



**STATE LIBRARY RESOURCE CENTER
OVERSIGHT COMMISSION**

NOVEMBER 16, 2021, 10:00 A.M.

VIRTUAL MEETING

MINUTES

CHAIRPERSON: Morgan Miller

MEMBERS PRESENT: Tonya Aikens, Michael Brown, David Dahl, Heidi Daniel, Mike Fried, Michael Gannon, Darcell Graham, Laura Hicks, Elizabeth Hulett, Gordon Krabbe, Dana Newman, Irene Padilla, Tamar Sarnoff, Wesley Wilson

I. CALL TO ORDER

The meeting was called to order at 10:05 a.m.

II. APPROVAL OF MINUTES, SEPTEMBER 14, 2021 MEETING

Chair M. Miller welcomed everyone to the meeting and asked if there were any corrections to the September 14, 2021 minutes. There were no corrections presented, therefore, Chair M. Miller called for a motion for approval of the minutes. D. Dahl motioned for approval. The motion was seconded by L. Hicks. The group voted and the minutes were unanimously approved.

III. SAILOR ADVISORY COMMITTEE (SAC) REPORT

Michael Gannon, Chairperson

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

The last meeting was September 30, 2021. Three new members were introduced: Ryan Rickels from Harford County, Bill Taylor of Western Maryland and Mike Fried attended his first Sailor meeting. Most of the meeting was spent learning about the new members and Mike discussed his plans for the future. M. Brown provided a Sailor technical update that consisted of the WIFI map project that now has 354 locations. Next, we will work on the marketing plan. Tamar will assist with producing announcements about how libraries can share the WIFI map on their websites. Also, we spent a lot of time talking about the Strategic Plan for SLRC and the involvement of SAC in this plan. The Committee also discussed that we wanted the Sailor Advisory Committee meetings to be a place where information is shared and also become a focus of positive outcomes. Our December meeting will focus on drafting objectives to guide SAC and a Charter. At this time, SAC is interested in knowing what the SLRC

Commission needs to know from the Committee or if there are any issues they need to work on. Any recommendations you provide will be shared with the working Committee.

I. Padilla stated that she will give this request some thought and respond if she has any information to share. She added that she is pleased to learn that M. Fried has been putting out emails to people letting them know about listserv.

M. Gannon thanked her and stated this is something that everyone can think about and email their responses to him. He agreed that it is helpful to have communication distributed about listserv because in the past, it always seemed to be a misunderstood service.

Chair M. Miller expressed that she would make a note to try to attend the December SAC meeting so that she can be involved in this discussion. She asked everyone to send any input regarding the SLRC Commission's expectations of the Sailor Advisory Committee to M. Gannon.

M. Gannon pointed out that the Committee consists of various subject matter experts across the State and therefore, it is important to use this expertise because they want the Committee to be helpful to the goals of the Commission.

IV. FINANCIAL REPORT

G. Krabbe presented a slide with budget costs data and reported the following:

The first quarter is typically not reflective of what will happen with SLRC. We tend to spend more towards the end of the fiscal year as it relates to Sailor databases and a lot of the IT renewals of maintenance agreements. Worker's compensation is an expense that we essentially get charged by the City of Baltimore based on their records – this happens very late in the fiscal year. There are no significant issues at this time. We are rebounding a little bit in terms of staffing and operating under a freeze with the City regarding City positions. Some of the positions have a SLRC role and a portion of those positions will be charged to the grant. We were able to obtain exceptions where we could, and we anticipate no issues. We have spent approximately 19% of the grant as of the end of September. We expect to fully utilize the grant and will come back to the Commission and Irene with any requests to modify our expenditure plan.

There were no questions from members regarding the Financial Report. Chair M. Miller called for a motion to file the Financial Report for audit. M. Gannon motioned for approval. The motion was seconded by D. Dahl. The group voted and unanimously approved the Financial Report for audit.

V. DASHBOARD, FY 2020, 4TH QUARTER YTD (HANDOUT)

W. Wilson explained the following:

In your packet, you received the Dashboard, FY 2020, 4th Quarter YTD sheet. It was placed in the packet because one of the things we discussed in the Strategic Planning meetings was making SLRC services more transparent in terms of performance. This is an older form of the Dashboard that we have been using and I have been talking to our staff analyst and will also meet with D. Graham and H. Daniel to look at how to adjust the Service Measures column to effectively report the relationship to Service Measures and the Outcomes from the Strategic Plan. There will be a place on the form for organizational effectiveness, awareness, technology, and training resources and services.

VI. FY 2022 ANNUAL PLAN UPDATE

W. Wilson reported the following:

Awareness

Digital Maryland completed a window display at Central that shows the activities while focusing on the Black Live Matters posters that are being digitized and added to the Collection. The State Depository program has continued its regular communication with partners and since the last update in September they have added 785 born digital documents to the repository and as well as distributed 547 titles to repository partners. SPDDP has released their FY 2021 Annual Report (See Addendum to November Update). The Depository program Annual Report is quite comprehensive. It really does a wonderful comparison of fiscal year 2020 - 2021 at this point. This will be a valuable addition as we move forward. The Depository Program's annual meeting was held and included a recap of the current project and other updates.

MILO

In regards to Relais implementation, staff continues to work closely with current Library County Systems to update all information. Montgomery County Public Libraries completed their ILS migration to Koha in October 2021. MILO and Relais D2D staff worked with ByWater Solutions (Koha) to ensure connectivity for Montgomery County and customers to the Marina Network. Frederick County is migrating their ILS to Carl X. MILO staff and Relais D2D staff are working with FCPL and The Library Corporation (Carl X) to ensure connectivity to the Marina Network via Relais D2D. MILO transshipping staff have been coordinating distribution of the Literary calendars along with Carroll County Public Library.

The Delivery Study RFP was posted on November 1, 2021, bids are due November 22. It was also posted to the Library's online consultant directory. Out of the 12 people who viewed the RFP, 6 people responded in terms of interest. The final date for questions about the bid process was November 8th. I have spoken with some bidders and expect to hear from others soon. We hope the bids come in on time.

Digital Resources

There was a meeting in September to discuss the Baltimore Project that is being funded through a Melon grant that JHU received, and it is a project to talk about reparations to the black community. This is a program that is looking at using Humanities Education and arts to encourage public engagement from communities in Baltimore of African Americans. We view this subject as more far reaching than Baltimore. We will keep you up-to-date as the conversation continues on this subject.

Digital Maryland outreach activities included:

- SLRC Conference presentation: *Can We Create Community with Digital Collections?*
- On October 22, 2021 met with the Mid-Atlantic Regional Moving Image Archive about a potential partnership. It is a very well-established archive in the Baltimore area that looks at the archiving of moving images. There is a significant interest in bringing this to Digital Maryland.

- On November 4, 2021 met with DeMarr Library and Anacostia Trails Heritage Area regarding a potential Digital Maryland project.
- November 5, 2021 met with a group in Southern Maryland interested in working with oral history collections.
- Provided the Historic Maryland Newspapers Project (University of Maryland, College Park), with newspaper titles for digitization such as:
 - o Italian Journal
 - o Jewish Times
 - o Flaming Bomb (Aberdeen Proving Ground)

and three other publications were included that are listed in the Annual Plan.

SAILOR Database Project

Based on feedback received from the Vendor Fair and the MPERLS meeting, trials were set up for a few of the EBSCO products that included MYHeritage, Masterfile, and their school age specific resources, Explora Primary Schools, Secondary Schools and Public Libraries. Trials ran until November 12th and feedback forms are available.

Request for proposals were sent to ProQuest, Ebsco and Gale/Cengage on November 1st with a return deadline of December 15th.

Staff Development and Training

Virtual and hybrid training for staff and library customers consisted of the following:

- Introduction to Library Services for ESRL
- Howard County Library System National History Day research nights
- Working with Genealogists for ESRL
- Genealogy Circle meetings

Staff and customers attended and enjoyed the following programs in the month of October:

The Dark Side of Maryland:

- o Haunted Maryland
- o Mediums, Magicians, and the Ouija Board
- o Maryland Mayhem: Scoundrels, Spies, and Sinners in the Free State
- o Witch's Brew: True Tales and Folklore of Witchcraft in Colonial Maryland

Lunch and Learn (partnership with Maryland State Archives)

All programs received incredible attendance and many remarks stated they enjoyed these series of events.

Fall SLRC Conference

The SLRC Conference was very successful! There was a large number of participants who registered and attended throughout the entire two-day period. One hundred seventy-four people were registered for the virtual Zoom platform. The keynote presenter was Ashley Minner of the Smithsonian Institute, a native American, and she focused on understanding place and community as critical factors in developing library services. Dr. Minner also provided amazing details on the Native American population in Maryland. The feedback from participants was incredibly strong. The program also included an introduction to SLRC services for new staff and the Collecting, Understanding and Using Data session was well attended. This subject is very important as we look at trends in our community because it is vital to know how to use the statistics of data collection so that we can be more responsive to the communities that we serve. All sessions have been uploaded to Youtube and will be linked to SLRC.info except for the keynote address.

SLRC Blackboard Webinars were:

- Critical Race Theory, 111 attendees from 34 different institutions
- Save a story: DIY Oral History Interviewing!, 12 attendees from 6 different institutions
- Getting Started with Bilingual Storytimes
- Stars of the Maryland Department

At this point in the meeting, I. Padilla asked W. Wilson the following series of questions about some key matters in his presentation. They were:

1. How often will the Dashboard be used and is there a time span of how soon new information will be included in the document?
2. Is there a timeline for moving forward with the selection of a vendor and implementation of the Delivery Study?
3. Are programs such as the ones outlined in the Annual Plan recorded and are notices sent to a widespread of communities such as MAPLA, so that people are aware of these events?

W. Wilson responded:

1. The Dashboard will be compiled with new information that coincides with the Strategic Plan process and the plan is to start using the revised form the next fiscal year.
2. It is anticipated that the completion time for selection of a vendor to conduct the Delivery Student is by December 16, 2021.
3. Generally, all programs are recorded and information along with the recordings of programs can be accessed through SLRC.info.

W. Wilson agreed to provide a notice about programs to members of MAPLA at the next meeting.

VII. STATE LIBRARY RESOURCE CENTER STRATEGIC PLAN, FY 2023 – 2026

W. Wilson provided the following update:

The Strategic Plan Conference was held the 23rd and the 24th of September. It was very well attended and effective. Harry Christiansen, consultant, did an amazing job working with everyone. The Strategic Planning Committee and everyone in SLRC were very responsive. I thank I. Padilla for her support to ensure that the Conference was successful. This was an awkward time for everyone as we migrated out of the first phase of COVID and moved into the Delta Variant. Despite that, we had strong attendance and a lot of excellent activity.

One of two major pieces before the planning process took place was to review the Core Values and Vision in the last Strategic Plan that had nine core values. These values were adjusted to four and they are in the document that was sent to everyone. The four core values are:

1. Collaboration
2. Communication
3. Customers First
4. Responsibility

These core values really speak strongly of SLRC's mission. We are now starting off with a very good and strong plan that has been embraced by a very broad-based community as well as all multi-type libraries within the State.

During this portion of the meeting, while reading through the plan, W. Wilson pointed out the significance of the Vision and Priority Keys listed in the plan. The Vision and Priority Keys he mentioned were:

Vision

The Maryland State Library Resource Center enriches a strong, vibrant Maryland library community to empower an educated and informed public.

Priority Keys

- (I) = Must begin objective in next fiscal year
- (M) = May begin objective, if resources permit, in next fiscal year
- (L) = Begin objective in subsequent fiscal year
- (C) = Continually working on objective

W. Wilson continued by reading through the document while explaining key items and stressed the point that an important aspect of the Plan is that the Priority Keys provide a guide for a process of continuation which is enforced through assigning Priority Keys at the end of each objective.

I. Padilla mentioned that it should be acknowledged that a lot of work was done to the Plan after the Conference that consisted of sharing it with stakeholders for further review and input. She added that their feedback was included which led to a much more improved Plan.

W. Wilson expressed that he agreed and apologized for not pointing out that this was part of the process. He added that it is also vital to mention that everyone was surveyed; people in the focus groups, Conference attendees, and nine supplemental groups, in the beginning of the development of the Strategic

Plan. He conveyed that all were sent a copy of the Strategic Plan draft and they added information as to how they felt in each of those areas in the Plan. He stated that this documentation is available if anyone in the group who would like to review it.

Chair M. Miller expressed her appreciation to W. Wilson and the members for their hard work and involvement in working to finalize the Plan. She added that the Plan is a refined document that provides a clear path of strong goals that will help to move SLRC into the future.

VIII. MEMBER UPDATES

Academic Libraries – Report of D. Dahl: As we are now deep into the fall semester, concerns of health and safety about the pandemic still exist across all libraries. We have noticed the impact of the pandemic on enrollment at community colleges.

K-12 Libraries – Report of L. Hicks: There has been a very large uptick in challenges of books in school libraries. The school libraries supervisors continue to meet once a month virtually and our last meeting focused on the challenges and how they are being addressed. The Maryland Association of School Librarians is forming a working group task force to put together a tool kit for school librarians to include best practices for challenges. Their goal is to be more proactive than reactive and to provide a checklist to help anyone experiencing challenges. Also, they discussed becoming familiar with the reconsideration of school policies as well as looking at filing complaints and the steps to file. One major concern is in regards to districts that say they will remove materials while the policy is being reconsidered. On the bright side, most of the kids in high school and middle school will want to seek out any banned materials. Other major concerns are staffing as well as the burnout of teachers and this is occurring in most of the districts in Maryland.

Public Libraries - Report of M. Gannon: There is a mask mandate in Prince Georges County. Staff and customers must wear masks in the libraries. We have returned to full operations with the exception of in-house programming. There is a vaccine mandate as well. We will re-evaluate our progress in January.

Regional Libraries - Report of E. Hulett: We are working on the public library survey, getting reports done and still looking at the Regional Legislation. Unfortunately, two people were out last month with COVID but recovered and have returned. Things are holding steady in Eastern and Southern Maryland.

Public Libraries - Report of D. Graham: We are working to resume our hybrid programming and plans are being discussed with the local health department to distribute COVID testing kits. We are also looking at resuming Sunday hours.

Maryland State Library Agency – Report of I. Padilla: Our biggest update is that we have come of age as an agency. The Office of Legislative Audits is meeting with us this afternoon and will be looking at everything we oversee including SLRC. The auditors are very concerned with reviewing the minutes, the agendas, and financial reports. The audit will cover July 1, 2017 – November 7th of this year. We expect the audit to be completed within three months. The audit offers us an opportunity to see how we are really doing, and this is helpful.

MSLA - Report of T. Sarnoff: We have been working on Annual Reports. The Internet Policy Review form has been streamlined. We have plans to send out several surveys on various topics, such as the Library Services Survey. Other major projects include developing a new Strategic Plan and the Tuition Reimbursement Group's review of retention and promotion. The Evaluation Survey had an overwhelming turnout, and most importantly, we need everyone to respond to the Strategic Plan Evaluation.

IX. NEW BUSINESS

Chair M. Miller announced that Joshua Stone has been hired as the new executive director of the Maryland Library Association.

The group agreed to close out the meeting with the adoption of the FY 2023 – 2026 SLRC Strategic Plan. Chair M. Miller called for a motion for adoption of the Plan. L. Hicks motioned for adoption. The motion was seconded by E. Hulett. The group voted and the SLRC Strategic Plan was unanimously adopted.

X. ADJOURNMENT

Chair Miller asked for a motion to adjourn. M. Gannon motioned for adjournment. The motion was seconded by D. Dahl. The group agreed to adjourn at 11:15 a.m.

Respectfully submitted,

V. Scriber Landon
SLRC Office