

SPRING MEETING OF THE BOARD OF DIRECTORS
Wednesday, March 19, 2003
Historical Society of Pennsylvania, 1300 Locust Street, Philadelphia PA

AGENDA

Executive Committee, 2:30 p.m.

Board of Directors Business Meeting, 3:30 p.m.

Welcome and Introduction of New Members

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Program, 4:00 p.m.

Daniel Richter of the McNeil Center for Early American Studies will speak on the collaborative effort to bring the Society of Historians of the Early American Republic to Philadelphia.

Board members are encouraged to invite other staff at their institutions to the program.

Next Meeting: The date for the next meeting would normally fall on Wednesday, June 18, 2003, but that date conflicts with the RBMS preconference in Toronto – and is close to the beginning of ALA as well. Please come to the March 19 meeting prepared to suggest an alternate date if this conflict is a problem.

Philadelphia Area Consortium of Special Collections Libraries
Minutes of the Quarterly Meeting
December 18, 2002, 3:30 p.m.—Chemical Heritage Foundation

Present: C. Danial Elliott (Academy of Natural Sciences), Roger Moss (Athenaeum of Philadelphia), Eric Pumroy (Bryn Mawr College), Elizabeth Swan (Chemical Heritage Foundation), Edward Morman, William Lang (Free Library of Philadelphia), Diana Franzusoff Peterson (Haverford College), David Moltke-Hansen (Historical Society of Pennsylvania), Ruth Hughes (Library Company of Philadelphia), Janet Evans (Pennsylvania Horticultural Society), Linda Martin Schaff (Philadelphia Museum of Art), Margery Sly (Presbyterian Historical Society), Elizabeth Fuller (Rosenbach Museum and Library), Cait Kokolus (St. Charles Seminary), Christopher Densmore (Swarthmore College), Thomas Whitehead (Temple University), Michael Ryan (University of Pennsylvania), Lynn Dorwaldt (Wagner Free Institute), Laura Blanchard (PACSCL staff)

Not represented: American Philosophical Society, Hagley Museum and Library, Winterthur Museum Garden and Library.

Bill Lang called the meeting to order at 3:30 p.m. He thanked Elizabeth Swan for hosting the meeting and announced that tours of the Donald F. and Mildred Topp Othmer Library would be available at the end of the meeting.

Minutes: The minutes of the September 18, 2002 meeting were approved.

Treasurer's Report: The report for December was accepted as circulated and is incorporated into these minutes by reference. The proposed budget for 2003 was approved unanimously as circulated and is incorporated into these minutes by reference. The Board also approved housing the PACSCL office in the Cassatt House of the Library Company and increasing the hours of Laura Blanchard, as referenced in the budget proposal.

Nominating Committee: Bill Lang appointed Dan Elliott to chair the Nominating Committee for the 2003 elections. He also asked Michael Ryan and Janet Evans to serve. It was noted that George Vogt has been named the new director of the Hagley Museum and Library. Bill Lang will ask him to attend the next meeting.

Strategic Plan : Comments from Directors indicate that Draft 5 of the plan, as circulated, was well-received. After discussion, it was agreed that a section should be added to show the process from moving from an interim plan to the next stage. It was also agreed that the three footnotes at the end of the plan were information for the Directors and not part of the final text of the plan itself. With these changes, the plan was approved unanimously.

Working Group Reports: The reports for the **OPAC project**, the **EAD project**, and the **Outreach Committee** were circulated with the agenda and are incorporated into these minutes by reference. It was agreed that a second call for participation in the XSL workshop (EAD Project), scheduled for February 2003, should be e-mailed to the Directors. Michael Ryan noted that the Delmas Foundation would be interested in receiving project proposals from PACSCL

with the completion of the EAD project. Laura Blanchard and Bill Land will pursue this with the Executive Committee.

Memorial Minute: Upon a motion by Roger Moss, the Board of Directors expressed its sadness at the death of Ted Carter, Librarian of the American Philosophical Society, and noted his contributions over the decades to the library world on both the local and national levels.

Next Meeting: March 19, 2003, tentatively scheduled at the Historical Society of Pennsylvania.

Respectfully submitted:
C. Danial Elliott, Secretary.

Treasurer's Report

Cash on hand:

From checking, 2/28/03	\$ 34,311.08
Money market fund	\$ 19,740.87
TOTAL	\$ 54,052.72

Receivables (2003 dues invoices): \$ 21,000.00

The review of PACSCL's 2002 accounts is in process and should be completed in April.

Our bank, Commonwealth Bank, has been acquired by Citizen's Bank. Other than a modest charge for new checks, there is no significant change. The account continues to generate modest interest and there are no monthly charges or transaction fees as long as PACSCL maintains a minimum balance of \$2,500.

Respectfully submitted:
Elizabeth E. Fuller, Secretary

Report of the Nominating Committee:

The nominating committee for 2003 consists of C. Danial Elliot, chair; Janet Evans; and Michael Ryan; and is pleased to present the following slate of candidates for the Executive Committee:

- Gary Kulik, Winterthur Museum, Garden and Library
- William Lang, Free Library of Philadelphia (re-election for a second term)
- David Moltke-Hansen, Historical Society of Pennsylvania
- Elizabeth Swan, Chemical Heritage Foundation

The current composition of the Executive Committee is shown below:

- William Lang, president -- first term expires 3/03
- Ed Morman, vice president -- first term expires 3/04
- C. Danial Elliott, secretary -- second term expires 3/03
- Elizabeth E. Fuller, treasurer -- second term expires 3/03
- Diana Franzusoff-Peterson, at large -- second term expires 3/03
- Janet Evans - at large -- first term expires 3/04

Respectfully submitted,
C. Danial Elliott
For the Nominating Committee

PACSCL Executive Director's Report March 19, 2003

Office and General Operations

An office for PACSCL has been set up in the Library Company's Cassatt House, 1320 Locust Street. Some current files have been transferred to the office; the remainder will be transferred later this spring. The use of a forwarded cell phone seems to be working adequately. The regular transport of the laptop computer is a minor inconvenience and at some point it may be worthwhile to investigate the purchase of an inexpensive used computer and monitor that can run Windows 98, Microsoft Office, and the appropriate web authoring and desktop publishing software, most of which I already have. I see no need for a high-end workstation for PACSCL.

Edward Morman and I met earlier this month to do a preliminary review of the by-laws in preparation for calling a meeting of the committee to revise the by-laws. It was felt that the by-laws should be revised and board policies be drafted to reflect PACSCL's current working arrangements and the structure and goals set out in the strategic plan. The committee will have suggested by-laws ready for the Board to consider at its June meeting.

Outreach

Membership applications for ALA, SAA, and GPCA were completed in February and I will be monitoring publications and announcements for opportunities to publicize PACSCL to the library, archives, and cultural tourism communities.

January saw the completion of the PACSCL self-guided tour of the historic district and the *One Book, One Philadelphia* web page, both of which have been well received by

PACSCL members and their constituencies and is drawing some attention from a few specialty tourism groups. The tour was promoted by PACSCL members to colleagues attending the ALA/Midwinter meeting. . The *One Book, One Philadelphia* page is promoted on 200,000 calendars distributed by the Free Library, and also by a web link on the Free Library's website. I am attempting to interest the Philadelphia *Inquirer* in a piece on PACSCL member libraries as backstory for OBOP and Price of a Child.

PACSCL members are encouraged to link back to these resources on the PACSCL website. I intend to maintain the pages at their current locations, converting them from event-related pages to permanent resources as appropriate.

On March 3, garden historian Elizabeth McLean presented a lecture, *Digging for Books on Bulbs*, at the Flower Show, which was well-received by a small but enthusiastic audience. Janet Evans promoted the event to all the members of the "Wired Gardener" list, and the Library Company mentioned it in its electronic newsletter as well. Denise Cowie of the *Inquirer* mentioned the lecture, but not the PACSCL connection, in a Flower Show column. An online guide to garden-related resources at PACSCL libraries is available on the website as well as an abbreviated version use as a PACSCL brochure insert. I wish to thank all the members who generously provided me with materials to illustrate this page.

Work is now under way for a small online exhibition showing early views of the U.S. Naval Asylum from member collections. It should be completed by March 21. Participating institutions include the Athenaeum of Philadelphia, the Free Library of Philadelphia, the Historical Society of Pennsylvania, and the Library Company of Philadelphia. In addition to providing interesting background to current events, the exhibition will help to reinforce PACSCL's position as an "information broker."

These additional content sections appear to be well received, and I would like to recommend that this spring we work on a similar resource guide or small online exhibition related to the Constitution to tie in with the opening of the Constitution Center in July.

The migration of the website to the new ISP is now complete and I am exploring the ways of making use of the e-mail and mailing list facilities it offers, although some troubleshooting remains to be done before these functions can be migrated to the new ISP.

This month I have begun the process of updating the PACSCL brochure. I have scheduled a meeting with the designer for the previous iteration and will also ask the members to review their listings for accuracy. In the meantime, I have created a small "update" slipsheet giving new member information, new website addresses, etc., for use with the current brochure. It is available for downloading from the "about" section of the website.

Web links:

- Historic district tour: http://www.pacscl.org/tours/historic_district/
- One Book, One Philadelphia: <http://www.pacscl.org/news/onebook/>
- Digging for Books and Bulbs: <http://www.pacscl.org/flowershow/>
- Brochure inserts in pdf format are linked from the bottom of the page at <http://www.pacscl.org/about/>

Access

Last month I circulated a request for information of significant uncataloged collections. At this writing, I have received responses from all but five institutions, and hope to have responses from those five by the time of the meeting. I am beginning the tabulations to share with the executive committee.

I see some broad topical groupings emerging such as: religious thought in Philadelphia and early America; early images of Philadelphia; history of science; and arts and letters. (Let me stress that this is a very preliminary list and that I expect other attractive categories to emerge.) I am confident that we will be able to find topical groupings that embrace at least some of the collections of all PACSCL members, and that we will be able to develop compelling proposals. The Executive Committee will take this up at its April meeting.

Finding Aids

The EAD/XLS workshop took place February 13-14 at Haverford College, and we are exploring using the remaining funding from the Delmas grant for a finding aids search tool.

Education

I began data gathering on fellowships by visiting the PACSCL member websites and identified seven institutions with fellowship programs. I will be developing a brief survey of the members in the second quarter to assess current member involvement in educational programs and interest in collaborative ventures.

OPAC

The remaining members of the PACSCL/Auto-Graphics OPAC group have been interviewing other potential vendors. Many other vendors now have service offerings that better meet the needs of PACSCL libraries than our current vendor, Auto-Graphics at affordable rates. Because the cost of data migration to a new vendor is outside the budget of some participating libraries, the Executive Committee recommends an approach to the Pew Charitable Trusts or other foundation for funding for this purpose.

Fund-Raising

Work is underway on a rationale and proposal for operating support to enable PACSL better to coordinate an access strategy, to build its capacity for outreach, professional development and fundraising, and to develop a pilot fellowship program. PACSCL will approach selected foundations for funding to match member dues contributions to the organization.

Requests for Board approval

Authorization is sought from the Board of Directors to approach the Arcadia, Barra, Independence, and Verizon Foundations for operating support. Additional suggestions would be welcomed.

Authorization is also sought to approach The Pew Charitable Trusts in connection with the OPAC migration, as outlined above.

I would also welcome feedback, at the meeting or by phone and e-mail, on the idea of a PACSCL resource guide or web section related to the Constitution Center opening.