

**STATE LIBRARY RESOURCE CENTER**

**OVERSIGHT COMMISSION**

**September 20, 2022, 10:00 A.M.**

**VIRTUAL MEETING**

**MINUTES**

**CHAIRPERSON:** Michael Gannon

**MEMBERS PRESENT:** Paula Mitchell, Vivian Fisher, Megan Heburn, Liz Sundermann-Zinger, Daria Parry, David Dahl, Victoria Raabe, Gordon Krabbe, Tamar Sarnoff, Irene Padilla, Michael Johnson, Charles Kaiser, Darcell Graham, Elizabeth Huelett, Heidi Daniel, Mike Fried, Dana Newman

**I. CALL TO ORDER**

Chair M. Gannon called the meeting to order at 10:06 a.m.

**II. WELCOME AND INTRODUCTIONS**

Chair M. Gannon welcomed everyone and Liz Sundermann-Zinger introduced new SLRC members.

**III. APPROVAL OF MINUTES, MARCH 17, 2022 MEETING**

Chair M. Gannon moved to approve last meeting's minutes as amended. All were in favor.

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

Daria Parry gave the highlights:

- Irene Padilla will be sharing the updated SAC Roster later in the day (09/20).
- Google Analytics is changing their tool and website analytics will be changing statewide.
- Tamar Sarnoff asked for e-rate check up to be added to the Agenda as a regular item.

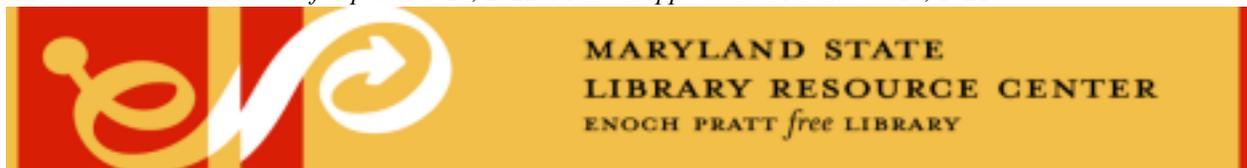
Mike Fried increased the bandwidth for PGCMLS, as requested by Chair Michael Gannon.

**V. SLRC WEBSITE**

Chair M. Gannon spoke with Liz Sundermann-Zinger over the summer about the SLRC Website. Currently, the Website has portions that are inaccurate, out of date, and generally needs updating.

JP started the PowerPoint at this point.

- Mike Fried shared a little background info on this project and proceeded to go over the slides of the PowerPoint.
- Elizabeth Huelett stated that "WCFL just completed a website usability study conducted by the



University of Baltimore. They are very happy with the results.”

- Irene Padilla asked Mike Fried “Are you working with a particular vendor for this site? Or are you doing it yourselves?” Mike Fried responded “We’re not there yet. Depending on what comes of our initial work we would certainly be open to talking about whether or not we need some outside help and what that should look like.”
- Chair M. Gannon asked “Is this going to SAC, the next SAC meeting, Daria?” Daria Parry responded “Yes. When I was going through the notes that Liz sent to all of us, I did put that on the agenda.”

## VI. SLRC STAFFING REPORT

### 1. Organizational Chart

Liz Sundermann-Zinger led this portion of the PowerPoint. They excluded some admin support positions and similar positions, as well as vacancies from org chart.

- 118 Current filled positions and 30 vacancies
- Org Chart is color coded:
  - Orange is part of the Executive Admin Team.
  - White is not part of the Executive Admin Team..

Irene Padilla asked “Can the Staff Org Chart and Mike Fried’s presentation slides be shared with commission members?”

Irene Padilla brought up that there used to be an orientation for new members. Heidi Daniels seconded that and further added that it would be helpful for new directors as well. Chair M. Gannon moved to add the plan to the Agenda, as it is a goal worth tracking.

## VII. FINANCIAL REPORT

*Gordon Krabbe passed the lead to Victoria Raabe on the update on the final FY22 quarter financial report:*

- SLRC Operations Total Projected Costs of \$26 million, with the percentages from MLU applied turns into \$12.2 million.
- \$11.1 of which would have been covered by state funding.
- What was budgeted (\$12.2 million) and what actually was (\$11.3 million)
- One of the reasons for the difference is Vacancies.
- There were some supply chain issues for equipment needed for the Sailor Network, which will come up in FY23.

Chair M. Gannon asked “How did you make up the difference between what was funded and what was spent?”

Victoria Raabe responded, “There is perpetually a difference. We have covered that as an institution through city and private funding. Effectively, the city and private money makes up the difference to be able to run SLRC at full capacity.”

## VIII. FY 2022 SLRC ANNUAL REPORT



**Awareness: All Maryland libraries are aware of SLRC resources and services.**

Action steps:

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

*Vivian Fisher reported on and presented the following slides:*

- The development of, and increased training on, programs such as Critical Race Theory, Genealogy programs, Harlem Renaissance, and Readers' Advisory for LGBTQ+ Materials and LGBTQ+ Readers.
- Revised and updated SLRC Programs and training catalogs
- Provided significant Blackboard Webinars for LATI Trainings

*Vivian Fisher also spoke on Genive Purchase's Slide as she was not available at this meeting.*

- Special Collections staff presented a virtual program entitled "Can I Use that?" which promoted resources from our collection and educated the public on making fair use claims.
- Special Collections staff presented "Save a Story: DIY Oral History Interviewing" to promote the idea of Oral History projects
- Fundraising and Grant writing programs were presented in: Upper Marlboro, Largo, and the College of Southern Maryland.

*Paula Mitchell reported on and presented the following slides:*

- MILO Continued to examine and improve its virtual and physical resource sharing infrastructure.
- SLRC Conferences & Training evolved to support statewide training needs in and evolving post-pandemic support

Chair M. Gannon asked "Will there be a report on the statewide delivery study?"

Paula Mitchell said yes, and Liz Sundermann-Zinger added "I will present it at MAPLA. The vendor completed their study and created a report." and "We're sort of in a place now where we're looking to see if the recommendations that he made are actually feasible, so throughout the fall we will be testing and seeing if the real world supports the numbers on paper."

Chair M. Gannon requested "Can we get a pre-look before MAPLA? Is it ready yet?"

Liz Sundermann-Zinger responded "The report is extremely long and extremely confusing. It's not private. I'm happy to share it with anyone who wants it, but I just felt like it would be more comprehensible if I boil it down and present it live at MAPLA."

Dana Newman asked "It sounds like you have some concerns. Could you highlight a few of the concerns you have?"



Liz Sundermann-Zinger responded “We just really need to test it. It’s not like I have big misgivings or anything like that. I don’t think the information is wrong. There’s some recommended route changes and we’re not sure if those routes can be completed in exactly the amount of time that the study indicates.”

Dana Newman requested to see an executive summary of the study.

Liz Sundermann-Zinger stated “Testing will begin sometime in October.”

Chair M. Gannon requested that the report findings be added to the November meeting.

David Dahl added, “From an academic perspective I’m not sure how much this study actually looks at statewide courier and considers academic library needs. At the very least, I think the academic community might be interested in seeing that, or some scaled down summary of it.”

Liz Sunderman-Zinger responded “Certainly. There are people who are stops along the way, right? And those routes are taken into consideration. And then one of the things that came out of the process of the study is that as a group we’re going to meet more frequently, so we can address academic and school needs as they pop up. The last study that was done was like twenty or thirty years ago.”

*Michael Johnson reported on and presented the following slide:*

- **Sailor Database Project**
  - Completed the selection and negotiation of new three year contracts for statewide electronic resources from Gale, ProQuest, and Mango languages.
- **Digital Maryland**
  - Continued our goal of increasing the diversity of collections and projects supported by Digital Maryland.
- **State Government Documents**
  - Completed a project to upload all electronic state documents records into OCLC, which allows any State Publications Depository and Distribution Program (SPDDP) participating institutions the ability to add these records to their library catalog.

*Irene said Johnson’s work was really remarkable and commendable.*

- David Dahl mentioned that about half of state institutions are participating and expressed interest in adding more. Michael Johnson responded “we can talk and see.”

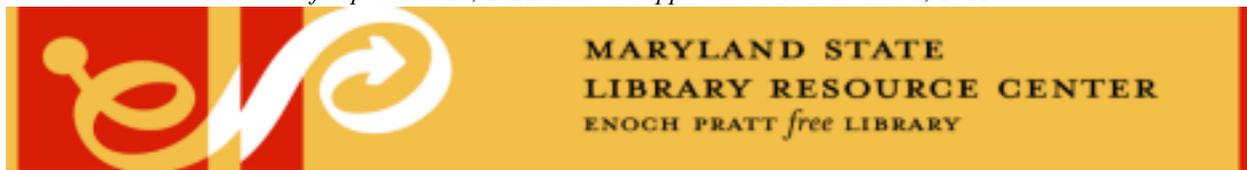
*Chair M. Gannon moved to accept the FY22 Annual Plan, members voted, and the plan was accepted.*

### **Annual Plan FY23 September Update:**

Liz Sundermann-Zinger spoke on this portion.

### **Organizational Effectiveness**

1.1 Members of the Management Team, Pratt Executive Team and other Pratt Library Staff will actively participate in MSLA-sponsored community of practice groups



1.2 The Delivery Study has been completed

1.3 SLRC Deputy Chiefs will present their own updates at SLRC oversight Meetings, will participate in statewide projects, and will work on statewide projects. This will allow SLRC staff to build their own statewide networks in order to respond more quickly and effectively to customers' needs.

### **Awareness**

2.1 Improve online presence and accessibility of SLRC services and resources.

2.2 SLRC Staff are actively engaged in various statewide library groups.

2.3 Develop training opportunities introducing SLRC resources that can support statewide onboarding programs,

### **Training Resources and Services**

4.3 Use our subject level expertise to support, facilitate, and contribute to MSLA sponsored virtual training platforms.

### **MEMBER UPDATES**

David Dahl reported some academic updates.

- The University system of Maryland just released a new strategic plan. (<https://www.usmd.edu/vision2030/>)
- The Office of Science and Technology released what's being referred to as the Nelson Memo, which is an expansion of a previous memo or policy that mandates public availability of federally funded research. The Nelson Memo now states that any publication that results from any federally funded research has to be publicly available. Possible implementation date of 2025.

Laura Hicks was unable to attend and as such unable to offer updates on K-12.

Dana Newman reported on:

- the upcoming Frederick Douglass Day event in Talbot County.
- Wicomico Library hired a new social worker.

Chair M. Gannon gave an update on starting the Master Facilities plan and thanked Gordon Krabbe on his contributions.



Elizabeth Huelett reported:

- Our next big thing is legislation for the regionals, which has been submitted to the Governor's Office.
- Lavale is having their grant opening on Friday.
- Thomas is waiting to hear back on a grant.
- WCLS hired a new director of communications who's working hard on updating policies.
- Elizabeth Huelett just hired a new business intelligence manager.
- The Staff Development Coordinator position is currently vacant, however once more funds become available Elizabeth Huelett will look into rehiring that position.

Irene Padilla and Tamar Sarnoff both gave MSLA reports

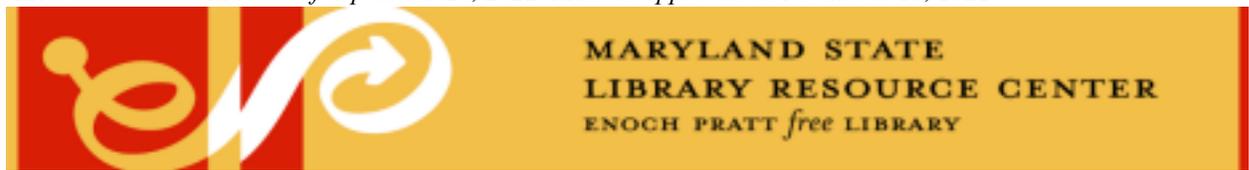
Tamar Sarnoff:

- We got approved for our strategic plan and we will be sharing at MAPLA.
- Will continue to work on tuition reimbursement, recruitment, retention, promotion group.
- We are in the Keynote on the board effectiveness training.
- We do have training for the board for the CMLA meeting on the 15th of October. This meeting will not be virtual as there are technical issues that cannot be guaranteed to be worked out in time.
- Updated the certification guide for Public Librarians and Public Library Directors.
- Had a successful hatchlings training, which is bearing fruit, and the trainers are providing training to library staff across the state.
- National book festival had an incredible volunteer turnout, more than could fit behind the booth.

Irene Padilla:

- Encourages Trustee members to come to the CML meeting.
- Capital Grants program,
  - Calvert County's Twin Beaches Branch was \$1.24m over budget and the county agreed to fund the increase.
  - Milton Library was \$1.4m over budget and the county has also reallocated funds.
  - Other branches are having problems with increased building costs. This is due to increased construction costs.
- The Library for the Blind is moving along. We're doing a lot of refurbishments and internal maintenance.

## XI. NEW BUSINESS



Irene Padilla and Daria Parry will work on updating the roster information.

Gordon Krabbe reported:

- Funding for SLRC under current legislation runs out in FY24.
- Working with Irene and IGTRF and others, for an increase in a coming session.
- More than likely this will come back to library administrators for letters and support. Funding next year will increase but by FY25 will be flat.

Chair M. Gannon requested that updates be put on the Agenda.

Daria Parry reported:

- A new Darlington Library opens on October 19th.

## **XII. SCHEDULE REMAINING MEETINGS (11:36am)**

The group meets 5 times a year, on the third Tuesday of the month.

- Months: Sept, Nov, January, March, May
- Meetings dates: Nov 17th, Jan 17th, March 21st, May 16th.

## **XIII. ADJOURNMENT**

Chair Michael Gannon asked for a motion to adjourn. Elizabeth Hulett motioned for adjournment. The motion was seconded by Daria Parry and David Dahl. The group voted and agreed to adjourn at 11:39 am. The next meeting is scheduled for November 2022.

Respectfully submitted,

C. Kaiser  
CEO Suite