



STATE LIBRARY RESOURCE CENTER

OVERSIGHT COMMISSION

May 07, 2024, 10:00 A.M.

VIRTUAL MEETING

DRAFT MINUTES

CHAIRPERSON: Tonya Aikens

MEMBERS PRESENT: Irene Padilla, Tonya Aikens, Liz Sundermann-Zinger, Vivian Fisher, Paula Mitchell, Genive Purchase, Megan Heburn, Michael Johnson, Michael Brown, Olivia Jacobs, Elizabeth Hulett, Andrew K. Pace, Daria Parry, Tamar Sarnoff, Seth Hershberger, James Kelly, Michael Blackwell, Paul Chasen, Jessica Russell, Jonnathan Paris-Santana

I. CALL TO ORDER

Tonya Aikens called the meeting to order at 10:01:46 a.m.

II. WELCOME AND INTRODUCTIONS

Tonya Aikens welcomed everyone. Liz Sundermann-Zinger introduced Olivia Jacobs as a new controller for the business office in the interim of the CFO search.

III. APPROVAL OF MINUTES, May 07, 2024 MEETING

Tonya Aikens motioned to approve the minutes. Seth Hershberger motioned, and Michael Blackwell seconded the motion. All in favor, motion to approve the minutes so moved.

IV. STATE LIBRARY RESOURCE CENTER STAFFING REPORT

Liz Sundermann-Zinger led this presentation.

Staffing Updates:

- Chief of Human Resources is vacant (previously Donna Henrie)
 - Lu Bangura, Director of Equity and Fair Practices is helping out in the interim
- Chief of Digital Transformation is vacant (previously Candice Zhu)
- Chief of Financial Officer is vacant (previously Victoria Raabe)
 - Gordon Krabbe is helping with some fiscal matters
- Collection Access Services Division will be re-created and Michael Johnson will be the Chief of that department
- Rachel Sheurman has been appointed to a new Chief of Staff role
- Meghan McCorkell, Chief of Marketing, Communications and Strategy has

assumed the role of legislative liaison to the Board

CFO Search:

- EPFL has retained Bradburry Miller
- Search Committee is a subsection of the Board and Chief of CEN/SLRC, Chief of Neighborhood Library Services
- Draft Job Description has been finalized
- Draft announcement is being finalized
- Survey and Focus Groups with different staffing grounds and the board have taken place
- Tentative closing date of June 16th 2024

Organizational Chart:

- Noted that the only other change is Michelle Knuckles is the new Executive Assistant to the interim CEO, Michael Johnson will be appointed to the position of Chief of CASD.

V. SLRC.INFO Update

This portion was presented by Liz Sundermann-Zinger

- Design protocols have been established
- Front-end development has begun
- When finalized, the CMS will be implemented
- Cop and images will be created and added to the CMS
- Quality assurance testing and bug fixes will be done in August
- Launch set for September
- Post-launch testing will continue

Liz Sundermann-Zinger provided visual examples to showcase the updates to the new website in compassion to the older website's design providing a more user friendly experience and interface.

Irene Padilla expressed compliments to the design, and the efforts that have been made toward the revamp of the website.

Tonya Aikens added as well, that the new layout is intuitive and customer focused.

VI. FINANCIAL REPORT FY24 YTD

Olivia Jacobs led this presentation.

Liz Sundermann-Zinger displayed the proposed draft 2025 budget, and mentioned that we do not currently have finalized city or state numbers, so the numbers are not 100% accurate but an anticipated amount with the 5% increase.

Olivia Jacobs echoed Liz's statement that these numbers are estimated based on the city and the trustee budgets that are still under development.

Financial Report FY24 YTD:

Olivia Jacobs adds that we are still in negotiations with the union and that will probably impact the salary costs beyond what was already projected, there are also some further negotiations with regard to the

SAILOR database. However, this budget does anticipate the continuation of all hours and services that are in the original strategic plan for SLRC.

Liz Sundermann-Zinger closes out, expressing that we will have a finalized budget at the next meeting for approval.

Financial Report FY24 Q3:

Liz Sundermann-Zinger expressed that the quarter 3 numbers, organizationally we are still trying to figure out. With a gap in people working on our fiscal numbers, there were a couple of the categories that need review, however we can state that overall we spent 72% for the year which is great for quarter 3.

VII. ANNUAL REPORT FY 24 QUARTER 3 SEPTEMBER UPDATE

Organizational Effectiveness

Goal 1: SLRC is an adaptive organization that fosters proactive and responsive relationships with the library community.

Paula Mitchell led this portion of the presentation.

Delivery:

- Direct delivery to WMRL and SMRLA has been going smoothly
- The RFP for delivery services covering connections to WMRL, Frederick, Montgomery, PGCMLS, and SMRLA is live.
- Bid deadline is May 31st 2024

Awareness

Goal 2: All Maryland library staff are aware of SLRC-provided services and resources.

Michael Johnson led this portion of the presentation.

Digital Maryland:

- Seven new collections have been added this fiscal year
 - The newest are Baltimore Salt Boxes (Baltimore City) and The St.Johns School and Academy Collection from the Daughters of Charity, St.Louise (Frederick County)
 - Total items added Q3 - 5,110 / YTD - 9,435
 - Website visits from collections Q3- 211,351 / YTD-478,776

Awareness

Goal 2: All Maryland library staff are aware of SLRC-provided services and resources.

Michael Johnson led this portion of the presentation.

Maryland State Publications Depository & Distribution Program (SDDP):

- Total number of items - 32,186
- State publications distributed Q3 - 650 / YTD - 1,657

- Publications harvested electronically Q3 - 741 / YTD - 2,185
- Records Corrected Q3 356 / YTD 892
- SMRLA has transitioned to an all electronic participation level within the SPDDP

Awareness

Goal 2: All Maryland library staff are aware of SLRC-provided services and resources

Michael Johnson led this portion of the presentation.

SAILOR Database Contracts (FY25 - FY27)

- MPERL meeting in February set timelines and initiated a year-long process for the selection of contracts
- SAILOR Database Survey will be sent the week of May 6th 2024
- Fall SAILOR Symposium will be a two day event, September 10th being the virtual day, and September 11th being the in person day
- The virtual day will consist of trainings related to electronic resources and will have a format similar to the SAILOR Symposium
- The onsite day will be an invite-only event centered around a vendor showcase and demos from the major SAILOR vendor applicants

Michael Johnson expressed that after the Symposium we will be rolling into the RFP, and the decision making process for that.

Technology

Goal 3: Our communities are connected and empowered with sustainable, innovative technologies to move libraries forward and achieve digital equity.

Michael Brown led this portion of the presentation.

- New E-Rate contract was negotiated with Comcast. There are significant savings.
- The new, upgraded Hagerstown circuit was installed
 - It has also been repaired
- The design is complete for the Muni POP (Point of Presence) is complete
 - We are currently awaiting permits

Michael Brown noted that we'll be working with Baltimore City to get the fiber pulled into the fourth floor of Muni where our equipment is.

Trainings Resources and Services

Goal 4: Provide relevant and timely training that reaches the library community using the most effective platform

Genive Purchase led this portion of the presentation.

Trainings and Public Programs

- January 18, World War I Posters, **Washington County Public Library–Hancock Branch**
- March 21st, Science and Technology Sources 2.0 webinar for **ESRL**.
- March 21, The Shoulders We Stand On: Maryland Fighters for Suffrage, **Washington County**
- April 29th, #popscope at **Loyola/Notre Dame Library**
- May 2nd: Assisting Job Seekers in Your Library (along with Lay) webinar for **ESRL**
- April 4th : Battle of the Books, **Morgan State University**

- April 10th, LATI- Ethics (Copyright Portion) approx 30 students in **LATI Spring 2024 Program**
- April 13th, The Life and Literary Legacy of Edgar Allan Poe, **Carroll County Library System, Mt. Airy Branch.**
- April 16th, Money for College, **Washington County–Hancock Branch**
- April 18th, Webinar, Legal Resources, **ESRL (Virtual)**
- April 20th, From Jazz to Hip Hop, **BCPL–Woodlawn Branch**
- April 22nd: Exploring 19th Century Wildlife in Print- An Earth Day Celebration with Special Collections
- April 25, LGBTQ+ History and the Library, **PFLAG Southern Maryland**
- April 26th Edgar Allan Poe and the Gothic- A Program with **Morgan State's** Department of English

Training Resources and Services

Goal 4: Provide relevant and timely training that reaches the library community using the most effective platform

Paula Mitchell led this portion of the presentation.

MILO

- MILO Staff are working with OCLC to support development of customized staff portal to support ILL process for Montgomery County Public Library
- MILO Staff have coordinated with ByWater Solutions and OCLC to support Anne Arundel County Public Library's ILS migration to KOHA in April 2024
- MILO Staff will be presenting an Overview of MARINA and the Statewide Delivery Network at the MLA/DLA Conference May 2024

Training Resources and Services

Goal 4: Provide relevant and timely training that reaches the library community using the most effective platform

Vivian Fisher led this portion of the presentation.

Outreach

- January 2nd, Shoulders We Stand On - Carroll County Public Library
- January 31st, College Outreach with Walters Art Museum, Maryland Center for History & Culture (MCHC) & SLRC with students from MICA & Loyola Notre Dame
- February 16, Higher Education Outreach Project to UMBC Library
- February 29th, Student Engagement Fair at the University of Baltimore - SLRC Resources

Vivian Fisher stated that we look forward to partnering with more colleges and universities to share our resources with them, and to bring awareness to the resources we have at Pratt that can aid their students particularly with primary research.

VIII. SAILOR ADVISORY COMMITTEE UPDATE:

Daria Parry led this portion of the presentation.

Daria Padilla expressed that the Sailor Advisory Committee met on March 19th. The Advisory Committee

welcomed two new members, Rachel Stein and Susan Payne who are both at Johns Hopkins, however we did say goodbye to Candice Zhu, as that was her last meeting before moving to a new organization.

IX. MEMBER UPDATES

Public Libraries

James Kelly - Frederick County

- Frederick County opened up a new library on the West Side of the County, in Middletown.
 - 15,000 square foot facility
 - Was made possible due to the State Capital Grant Program
 - July MAPLA will be hosted there, so many folks from the public side will get a chance to see it
- Looking at a new branch on the West Side of Frederick
 - The city has offered an existing park for that
 - Completed a feasibility study that the city is now considering
 - Waiting for a vote to rezone the area, hopefully to come in the next few months
 - Funds have already been allocated for the design
 - Looking at architect proposals
- Working on Budgeting
 - County Executive is including an increase per capita spending for Collections specifically
 - Has to run the gauntlet of the County Council who can still remove it from her budget
 - Will know by the end of the month if we'll get those additional funds

Seth Hershberger - Wicomico

- The board for ESRL conducted interviews for the ESRL Director position yesterday
 - The advisory to the board had an opportunity to speak with the finalists and make a recommendation
- Conducting an information forum later today with all the members of our friends' group to share information about plans to relocate the main branch of the library into an existing building
 - Will have the first public work session on it with Council who will need to approve the agreement with Salisbury University who currently owns the site that is the desired location

Michael Blackwell - Southern Maryland

- Twin Beaches Branch in Calvert is celebrating it's new opening

Academic Libraries

Liz Sundermann-Zinger states that we have a new member that is starting for Academic Libraries in the Fall.

K-12 Libraries

We have an Oversight Commission member for K-12 who will be introduced at the next meeting.

Regional Libraries

Elizabeth Hulett - Southern Maryland

- Awaiting a replacement for the ESRL Director
- ESRL is currently in the midst of a remodel
- Garrett County has a new Business Manager
- WCFL is going to be hosting a board retreat for all 3 counties in a couple of weeks
- Washington County is still struggling with the Williamsport location
 - Closed for 6 months due to maintenance issues

John Owen - LBP

- New lighting project to come
 - Will be changing all of the lighting to LED lighting in order to save
- Working with Grim and Parker on a design for the renovation of the patrol area and Technical Services
- Can look forward to digging around the sidewalks on Franklin Street to correct some water intrusion issues
- The National Library Services also provides a centralized magazine on cartridge service but with magazine subscriptions
 - Working toward moving that to the network libraries
 - Working on how to organizationally absorb the new function
- Early stages of planning for the 2025 Spring SLRC Conference being about disability awareness

Tamar Sarnoff - MSLA

- At the MAPLA meeting a few weeks ago there was an announcement that the Grant Cycle was open
 - Money is looking really tight, so it is going to be a competitive year
 - There is going to be a cap on all awards, at \$30,000 to any individual system
- Pushing out messaging around the Maryland 250 program
 - Meeting on Thursday after the MSLA Delaware State Library Program
 - Looking into how to cross promote library resources, services and programs with the Maryland 250 program
- Will be going out to Western Maryland next week along with Elizabeth Hulett to work on a few programs
- Will be sending out a communications and agency communications survey in the next couple of days/weeks now that we have a type of Communications Division

Irene Padilla - Maryland State Library

- Gave a report, and will be including that in the MAPLA update

- The last meeting in March we revised a regulation that talked about Federal Funding
- Welcomed Darcell Graham as the new Interim Chief, taking over for Heidi
- Welcomed Melissa Rico Bono representing LPD in a board position
- The operating budget as far as we know was approved, which was in the Governor's Budget, however we haven't received any confirmation.
 - Will send out confirmation to provide accurate numbers
- Waiting on the Federal Budget
 - Irene Padilla advises that if an appeal is received to sign on to letters and funding as the Biden Administration did not include much funding for IMLS and for the Federal Allotment plan for 2025
- Received our 2024 numbers, and there was a decrease of \$21,000
- Successful Legislation for the Freedom to Read Act
 - This Act has passed
 - Has been tasked with developing State Standards
 - Intend to develop this into a regulation
 - Asked Sonya Jamie Watson from BCPL to take a thorough look at the collection policy section of this law
- County Public Libraries Bill did increase (Also referred to as Fine Free for Minors)
 - Changes to this law were made
 - Now all library materials for minors are fine free statewide
 - This caused a total loss of \$18,000 for Western Maryland, \$6,000 of which are in Allegheny
- The Regional Libraries Governance passed
 - Changed the board members representing the public from 1 to 2
- The Collective Bargaining passed
- The SLRC funding increased for 3 years beginning FY25
- The Board has selected a new State Librarian to take Irene Padilla's place
 - Morgan Miller will start June 26th

X. NEW BUSINESS

There was no new business to report.

XII. ADJOURNMENT

Tonya Aikens asked for a motion to adjourn. Michael Blackwell motioned to move. The motion was seconded by Seth Hershberger. The group voted and agreed to adjourn at 1:31:13 pm. The next meeting is scheduled for June 18th at 10:00am.

Respectfully submitted,
Jessica Russell
EPFL - SLRC