



STATE LIBRARY RESOURCE CENTER  
OVERSIGHT COMMISSION  
May 16, 2014

Enoch Pratt Free Library  
Board Room

10:15 a.m.

Minutes

AGENDA

Attendees:

Sharan Marshall; Richard Werking; Larry Wilt; Jay Bansbach; Cathy Ashby; Debby Bennett (via Google Hangout); Dennis Nangle; Carla Hayden; Gordon Krabbe; Linda Tompkins Baldwin; Ryan O'Grady monitoring technology; Wesley Wilson

Call to Order

The meeting was called to order at 10:20 a.m.

Approval of Minutes

The Minutes of the March 27, 2014 meeting show the adjustment below in order to more accurately reflect a change requested in the DRAFT FY 2015 SLRC Annual Plan by Richard Werking. Note that the change modifies the SLRC Strategic Plan Initiative 4.2 by restating the Initiative and removing the words public education.

The statement italicized below will replace the current wording that is in the in the FY 2015 DRAFT Annual SLRC Plan in relation to the State Library Resource Center's work with schools.

This following wording will be used:

*Partner with Maryland schools in defining SLRC's role in supporting education in Maryland.*

Wesley Wilson noted that the change would be made under initiative 4, Partnerships more specifically under:

**4.2 Partner with Maryland public schools to define SLRC's role in the support of public education in Maryland** (SLRC Strategic Plan Goal 4: Objective 2)

SAC Report

The MARINA survey, funded by DLDS indicates that MARINA customers are very happy with the system, the improved interface, and their ability to request/retrieve materials via the automated interlibrary loan system.

Richard Werking asked if SLRC has received any information from people who were having problems with the software. Those numbers if available should be reflected in the Minutes along with any specific customer comments from customers having problems.

Larry Wilt echoed Richard Werking's question requesting more specific information in reference to the methodology of the survey. Larry Wilt asked how customers were polled, the characteristics of the customers, and how non-users were polled. Larry Wilt asked if the results reflected only the customers who used the service.

Wendy Allen will do an in-depth presentation at the September Commission Meeting to address these questions.

Sailor Telecommunications

Due to declining leased services cost and increasing costs for the wireless network; Sailor Operations Center will be moving as many sites as possible to leased services while decommissioning significant portions of the wireless network on the Eastern Shore and Southern Maryland.

Sailor Operations staff performed an analysis of bandwidth requirements for the next 2-3 years.

Sailor issued request for proposals for leased services or fiber to all sites.

- Comcast, Verizon, and 24/7 responded.
- networkMaryland did not respond.

After examining the proposals, it has been determined that all existing county library sites and three (3) additional library sites will be placed on Comcast.

Due to the cost savings and departure of some counties from Sailor, significant portions of the wireless network will be turned down after installation of Comcast services. Larry Wilt asked for clarification on wireless costs. He noted that the University of Maryland System and networkMaryland have the same system.

Two meetings will be scheduled, one for the Eastern Shore area, one for Southern Maryland to discuss the process of decommissioning portions of the wireless network.

- Tower owners are offered the equipment first.
- County and libraries [pending approval of the transfer].
- SOC will determine what equipment will accompany the transfer [we may keep switches, for instance.]

An existing Internet contract was re-bid with a cost reduction of 75%.

- We expect to see a similar reduction when replacing the other Internet provider.

#### FY2014 Annual Plan Update

The FY2014 Annual Plan is 98% complete. Wesley Wilson provided a brief update on the areas that remain and additional progress in areas of the Plan that were already completed.

#### MDCH Update

Linda Tompkins Baldwin, Manager of the Digitization Unit proposed a change in the Mission for Maryland Digital Cultural Heritage (MDCH) broadening the scope to include historical and cultural documents held by Maryland institutions, not limiting digital exhibits to only Maryland related items.

All digitization projects will continue to be vetted and guidelines for projects will be developed. The change will not only broaden the scope of local Maryland institution collections it will position SLRC well as the Library becomes a Digital Public Library of American (DPLA) Hub.

Linda Tompkins Baldwin also recommended a name change for MDCH, something shorter and less limiting than the existing MDCH name/branding. After some discussion the name that was voted on was Digital Maryland. Richard Werking felt Digital Maryland was too broad. Sharan Marshall liked the more vibrant Digital Maryland. A motion was placed before the Commission to adopt the new mission and the new name Digital Maryland. The motion carried with one abstention.

### Financial Report

Gordon Krabbe provided an expenditure update noting that there were no significant variances from the budget to report. The one significant expenditure coming up before June 30 was for Sailor databases. This expense has been budgeted for and actually pays for databases through FY 2015. No monies will go unspent or need to be returned.

### FY2015 Budget

The per-capita funding formula resulted in less than a 1% increase for FY2015. Focus next year will be on the coming Central/SLRC renovation next year, RFID tagging the collection, and other renovation related activities.

Sharan Marshall asked about the change in benefits costs, and Gordon Krabbe explained the employee shift to less expensive health insurance.

There are two years left on the Sailor database contract so there is no inflation related to that line. Also, the Baltimore County and Montgomery County delivery costs are projected with no increase.

Motion was made and the FY2015 budget was approved as presented.

### SLRC Capital Plan Update

Construction funding totaling 12 million dollars for FY2015 was approved. The architectural has been updated and approved. The architectural firms Ayer Saint Gross and Byer Blinder Bell have been engaged and renovation

planning is underway

Offsite collection storage is being explored to ease as well as speed up the construction process. The main building and the Annex will remain open and accessible to the public during the construction process.

Larry Bricker from the Maryland Department of General Services is overseeing the operational impact and is very reassured by all of the solid logistics the Library has put into place.

#### Other

Richard Werking expressed concern about the Baltimore County Government's pending removal of Library staff to be absorbed in what appears to be non-library related Baltimore County Government positions. Richard Werking was assured that the Maryland Library Association Inter-Governmental Taskforce had already met to discuss this and the BCPL Board of Trustees was planning on a strategy to handle this situation.

#### Agenda Setting

Wendy Allen will present a report at the September Commission Meeting on the methodology of the MARINA survey.

#### Next Meeting:

The next meeting is scheduled for Thursday, September 18, 2014 at 10:15 a.m. at the Central Enoch Pratt Free Library in the second floor Board Room.