



MARYLAND STATE  
LIBRARY RESOURCE CENTER  
ENOCH PRATT *free* LIBRARY

**STATE LIBRARY RESOURCE CENTER**

**OVERSIGHT COMMISSION**

**JANUARY 18, 2022, 10:00 A.M.**

**VIRTUAL MEETING**

**MINUTES**

**CHAIRPERSON:** Morgan Miller

**MEMBERS PRESENT:** Michael Brown, Heidi Daniel, Mike Fried, Michael Gannon, Darcell Graham, Laura Hicks, Elizabeth Hulett, Gordon Krabbe, Dana Newman, Tamar Sarnoff, Kenneth Wayne Thompson, Wesley Wilson

**I. CALL TO ORDER**

Chair M. Miller called the meeting to order at 10:00 a.m.

**II. WELCOME AND INTRODUCTIONS**

Chair M. Miller welcomed everyone and reminded members that today marks W. Wilson's final meeting before he embarks on retirement. She invited members to introduce themselves and express any sentiments to him. Each member of the group graciously took time to express their appreciation to W. Wilson for his many years of unwavering service to SLRC and the Enoch Pratt Free Library.

**III. APPROVAL OF MINUTES, NOVEMBER 16, 2021, MEETING**

Chair M. Miller asked if there were any corrections to the November 16, 2021, minutes. There were no corrections presented, therefore, she called for a motion of approval. E. Hulett motioned for approval. The motion was seconded by M. Gannon. The group voted and the minutes were unanimously approved.

**IV. SAILOR ADVISORY COMMITTEE (SAC) REPORT**

Michael Gannon, Chairperson

M. Gannon provided the following update regarding the SAC meeting:

Our last meeting was December 16 2021, and as I stated at the last SLRC Commission meeting, we are working on modifying SAC so that it does more than listening to reports. We had a brainstorming session of what SAC could be moving forward. Some items of discussion included:

- the new Maryland Office of State-wide Broadband
- move to encouraging services beyond MARINA
- consider involvement in promoting digital equity
- consider involvement in cybersecurity

The Committee continues to brainstorm. The next SAC meeting is scheduled for March 17, 2022. Again, I extend this invitation to all of you about evolving SAC. Please send an email with your recommendations.

M. Miller stated that I. Padilla has shared an update about what we can expect regarding the role of the Office of Broadband. She noted that since SAC's director of technology will be taking the lead in working with this office, it provides SAC with a greater purpose.

H. Daniel expressed a concern that SLRC needs to know its role regarding providing broadband especially since the new Strategic Plan points out the relevance of digital equity. She further explained that it's important to communicate what is expected so that we are making sure all information is in line for all libraries to avoid seeming fractured or disorganized. She added that I Padilla seemed to leave SLRC out of the communication loop.

M. Miller agreed and stated this issue can be discussed with I. Padilla because it is important that everyone is intersecting in the right way.

## **V. FINANCIAL REPORT**

G. Krabbe reported the following:

The expenditure report and packet of materials were sent out to everyone. We spent thirty-seven percent (37%) of the SLRC funding for fiscal year 2022 midway through the year. You will see in the report the usual list of expenses that show why we are underspent in certain areas. Currently, there is nothing significant to report. We have received \$241,000 in ARPA funding to supplement the State funding for SLRC because it was flat funded in fiscal year 2022. Without the additional funding we were going to have to make some very tough decisions around curtailing expenditures. We have spent sixty-three percent (63%) of this and are in good shape. Presently, we are deeply into the fiscal year budget 2023 process and what we are anticipating is that when we see the governor's budget, it will reflect the correct level of funding for fiscal year 2023 along with what is in the legislation. We anticipate with that funding support we will be able to continue with our operations uninterrupted.

There were no questions from members regarding the Financial Report.

Chair M. Miller called for a motion to accept the Financial Report to file for audit. L. Hicks motioned for approval. The motion was seconded by Kenneth Wayne Thompson. The group voted and unanimously approved the Financial Report for audit.

## **VI. FY 2022 SLRC ANNUAL PLAN UPDATE**

### **January Update**

W. Wilson presented PowerPoint slides and reported the following:

## Awareness

Action steps:

### **1. Expand the visibility of SLRC resources emphasizing delivery modes.**

#### **a. Maryland Women's Heritage Center**

You will notice that under Digital Maryland the Maryland Women Heritage collection has been added. This is a very interesting collection that provides access to a series of packets that were created for K-12 schools to celebrate Women's Heritage Month. There were some feelings that they may not be currently useful for school systems, however, they are a fascinating way to look at this history and is a collection that could be useful throughout the year.

#### **b. State Publications Depository and Distribution Program**

Regular communication continues with partners. There were 996 born digital documents added to the repository and 936 titles were distributed to repository partners.

The SPDDP annual meeting was held on November 10, 2021. One of the terrific presentations was composed by Richard Sigwald and Elizabeth Bateman from the Legislative Services Library. It was a genealogy of the Maryland General Assembly and they used standard genealogy techniques in doing the research to create a guide to the obituaries of all of the former state legislators in the general assembly since 1790. It is a remarkable digital document and it's a document that is important to the school community. This information can further our understanding of who our legislative body has been since its inception in 1790.

#### **c. MILO**

The Relais implementation has been completed. The Frederick County Public Library resumed their lending on December 17, 2021. At this point, all of the regional lenders are active with minimal issues. We have not seen any significant issues since the reimplementation. Emma and her staff, and Paula, keep very close touch on what is happening in the interlibrary loan network to assure that there are no problems or issues moving forward.

#### **d. The Delivery Study**

The study is really getting underway. Our first meeting was with John Schuber last week. John is in the beginning phase of project organization. He has four phases that are defined in addition to the organization piece. There is a pre-project data collection, hotspot interviews and a design and meeting subsequently following that. The completion date is scheduled for August of 2022. Paula Mitchell will be meeting with John in the coming week to begin the activities that he is interested in having us be responsible for such as data collection. D. Graham and Paula will work very closely together to finalize this project.

### **2. Through SLRC, Maryland libraries have access to digital resources and technology to achieve digital equity statewide.**

**e. Digital Inclusion**

There has been a series of meetings with McDonogh School Archives to discuss a digital project. A meeting with the Maryland Institute Black Archives was held to discuss a potential partnership. This is an archive tradition with the Maryland College of Art that is organized to look at the college's history in Black Baltimore and Black History from the 1800's to the present. They are really trying to explore the relationship with the community and to publicize where they are with the information and how that will impact them moving forward. A meeting was held with the Gilman School to discuss resuming their Digital Maryland project. Digital Maryland projects have been delayed due to the pandemic. We hope that the Gillman School project will resume shortly.

**f. SAILOR Database Project**

The RFP responses have been returned from Gale, EBSCO and Proquest. Over the next few weeks there will be a decision for 2023 and I would project that at the March SLRC meeting you will receive that information.

**3. Through SLRC training and development opportunities, Maryland library staff are better able to provide high quality service to their customers.**

**g. Staff Development and Training**

Virtual programs continue to be held. Under the category of hybrid training, most of the programs have been requested by Baltimore County. The Anne Frank program has been another interest especially for seniors at the North Oaks community in Baltimore County.

The Lunch and Learn Series continues and is a partnership with the Maryland State Archives. Lectures focused on how cemeteries have changed in history and preservation as a green and environmental movement.

**h. Maryland State-wide Circulation Conference**

This Conference is scheduled for January 25-27, 2022. The program and schedule have been pulled together with various presenters and useful sessions.

**i. General Spring SLRC Conference**

There is a separate Conference for LATI participants, and it is scheduled for March 2, 2022. A general conference is scheduled for June 1, 2022. The agendas have not been put in place yet.

Upon the conclusion of W. Wilson's report, Chair Miller stated that the information was tremendous and filled with exciting input. Chair Miller mentioned that her foundation is sponsoring a production regarding the Diary of Anne Frank, others have formalized events around this subject, and she asked if the Pratt Library's program was virtual in real time as well as on slrc.info so that it could be promoted. Chair Miller added that she would like to get in touch with someone at Pratt to see if it can be done in Cecil County soon.

W. Wilson expressed that this would be great. He stated that it is not archived at this time. He explained that John Damond, the manager of the Library's Business Department, has taken a number of courses in

Anne Frank, he has done this particular program around the state and is now doing it virtually. He replied that something can be set up.

M. Miller stated she will ask her programming person to contact John Damond.

W. Wilson stated that one thing he wanted to underscore is that there will be a new Chief of SLRC, and H. Daniel can provide some information concerning the interview process. He further stated until the position is filled, everyone at SLRC will be accessible and there is no single point of contact. He mentioned that M. Fried will be a person to contact regarding Systems and H. Daniel can be contacted for overall SLRC management as well as D. Graham.

H. Daniel remarked that W. Wilson has been the ultimate face of SLRC and there is also an amazing team of people that do the work of SLRC. She explained that while we are recruiting for the SLRC Chief, we are still providing consistent service and she will send to this group as well as MAPLA a list of areas and where to direct questions. H. Daniel added that it is a delight to mention that there are two top finalists remaining from a long list of candidates and everyone will be updated soon of who is hired.

W. Wilson brought the group's attention back to closing out his presentation of the FY 2022 SLRC Annual Plan Update. Chair M. Miller called for a motion for adoption of the Plan Update.

L. Hicks motioned for adoption. The motion was seconded by M. Gannon. The group voted and unanimously adopted updates to the FY 2022 SLRC Annual Plan.

## VII. MEMBER UPDATES

**Public Libraries** - Report of Chair Miller: The libraries have been key distributors of Rapid test kits, the County is conservative and therefore, will not do a mask mandate. I did do a mandate for the Cecil County Library. Return of in-door programming has been postponed. Our libraries are seeing some of the highest usage since the start of the pandemic. Staff who are vaccinated and have the booster, but still getting COVID as well as children. We've had to make some decisions regarding early closures due to lack of staffing. They have had many resignations, but they are looking at ways to remain focused by sending staff to SLRC training and by participating in virtual programs. We are pushing forward while trying to make it through, rethinking and recalibrating to get through the next few months.

Report of D. Newman: A key initiative at this time is the Board Effectiveness Survey and the implications of training. They are still looking at the data that was reported from the survey. Recommendations are forthcoming for board training especially since we know that boards have very limited time to devote to training, and prioritizing that information is important. In Talbot County we have had the mask mandate from the time of reopening, and we have not had any public discord about masks anymore. People are used to it by now. The County health department gave us nine hundred KN95 masks to give away to staff and the public. We have also given out over six hundred of the test kits – they were well received. We have returned to virtual meetings, most of in-person programs are virtual, and doing books to go. We are still open but as the numbers get higher people question our decision to be open. We don't foresee closing unless the county makes a decision however, staff have posed the question of why are we open when the numbers are so high.

Report of M. Gannon: I am not in a politically conservative county, so we have a mask mandate. We have had an indoor mask mandate since the beginning. Our county bought several thousand test kits and for the next seven weeks we will be giving them out. We picked up 18,000 today and we are handling distribution at five branches in five parts of the county. Last week they went out within an hour – this was amazing to see.

Report of H. Daniel: We are also in a nonconservative area, and we have had a mask mandate since the beginning. We continue to follow the mandate and scaled back hours. A large volume of our staff are out due to testing positive and exposure. We have about fifty vacancies as well as people deciding they no longer have an interest to work in public service and this has made a huge impact on how we offer services. We are also doing COVID test distribution at our locations and we started out distributing a small number of 100 kits that were gone within ten minutes. We were disappointed that we had to move all of our programs back to virtual. We had a number of exciting programs coming up. A good thing to note is that we are starting to see a number of vacant positions being filled. We are looking to fill the Director of Customer Service position in the IT Department and the head of Security. We would like to hire someone with a trauma informed background. Please let us know if you have any great candidates.

Report of D. Graham: Our staff are excited about being vaccinated and we have over 90% who are vaccinated. This high number was in place before the city announced the compensation incentive for being vaccinated. More good news is that H. Daniel did a great job of getting us into the city legislation priority group, and we remain compliant with the testing mandate of the city of getting tested every week. Despite our advances, COVID and Omicron has affected staff and their families. Virtual learning has been a challenge, but we have to think of ways that we can continue to serve our customers while keeping our staff safe. Please share with us whatever you found out that worked extremely well at your systems.

Chair Miller: For your information, legislative month is in February, and they have shifted to virtual legislative activities. On February 10<sup>th</sup> they will be doing a legislative briefing with the Chair of our legislative panel and the Director of Carroll County at 9:00 a.m. More details are forthcoming. We will be scheduling our legislative visits February 14 – 20<sup>th</sup>. Some key pieces of legislation we are looking at is Broadband and the development of that office along with programs, to increase the per capita funding and library operating budgets as well as capital construction, increase in SLRC funding, looking at making sure we have a representative from academic libraries, and some libraries in the state are looking at collective bargaining. A main item of discussion will be looking at per capita increases for libraries across the state this year.

**Regional Libraries** - Report of K. Wayne Thompson: In Charles County there will be a commissioners' meeting this afternoon to determine if the County is going to resume with the mask mandate. County officials have shared with me that they have received an overwhelming number of calls from citizens in Charles County about wanting to end mask wearing in all County buildings. If this happens, they will be making a different decision about their opening. We are striving to stay open while working with the department of health to see how we can get KN-95 masks to be included with the test kits for distribution at Libraries. We will keep you updated and he commended everyone for their support of libraries.

Report of E. Hulett: We are very conservative in western Maryland and the school catalog is the product of the Washington County delegation, so this is a matter that is sure to be handled soon. Regarding COVID, we are probably one of the worst regions in the state and last time I noticed, Allegheny County was the worst in the state with well over a 1/3 testing positive. All libraries have patron mask mandates back in place, but they have been closed several days for snow. Thomas is having trouble getting candidates for his branch management position in Friendsville, and he is unable to pay enough for someone with a bachelor's degree. He is looking for alternative solutions. The big legislative day for us is going to be February 4th with our delegation replying positive to meeting with the three directors. Three regionals got together last week to discuss cooperation database purchasing. One major point that's been made is that people are seeing that the statistics don't support the expenditures. We will see what happens with the state's new contract to see what we will be doing. I see database budgets being reduced significantly and the funds being used in other ways such as streaming. Physical circulation continues to decline throughout the pandemic.



**K-12 Libraries** – Report of L. Hicks: In regard to legislation, one of the things we are watching now is House Bill 196 which is School Library Catalogues that focuses on directing local education agencies to make their school library catalogues publicly available. The hearing for it is next Thursday, January 27<sup>th</sup>. The MLA legislation panel has been in touch with Maisel about how they can work together, and at this point we are watching it. We know that 100% of school education agencies have their school catalogues digital so it is not as if they would have to purchase a digital system to do that and there are some questions about privacy. Another issue of K-12 is there are staff shortages across the state, a lot of secondary librarians are being pulled out of the libraries to cover classes as well as administrators and central office personnel have been pulled to cover classes. We are all working together to fill the holes.

**Maryland State Library Agency** – Report of T. Sarnoff: We have a certain amount of budget hearings next week and expecting the governor’s budget tomorrow. It’s all very exciting and we have some new projects coming along that we hope the state will support. We are involved in board training and we have the tuition reimbursement/retention and promotion survey that is going out now. Lastly, we are still working on our strategic plan.

### **VIII. NEW BUSINESS**

H. Daniel informed everyone that there will be a celebration in honor of W. Wilson’s retirement.

### **IX. ADJOURNMENT**

Chair Miller asked for a motion to adjourn. L. Hicks motioned for adjournment. The motion was seconded by M. Gannon. The group voted and agreed to adjourn at 11:15 a.m. The next meeting is scheduled for March 15, 2022.

Respectfully submitted,

V. Scriber Landon  
SLRC Office