MINUTES OF THE MARYLAND STATE LIBRARY BOARD

Friday, December 15, 2017

Anne Arundel County Public Library Headquarters
5 Harry S. Truman Parkway
Annapolis, MD 21401

OPENING

The Maryland State Library Board met in regular session on Friday, December 15, 2017 at 10:10 a.m. at the Anne Arundel County Public Library Headquarters building. The following members were in attendance: Mr. Alfred Martin, Ms. Denise Davis, Ms. Melissa Daggett, Dr. Jon Enriquez, Mr. James Fish, Ms. Sharan Marshall, Ms. Sharon Maneki, Dr. Keith Marzullo, Mr. Wilson Parran, and Ms. Irene Padilla, State Librarian. Mr. Robert Windley and Ms. Lynn Wheeler were absent (excused).

Dr. Brian Butler, Mr. Derek Simonson, Esq., Assistant Attorney General, and the following staff members were also present: Ms. Leslie Bowman, Director of the Library for the Blind and Physically Handicapped and Dr. Tamar Sarnoff, Branch Chief, Public Libraries and State Networking (PLSNB).

Mr. Martin, Chair, called the meeting to order and welcomed the new members Ms. Maneki and Dr. Marzullo. Dr. Butler will serve as the alternate member for the iSchool.

APPROVAL OF MEETING MINUTES

The minutes of the State Library Board of September 15, 2017 were considered. Mr. Fish moved to approve the minutes Mr. Parran seconded the motion. The motion received unanimous approval.

STATE LIBRARIAN'S UPDATE

Personnel
Ms. Padilla introduced the new Public Libraries and State Networking (PLSNB) Branch Chief, Dr. Sarnoff. She noted positions that are pending including the Administrator III, Finance and Support Services; Computer Network Specialist, LBPH; Research and Evaluation Specialist, PLSNB; Library Grants Coordinator, PLSNB; Recording Studio Manager, LBPH and the Maintenance Mechanic, LBPH. Dr. Butler offered to connect

the Maryland State Library with the iSchool Alumni Network when recruiting new employees.

Ms. Davis asked for clarification on the job descriptions for the Research and Evaluation Specialist and the Library Grants Coordinator, clarifying her concern that the statistics specialist needs to use qualitative as well as quantitative analysis to help guide libraries to further their policy goals. Dr. Sarnoff explained that this position would guide and offer mentorship to Maryland libraries on how to use statistical information to tell the story for their library. Dr. Butler and Dr. Marzullo mentioned the introduction of a new field in the iSchool concerning statistical analysis as it relates to libraries.

Maryland State Library Website

Ms. Padilla asked Ms. Bowman to provide an update on the Maryland State Library website marylandlibraries.org. MSL has been working in partnership with Southern Maryland Regional Library Association (SMRLA) to ensure that the MSL website is accessible. MSL staff have contributed expertise on accessibility, content and design. The website is now considered compliant with the AA Standards of the Web Content Accessibility Guidelines (WCAG) but is undergoing continuous content and design improvements in our goal to achieve AAA Standards.

Library for the Blind and Physically Handicapped (LBPH)

Programs and Events

The library hosted a delegation from China who work for various NGO's focusing on people with disabilities.

Staff represented the library at the *NFB Maryland Conference* (November 10 – 12, 2017). Staff recorded "The New Library Song" and introduced it at the conference.

Staff presented at the *2017 Inclusion and Diversity in Library and Information Science Conference* at the iSchool on November 3, 2017.Staff led an affinity group on *Website Accessibility* at Tech Connect on Dec. 5, 2017.

The *Friends of LBPH held their Annual Meeting and Volunteer Appreciation event* on October 28, 2017. Volunteers will have contributed over 2,000 hours to LBPH in 2017.

LBPH has been chosen by the National Library Service (NLS), Library of Congress, to participate in the *patron pilot of a Mobile Cartridge device (MOCA)* beginning in January 2018. This will help NLS determine the direction of its next-generation wireless device. The device uses a cellular wireless connection to download books to cartridges for patrons in their homes for use with the digital talking book player.

The LBPH *Technology User Group* (TUG) program was held in Prince George's County. The theme was accessible holiday gifts. LBPH is trying to conduct its programs regionally to meet the needs of its statewide patrons.

Ms. Ashley Biggs, Outreach Coordinator, attended the *2017 ALA Leadership Institute*. This week long intensive program focused on building relationships, developing structured leadership environments, and creating advocacy to accomplish goals.

Youth Services

September and October editions of **Beyond the Stacks Junior** digital newsletter have been released highlighting youth services at LBPH. The November/December issue will be released in December 2017.
A **Youth Listserv** was established to provide current youth patrons with details about programming, events, and services at LBPH and surrounding community agencies.

Maryland Accessible Textbook (MAT) Program

The MAT program has had one of its most productive periods in its nearly eight year history. From September through November 30, 2017 we provided services to 14 colleges and converted 140 textbooks (over 2,500 chapters or an average of 18 chapters per textbook) for 43 students during the 2017 fall semester. In addition, staff reorganized and categorized the 1,100 textbook MAT repository, this is an increase of 300 textbooks.

Staff are presently revising marketing materials to better inform colleges, students, and parents of added MAT services.

The leaking roof has been replaced. This project has been pending for at least 15 years.

VoIP phones have been installed and are pending implementation. This replaces a decades old system.

Electronics upgrades to existing shelving and the installation of additional compact shelving is underway.

The technological infrastructure of LBPH has been upgraded with Cat6 wiring, new switches, new digital storage, and new servers. LBPH will also switch from the Internet Service Provider Sailor Network (originating from the State Library Resource Center) to Network Maryland (originating from Maryland Department of IT).

Communications

A **Media Policy** has been created to govern use of print and online media including the creation and promotion of accessible print materials and the provision of staff training.

The library has successfully rebooted its quarterly *Beyond the Stacks* digital newsletter for adults, supporters, and the general public. The second edition of this newsletter went out in September and a special "end of the year" newsletter is scheduled to be released later this month.

Public Libraries and State Networking Branch (PLSNB)

Programs and Events

The **Statewide Choose Civility Summit** was held on Friday, November 17 at the Howard County Library System's Miller Branch. Participants learned more about the initiative, discussed its structure, heard from colleagues in Howard and Allegany counties who are already implementing Choose Civility, and learned about grant funding available to libraries who sign up to participate. Approximately 25 participants included library directors, communications staff, and programming/curriculum development staff. MSL agreed to support funding for up to $5,000 to libraries that sign up as Choose Civility Chapters or Affiliates. Howard County Library System will administer the grant. The event concluded with a signing ceremony.

MSL sponsored **Diversity & Inclusion training** with approximately 180 staff in five regional locations. Participants were encouraged to share what they learned with others in their libraries. A group of library administrators representing public, academic, and school libraries met to share initiatives and ideas for collaborating on this topic to ensure that the learning doesn't stop with this one workshop. A new Maryland State Task Force on Diversity and Inclusion has started. Meetings will be held bi-monthly at the iSchool in College Park. Leslie Bowman is chairing this coordinated effort among all types of libraries statewide to influence library culture on this topic.

The **Mid-Atlantic Futures Conference** was held on September 25-26, 2017 in Atlantic City, NJ. Fifty-two Maryland library staff representing public, academic, and school library organizations participated. In addition, librarians from across the country engaged in discussion about how libraries need to change in order to thrive in the next decade and how libraries will look at the future. Speakers shared their vision and engaged in small group discussions. Attendees walked away with a plan to navigate the future through newly envisioned possibilities.

Both Mr. Martin and Ms. Davis attended the conference and shared their impressions. Mr. Martin talked about the opportunity to network with 52 representatives from Maryland as well as the 10 other states that were involved in the conference. He discussed the session that highlighted the difference between 10 years ago when the first Library Futures Conference was held and the portable computing power that is the norm now. He highlighted the program that discussed the advent of augmented reality,

personal assistants, and holographic images. He noted just how the rate of change affects library service providers need to stay on top of these changes. He emphasized the role of libraries in ensuring the public good and people of all means being able to access information.

Mr. Martin also noted that MSL has an expense reimbursement form available for members who would like to attend future conferences but do not have support for travel expenses.

Ms. Davis pointed out that the last session was interactive and how the group at her table, when discussing the technology highlighted, felt it was important to make sure that the needs of children and adults of varying backgrounds would continue to have access to information. Dr. Marzullo stated that this idea is the focus of the iSchool. Dr. Butler stated that a quote that he uses frequently is "Libraries are what is real. What does it mean for people? That is the business of libraries."

The Youth Services Coordinators' (YSC) book study of *Supercharged Storytimes: An Early Literacy Planning and Assessment Guide* (Kathleen Campana, J. Elizabeth Mills, and Saroj Nadkarni Ghoting) was kicked-off. This book study will run from November 2017 - April 2018.

The **"Making It Special for Your Customers" Conference** took place on Friday, October 20th, at LBPH, focusing on best practices and resources for librarians, teachers, aides, and parents who support youth with special needs. This occurred the day after the **Kids Are Customers, Too! Conference**. MSL hosted Dr. Lori Desautels, Butler University, who presented at both conferences (different focus). The afternoon session of this conference included a panel discussion that looked at best practices, tips, and resources for work with populations with different special needs.

The **MD Teen Institute** with the Young Adult Library Services Association (YALSA) of the American Library Association (ALA) is being coordinated to meet the needs of library staff working with teens. This event will occur on Wednesday, March 14, 2018 at the Bowie Branch, Prince George's County Memorial Library System (PGCMLS).

The **Maryland Tech Connect 2017**, our third annual technology conference, was held on December 8, 2017 at the Universities of Maryland, Shady Grove. This event involved representatives from public, academic, school and special libraries. The theme was "It's More Than Technology - It's The Story". Emerging technologies were featured with a focus on what these technologies can do; how they are being used; and how they influence the story libraries are telling customers and communities. Ben Bizzle, Library Technology & Marketing Specialist and author of the book, Start a Revolution: Stop Acting Like a Library was the keynote speaker.

Representatives from PGCMLS made a presentation about cybersecurity at the event. They have been using the knowbe4.com online product as one way to greatly increase employee knowledge and awareness to prevent phishing attacks on their system firewall. Event partners included members of MDLIBTECH (a forum for library information technology staff to share expertise and insight, and to provide a framework for efficient collaboration among the membership), MSL, Priddy Library at the Universities of Shady Grove, the Maryland Special Libraries Association (new this year) as well as the Special Library Association this year.

The **2017 Maryland STEM Festival** took place from October 31, 2017 - November 12, 2017, with the theme, "MD Food and Agriculture." Over 350 events were officially registered at the MD STEM Festival website, many of them from libraries from around the state. Again this year, NASA partnered with the STEM Festival to provide Distance Learning opportunities for public libraries. New this year was an Art Contest oriented around the Festival's theme, using libraries as either drop-off or display locations for student art.

The **Make-It Project** was introduced with training provided by the Early Childhood Division of MSDE. MSL has partnered with the Baltimore-based technology company, Workbench, to create a digital makerspace for Maryland Public Libraries. The platform will be called "The Make-IT Place," and will be available to anyone via a Maryland public library website. Content on the platform includes step-by-step instructions for a wide variety of STEM, maker, and computer science projects. The instructions can be used by librarians for group programs and by individual learners to use at home. The platform will be used by customers from elementary school through adulthood. Customers and librarians can also add their own content and comment on their experiences with the various projects in order to help foster a sense of community.

Grants
2018 MLA Conference grants will be offered with application details to be provided this fall.

MSL is sponsoring the statewide **Choose Civility Grants Program**. This initiative is an ongoing campaign to build community through open dialogue and the exchange of empathy, including key initiatives like the Human Library Project.

At the Citizens for Maryland Libraries meeting, MSL was pleased to announce that **subscriptions to United for Libraries** were purchased for all Maryland Library Boards and Friends Groups. This resource provides access to marketing materials, webinars, Trustee academy courses, Short Takes for Trustees (a series of 10 short videos that

can be shown during Trustee meetings to stimulate discussion about the important role that Trustees play in the governance of their libraries) and webcasts such as Engaging Today's Volunteers. This resource helps grow Friends groups, and empowers groups to be agents for change in libraries.

Organizational and Staff Development

The **IMLS Site Visit** took place October 18-20, 2017. Every five years, representatives from the Institute of Museum and Library Services (IMLS) "Grants to States" program visit MSL. This time, PLSNB staff were able to showcase selected IMLS-funded projects, including demonstrations of the Virtual Reality Lab at Randallstown Library, a tour of One Maryland One Book, the workshop "Making it Special for our Customers!" and a walk through of the State-wide Tableau project.

Maryland State Library Accomplishments, July – December 2017

Ms. Padilla highlighted the Maryland State Library accomplishments for the first 6 months. These included the development of a transition plan; the negotiation of a MOU with MSDE for financial and human resources services support; the development of the MSL website and logo; the revision of the capital regulation; the development of the FY2019 Capital and Operating Budgets for submission to the Governor; facilities updates at LBPH and MSL headquarters, the submission of the Library Services and Technology Act (LSTA) 5-Year Plan, 2018-2022 to the Institute Of Museums and Libraries (IMLS) and the training provided by Mr. Simmonsen to the State Board.

Ms. Padilla presented Mr. Martin with a copy of the Open Meetings Act Manual.

She thanked Enoch Pratt Free Library for providing the physical space for Maryland State Library Headquarters.

iSCHOOL UPDATE

Dr. Butler pointed out the new undergraduate and graduate paths at the iSchool. He talked about the tremendous interest in these programs and the number of new students at the school. Technology, design, and information assessment courses are included.

SCHOOL LIBRARY MEDIA UPDATE

Ms. Val Emrich, MSDE, could not be here this morning. She sent the following updates:

MDK12 Digital Library - School systems are in the pilot phase for the sites and databases that were presented on November 1, 2017. Trials will run through January 6, 2018.

AASL Standards were released in November. The State is working with Library Media Supervisors and other stakeholders to customize the standards, if necessary, for Maryland and then enter the State Board approval process.

The MSDE Library Media Specialist position has been posted and is now closed. There are 24 applicants. This process is always lengthy especially during the holidays.

MSDE is working with the Digital Harbor Foundation, and Baltimore County Public Schools on the Make.IT.Work Conference of 2018! This conference is scheduled to be held on March 10, 2018 at Eastern Technical High School. This innovative conference is dedicated to Making, Instructional Technology, and Workforce Readiness in the Education realm. Presentations will include examples of Makerspaces in the classroom or school to help students better understand the standards and how Makerspace projects help students be creative, gain confidence, and actively learn.

Ms. Daggett, representing the Maryland Association of School Librarians (MASL), offered further details about the AASL Standards and provided the following link National School Library Standards for Learners, School Librarians, and School Libraries.

LEGISLATIVE ISSUES

MLA Legislative and Advocacy Issues

At this time, there are no pending legislative issues for libraries. However, the Commissioners in St. Mary's County have proposed an amendment to the State Law that would allow the County Executive to appoint members to the Library Board of Trustees from nominees submitted from "otherwise qualified individuals" without having to honor the recommendations from the Board of Trustees. MLA and the Maryland Association of Public Library Administrators (MAPLA) is watching this closely.

Ms. Marshall explained that it is important to keep a political agenda from being pushed. Libraries are about providing services, not political passions of the moment.

Mr. Parran recommended that this board build a relationship with MACO so that there is training for new local elected officials and consider partnering with MACO to present a

session on the State library board and local library board's responsibilities and information about their roles. The MSLB stance is to not to get involved in local bills unless there is a concern that it might become a precedent for the state.

Delegate Sheila Hixson, former Chair of the House Ways and Means Committee and a strong library supporter, is not seeking re-election. Delegate Ann Kaiser, current Chair of the House Ways and Means Committee, is an advocate for libraries. Ms. Victoria L. Gruber was appointed Executive Director of the Maryland Department of Legislative Services effective January 1, 2018.

Federal Legislative Issues

A Continuing Resolution (CR) was passed in Congress on December 7, 2017 to avoid a government shutdown. IMLS Library Services and Technology Act (LSTA) funds are included in this CR. The previous CR was set to expire December 8. The new CR funds the federal government for another 2 weeks, through December 22, 2017. It's unclear what will happen at that point, heading into the holidays.

On December 14, 2017 the FCC voted to eliminate net neutrality protections limiting the power of internet service providers (ISPs) to block, throttle, degrade or assign preference to some online content and services over others. ALA predicts potential Congressional action and legal challenges. New York is fighting through the Court system route and another through Congress.

UPDATES

Maryland Library Association (MLA)

Ms. Davis, MLA President discussed the following:

Maryland Library Day is Feb. 20th. The day starts at 8:30 a.m. where library board members, directors and staff meet to discuss issues. The legislative panel will brief us on general talking points to keep in mind for the delegation visits. This is followed by the presentation of a proclamation honoring Maryland Library Day in the Senate and a similar recognition in the House. After that, library systems meet individually with their delegates. From 5:30 p.m. – 7:30 p.m. there is a Legislative Reception in the President's Reception room in the Senate Office Building. This is an opportunity to mix and mingle with legislators and other officials. Usually significant number of people from General Assembly attend. We emphasize past support before asking for future support.

The **MLA Conference** is scheduled to be held May 2 – 6, 2018 at the Hyatt in Cambridge, MD. American Library Association (ALA) President, Jim Neal, will be the

keynote speaker. There will be quite a bit of ALA presence this year including heads of committees.

National Library Legislative Day takes place on May 7 – 8, 2018 in Washington D.C. Advocacy training is conducted on May 7th. Members of the MLA Legislative Panel visit both Senators. MLA recruits library directors to coordinate visits to Representatives.

Other issues include the upgrade of the **MLA website**, trying to incorporate more social media; the Board is also concentrating on **leadership succession and leadership training**.

Citizens for Maryland Libraries (CML)

The CML/Trustees Annual Conference was held on October 14, 2017 at the Laurel Branch of PGCMLS in Laurel, MD. The keynote speaker was Mike Miller, Senate President. He won over the audience when speaking of libraries and the importance of access for all. Other presentations included a representative from United for Libraries who talked about the concept of advocacy and importance of collaboration.

Dr. Butler mentioned Maryland Day at the iSchool and asked who supported this effort. Generally, MLA partners with the Citizens for Maryland Libraries (CML) to have a presence at the University Libraries tent at Maryland Day. Maryland Day is a family-friendly campus-wide festival and this provides a great opportunity to promote statewide services and advocate for Maryland libraries. This year's event will be held on Saturday, April 28 from 10:00 – 4:00. Volunteers are recruited to work in the tent that day. Mr. Joe Thompson, Assistant Director at Carroll County Public Library is the point of contact.

PUBLIC COMMENT

No public comments were submitted.

STATE LIBRARY BOARD MEMBER DISCUSSION AND UPDATES

Dr. Enriquez asked that the board members be kept in the loop on information concerning legislative days or legislative issues.

Dr. Butler asked if we had any news of potential budget cuts. Ms. Padilla responded that she had no knowledge of any budget impacts for MSL.

UPCOMING MEETING DATES

Friday March 16th

Wednesday, June 13th

MEETING ADJOURNED

Mr. Fish motioned to adjourn the meeting. Ms. Marshall seconded the motion. The meeting was adjourned at 2:30 p.m.