one staff member from each County. Both sessions would be attended by the same representative.

A question was raised to the whereabouts of the District Jeep. Janice Trapp reported that the Jeep is no longer a part of the District budget. It is operating in Williamsport and is used for transportation for training sessions.

There was discussion on where to allocate $13,790 in district funds. Tricia Haas provided these suggestions. The funds could be used for: District Grant Trainer Wanda Bower; to create an audiobook rotating collection; to increase the DVD collection; or to

fund a leadership retreat. Janice Trapp reported that it would require the full $13, 790 to fund the District Grant Trainer. *Diane Whitaker motioned to allocate the funds for a District Grant Trainer. Barbara McGary seconded the motion. The motion carried.*

There was a motion to approve the District Budget. Thomas Jenkins moved. Germaine Weaver seconded the motion. The motion carried.

Jim Hollinger commented that it was refreshing to have funds to allocate and to do something outside of the ordinary.

IV. Consultant Report

Tricia Haas gave her report. She reported on the training statistics. Trainings To Go have been very successful with 10 programs and 130 participants. Interested Libraries are encouraged to schedule training sessions with Tricia. Tricia suggested developing a calendar of scheduled training dates and openings. Charles Ormsbee, Technology Trainer had enormous success in his technology training programs with 63 workshops and 776 participants. Cindy Whitmoyer stated that the Milton Public Library valued the training they received from Tricia on Power Library and she recommended it to other libraries. Cindy also suggested having a district workshop on FrontPage software.

In order to break down the barriers of travel and travel expenses, Tricia wrote a LSTA grant to create online training modules on the basics of library work and librarianship that could be used when training new staff members. The grant was awarded and was suggested that it could become the beginning of a statewide training system.

V. Administrator's Report

Janice Trapp, District Administrator, spoke about the Pennsylvania District Library Center Study. Copies of the study were given to each attendee. She reported that the study indicated that libraries structurally need to emerge another tier of support and service. There were two suggestions. The first is to build a strong resource center collection in the district library and the second is to encourage district libraries to help other libraries develop.

Jim Hollinger commented that there is healthy discussion at this point.

Janice Trapp encouraged everyone to attend the upcoming Early Learning Forum with featured author Rosemary Wells. She also encouraged everyone to attend the upcoming multidistrict workshop with Steve Abrams.

Janice Trapp spoke on the work of the Marketing Committee and the ongoing support needed to fund the work of the committee and of the possibility for librarians to earn the Keystone Star as certified child care providers through training opportunities.

Kathleen made a motion to adjourn. Tom seconded. Motion carried.