

Philadelphia Area Consortium of Special Collections Libraries
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Fall Meeting of the Board of Directors
Haverford College Campus Center, Rooms 205 B/C
(for directions: <http://www.haverford.edu/hcweb/hcdirect.html> – Campus Center is
#42 on map; parking lot is #53)

A G E N D A

Welcome to Meeting Venue

Chairman's Welcome and Introduction of New Members

Minutes of the June 4, 2003 Meeting

Reports on National Meetings:

“Exposing Hidden Collections,” Cataloging Backlog
Cooperative Storage

Committee and Project Reports:

Cataloging and Access: Uncataloged Collections
Cataloging and Access: OPAC Vendor Selection
Outreach

Professional Development: Interest Survey

Nominations and Governance: Bylaws revision, Board book contents
“Consorting with the Future” Symposium

Future Meetings and Programs:

Proposed change of time for December meeting
Call for volunteer hosts and program topic suggestions for future meetings

New Business

Adjournment

PACKET CONTENTS

June 4 quarterly meeting minutes	Page 2	Professional Development minutes	Page 17
June 4 executive committee minutes	Page 5	Nominations and Governance minutes	Page 19
Treasurer's report	Page 6	Proposed Board Book contents	Page 23
Access: uncataloged collections	Page 8	“Consorting with the Future” prospectus	Page 24
Access: OPAC vendor migration	Page 12	Notice of CCAHA workshop on exhibitions	Page 25
Outreach meeting minutes	Page 15	<i>By-laws attached as separate document</i>	

PACSCL Board of Directors Meeting

Winterthur Museum, Garden, and Library
June 4, 2003 at 3:00 p.m.

Minutes

Present:

David Moltke-Hansen, Chair (Historical Society of Pennsylvania), Edward Morman, Vice Chair (College of Physicians of Philadelphia), Eileen M. Magee (Athenaum of Philadelphia) Eric Pumroy (Bryn Mawr College) Elizabeth Swan (Chemical Heritage Foundation), William Lang (Free Library of Philadelphia), Susan Hengel (Hagley Museum and Library), Bob Kieft and Terry Snyder (Haverford College Library), Lee Arnold (The Historical Society of Pennsylvania), Ruth Hughes (Library Company of Philadelphia), Margery Sly (Presbyterian Historical Society), Elizabeth Fuller (Rosenbach Museum and Library), Cait Kokulus (Saint Charles Borromeo Seminary) Christopher Densmore (Swarthmore College Library), Thomas Whitehead (Temple University), Lynn Dorwalt and Susan Glassman (Wagner Free Institute of Science), Gary Kulik (Winterthur Museum, Garden and Library), and Laura Blanchard (Executive Director, PACSCL).

Not represented: Academy of Natural Sciences, Pennsylvania Horticultural Society, Philadelphia Museum of Art, University of Pennsylvania

1. Welcome:

David Moltke-Hansen welcomed members of the Board, and thanked Gary Kulik and the staff of Winterthur for hosting the meeting and providing library and museum tours.

2. Executive Director's Report:

* Laura Blanchard will send copies of the Executive Committee meeting packets with brief reports of significant discussions to all members of the Board.

3. Membership:

Applications for membership from The Lutheran Theological Seminary at Philadelphia and Falvey Memorial Library of Villanova University were reviewed and discussed. The wide-ranging discussion reviewed issues such as criteria of membership, potential member institution list, passive versus active recruitment of members, and the possibility of adding a second tier of membership at the Associate level. Current membership requirements include: Special Collections staff; 501c(3) status; active collecting; and a world-class collection.

- + The Executive Committee recommended that The Lutheran Theological Seminary at Philadelphia and the Falvey Memorial Library of Villanova University be invited to join PACSCL. The Board voted unanimously to accept both institutions as members.
 - + It was agreed by Board consensus not to pursue establishment of an Associates category at this time.
 - + It was agreed that the charge to the Nominating Committee will be broadened to include membership of PACSCL. The Committee will develop membership recommendations for the Board, including: specific guidelines for membership criteria, and a recruitment strategy with prioritization and timetables.
- * Board Members should send names of additional institutions for membership consideration to Laura Blanchard for distribution to the Nominating Committee.

4. "Consorting with the Future" Symposium:

David Moltke-Hansen reported on speakers invited from funding agencies such as IMLS, NEH, and the Delmas Foundation to speak at the Symposium planned for the fall. Potential PACSCL members will be invited to attend the Symposium.

+ Board was in agreement that planning for the Symposium should continue.

* Laura Blanchard will distribute potential Symposium dates and speaker confirmations in due course.

* Board Members should send names of additional invitees from special collections libraries and/or area funding agencies to Laura.

5. PACSCL EAD and OPAC:

Ruth Hughes, Chair of the Access Committee, reported that the finding aids search engine is expected to be operational within a few months. Future EAD projects may be added into the Picosearch search engine.

Finalist OPAC vendors will be providing additional demonstrations, including their capability to facilitate searching across PACSCL institutions via the Z39.50 interface.

* The Access Committee expects to recommend an OPAC vendor in July.

6. Cataloging Backlog:

Laura distributed a revised spreadsheet of cataloging backlogs. David Moltke-Hansen described potential groupings of projects that may be more attractive to funding agencies, including subject (e.g. religion, science, history, and the arts) and genre (e.g. serials, photographs). Discussion centered upon how to prioritize the list of cataloging backlogs, with the aim of identifying one or two projects for which PACSCL will develop grant proposals.

* Board Members should send suggestions for cataloging priorities to the Access Committee or Executive Committee so that priorities may be developed in the fall.

* Board Members should send any additional collection information to Laura for incorporation into the spreadsheet.

7. Committee Roster:

Laura Blanchard distributed the current Committee roster.

* Committees will aim to meet in June or July and send update reports to the Executive Committee.

* The Executive Committee plans to meet with Committee Chairs in August for long range planning.

8. Other Business:

There being no other business the Meeting adjourned at 4:15 p.m. Board members enjoyed a tour of the Museum or Library hosted by Winterthur staff.

Next Meeting:

The date, time, and location of the next Board of Directors Meeting will be distributed in due course.

Respectfully submitted
Elizabeth Swan, Secretary
June 19, 2003

PACSCL Executive Committee Meeting

Winterthur Museum, Garden and Library
June 4, 2003 at 2:00 p.m.

Minutes

Present:

David Moltke-Hansen, Chair (Historical Society of Pennsylvania), Edward Morman, Vice Chair (College of Physicians of Philadelphia), Laura Blanchard (Executive Director, PACSCL), William Lang, Chair (Free Library of Philadelphia), Elizabeth Swan (Chemical Heritage Foundation), and Gary Kulik (Winterthur Museum, Garden and Library).

Absent: Janet Evans (Pennsylvania Horticultural Society)

1. Minutes:

- + Minutes of the May Executive Committee Meeting were approved.
- Communication between Executive Committee and Board of Directors was discussed.
- + It was agreed that Laura Blanchard will distribute Executive Committee meeting packets and brief reports of significant discussions to all members of the Board.

2. Committees:

- + Current Committee charges and roster were reviewed and approved.

3. “Consorting with the Future” Symposium:

List of speakers invited from funding agencies IMLS and NEH was reviewed. The proposed outline of events for the fall Symposium is:

- Lunch for Executive Committee and invited speakers
- PACSCL “show and tell” session
- 2 sessions of speakers
- Reception

* David Stamm of the Delmas Foundation will be invited as an additional speaker.

- + Executive Committee will recommend to the Board that planning continue for the Symposium.

4. Strategic Planning:

David Moltke-Hansen explained that PACSCL needs to take the Strategic Plan to the next level and develop detailed plans including schedules and marketing. E.g. Plan to create one online joint exhibit per year. We need to develop preliminary strategies for more than just project identification to review the planned use of resources and prioritization.

* Aim for all Committees to meet in June or July.

* Executive Committee plus Committee Chairs will serve as the planning body, and aims to meet in August.

5. Funding Opportunities

David reported that PACSCL is too small to be eligible for a Capacity Building grant from the Pew Cultural Management Institute (PCMI). However, PACSCL may be able to apply as a co-applicant with a member organization. PCMI offers a 20% chance of funding success.

David reported that there is a possibility of PACSCL’s eligibility for Pew Cultural Leadership Initiative (PCLI).

6. Membership

Executive Committee reviewed PACSCL membership applications from The Lutheran Theological Seminary at Philadelphia and the Falvey Memorial Library of Villanova University.

- + Executive Committee will recommend a positive response from the Board to both these institutions.
- + Executive Committee will recommend a 2-tier membership structure to the Board, adding an Associate level.

7. Cataloging Backlog:

David Moltke-Hansen described the need to identify potential groupings of projects that offer original cataloging, or very enhanced cataloging for 19th and 20th century materials. Original cataloging is more attractive to funding agencies, and could assist PACSCL to prioritize projects.

Other Business:

There being no other business the Meeting adjourned at 3:00 p.m.

Next Meeting:

The date, time, and location of the next Executive Committee Meeting will be distributed in due course.

Respectfully submitted,
Elizabeth Swan
June 19, 2003

**PACSCL Treasurer's Report
September 12, 2003**

PACSCL's bank and money market funds show the following balances:

Checking Account	August 31, 2003	43,031.71
Money Market Account	September 11, 2003	19,830.00
TOTAL		62,861.71

A comparison of the 2003 budget and year-to-date income and expenditures is attached. PACSCL is at or comfortably under budget in virtually all categories.

Respectfully submitted,
Janet Evans, Treasurer

**PACSCL Income and Expense, Year-to-Date
September 12, 2003**

INCOME and REIMBURSABLES	2003 YTD	2003 Budgeted
Dues	21,000.00	21,000.00
Interest (bank and money market)	279.00	500.00
Other income	2,994.00	0
TOTAL	24,273.00	21,500.00
EXPENDITURES		
Blanchard	16,664.00	25,000.00
Professional services	600.00	5,000.00
Office (postage, etc.)	600.00	1,000.00
Seminar/other meeting expense	0	300.00
Insurance	1,534.00	2,200.00
Computer (web, listserv)	0	100.00
Advertising, printing, PR	0	3,500.00
Entertainment (holiday party, etc.)	379.88	600.00
Professional memberships	571.69	500.00
Other misc.	0	1,800.00
TOTAL	20,349.57	40,000.00

COMMENTS AND BUDGET DETAIL

INCOME and REIMBURSABLES.

The 2003 budget did not provide for dues income from new members (which has not yet been billed). Additionally, PACSCL received a \$2,994 disbursement from the Delmas grant for a new search engine; these funds are encumbered for that purpose.

EXPENDITURES

Professional Services. This allows for our annual tax return preparation and creation of financial statement (\$600), possible legal services for contract review (\$500), and consulting services for grant preparation or marketing (\$3,900). It appears unlikely that these additional consulting services will be used in 2003.

Office Expense. The office rental fee has been paid; no reimbursement has yet been sought for telephone or office supplies.

Seminar/other meeting Expense. This \$300 is included to provide for refreshments or other supplies for any meetings outside the regularly quarterly meetings. It does not include funding for the "Consorting with Libraries" symposium.

Insurance. The budget has been adjusted to accommodate a 10% increase in insurance rates for 2003. We have now received the invoice for the D&O liability as well as for general liability and can project that our insurance total expense will be \$2,034.00.

Computer (web, listserv). This cost is billed in December.

Advertising, printing, PR. The \$3,500 budget includes funding to redesign and reprint the PACSCL brochure, as well as funding for additional mailings and quick-printing. It is unlikely that this project will be carried out until 2004.

**PACSCL Cataloging and Access Committee
Meeting Minutes, August 26, 2003**

Present: Eric Pumroy, Bryn Mawr College Library, *chair*; Ruth Hughes, Library Company of Philadelphia, *chair of OPAC working group*; Laura Guelle, College of Physicians of Philadelphia; Susan Hengel, Hagley Museum & Library; Lee Arnold and Amy Rojek, Historical Society of Pennsylvania; Elizabeth Fuller, Rosenbach Museum & Library; Barbara Addison, Swarthmore College Library; Lynne Farrington, University of Pennsylvania Library; Lynn Dorwaldt, Wagner Free Institute of Science; David Moltke-Hansen (first part of meeting) and Laura Blanchard, *ex officio*

Not present: Bill Lang, Free Library of Philadelphia; Margo Szabunia, Presbyterian Historical Society; Mary Wassermann, Philadelphia Museum of Art

After some discussion of criteria for ranking uncataloged collections, team leaders reported on their topical areas. Summaries of their reports are listed at the end of the minutes.

It was agreed that collection topics would be ranked on the basis of:

- The importance of the collections
- The number of institutions involved
- Tie in events – e.g., anniversaries
- Project partners – external organizations to broaden the scope of collaboration
- “Add-ons” – the possibility of publicly-visible components (an exhibition, lecture series, curriculum)

Two topics not on the original list under consideration were discussed: the Civil War; and graphics with emphasis on Philadelphia. In the case of the Civil War, it was suggested that this be broadened to include both the run-up and the aftermath. A Philadelphia-related graphics project offers a number of possibilities.

The group then separated the topics into a first and second tier:

First tier:

- Religion and philanthropy
- Science and industry
- Cultural Institutions
- Civil War
- Race, Ethnicity, and Minority Cultures

Second tier:

- Men, women, and children: gender history
- Philadelphia graphics

- Maps
- Manuscripts and early printing
- Persons of letters
- Book bindings
- Auction catalogs

It was agreed that the working groups would have as a goal the creation of one- to two-page prospectuses by early October. These prospectuses would then be presented to the Executive Committee for consideration in mid-October.

Topical Summaries:

Race, Ethnicity and Minority Cultures

Lee Arnold plans to contact institutions from the spring 2003 survey list and ask them if they would like to be included in this potential project, whose topic has been enlarged.

Science and Industry

The Science & Industry team received detailed responses from 7 institutions. There are also at least 4 more institutions with pertinent material on the initial spreadsheet that did not respond to Eric's message in August. It was generally agreed that this broad topic should not be limited to just pamphlets and trade catalogs. Another solicitation for additional materials would likely yield more high priority uncataloged items. One organizational suggestion was to break down the materials into subgroups by Dewey classification to see if a narrower focus emerges. Enough institutional interest exists to develop this as a "top-five" priority project. Laura Guelle (CollPhyPhil), Susan Hengel (Hagley) and Lynn Dorwaldt (Wagner) will be pursuing this project further.

Philadelphia Cultural Institutions

It became clear, from the prospective submissions for cataloging grouped together under the heading History of Philadelphia's Cultural Institutions, that an important priority for some PACSCL institutions was cataloging their own institutional archives. The Library Company, the College of Physicians, and the Historical Society/Balch Institute all have uncataloged archives that could become part of this project. Other institutions, including Temple, Penn, and the Historical Society, hold uncataloged archives of other cultural institutions, including the Institute of Contemporary Art (Penn), Pennsylvania Ballet (Temple), Fairmount Park Art Association (HSP), and Settlement Music School (Temple), which would be appropriate for this project. The discussion then raised the possibility that this project might ultimately include other Philadelphia cultural institutions (non-PACSCL) who continue to hold their own records. The committee also

spoke of other potential aspects of the project, including a search for the records of “dead” cultural institutions, workshops on records retention and management and on records processing, an exhibition or exhibitions, and a “one-stop” website providing information as to the whereabouts and availability of research materials for all of Philadelphia’s cultural institutions, those flourishing, moribund, and deceased.

Religion and Philanthropy

One historian has commented that Philadelphia was attractive to the Continental Congress for two reasons: its geographic location, and the fact that delegates from all colonies could find the appropriate house of worship. This climate of religious pluralism informed our country’s founding documents and helped to shape a uniquely American view of religion in society. We have identified relevant collections from 11 PACSCL member institutions. We agreed to look at the collections with a view toward fitting them in three broad categories:

- Books of the Reformation and other materials relating to the religious denominations in Europe that immigrants brought with them
- Religion in the colonies and the early Republic – books, manuscripts, broadsides, pamphlets, ephemera that illustrate the Americanization of the religious experience
- At work in the world – materials that illustrate the application of religious tenets and impulses to philanthropy and other expressions of conscience

Another issue to be explored is a collaboration between PACSCL and SEPTLA (Southeastern Pennsylvania Theological Library Association), as suggested by Cait Kokolus. Such a collaboration might strengthen funding proposals sent to foundations such as the Lilly Endowment or the Arthur Vining Davis Foundation, which would normally not consider a PACSCL proposal. Next steps: the working group will consult in person, by phone, or by e-mail, to refine this approach, getting additional comments from the PACSCL members with relevant collections. Finally, the outreach committee is exploring the possibility of a collaboration between PACSCL and another working group on a religious liberty exhibition at the Constitution Center, although all discussions are in the highly exploratory stages.

PACSCL Map Cataloging Project

Five libraries responded to the map cataloging project totaling 35,600 maps and roughly 1,400 atlases. At the meeting, other libraries mentioned they had much smaller collections of maps that were not considered priorities, but could be included in the project. The map collections range from the 16th century to the present day, though most of the collections are dated in the 18th and 19th centuries. The collections include topographic and geologic maps from all over the world, the United States, and regional and city maps. Many maps include added features that enhance their research value including caves, swamps,

glaciers, fish hatcheries, quarries, mines, railroad lines, population distribution and growth, commerce, and economic strengths. Areas of strength include regional and city maps and geological survey maps. The possibility was discussed of including maps in a larger science cataloging project, but it was decided to keep maps separate since map cataloging is so specialized.

PACSCL Auction Catalogs

The PACSCL project done in the 1990s produced SCIPIO format records for 52,000 auction and dealer catalogs. HSP has about 3,400, PMA has about 60,000 records going into SCIPIO; there are a few hundred at Bryn Mawr; Temple has a large quantity. An auction project catalog would convert these records to an OPAC and catalog the more recently added catalogs for a total of more than 100,000 catalogs.

No summaries:

- Civil War. New topic; first tier. Eric Pumroy will be team leader; Laura Blanchard is arranging a meeting with representatives of the Civil War Consortium
- Women's history; second tier. This topic will be expanded to embrace the development of gender roles and the expectations of men, women, and children in America's past
- Manuscripts and early printing. Second tier.
- Persons of letters. Second tier
- Fine bindings. A one-page prospectus for this topic was circulated prior to the August 26 meeting.

Respectfully submitted,
Laura Blanchard

To: PACSCL Executive Committee
From: PACSCL OPAC Subcommittee
Date: Sept. 2, 2003

After many months of discussions and attending demonstrations of integrated library systems, the PACSCL OPAC Subcommittee has determined that our first choice for a new OPAC is Exlibris's Aleph 500.

The committee closely examined several systems, including products by Sirsi, Innovative Interfaces, and Endeavor. Endeavor's Voyager was a very close runner-up, but we decided that Aleph 500 was a slightly better fit. Aleph and Voyager offer the same features, but the sense of the committee was that Aleph provides them with greater simplicity. Both systems offer a very high level of customization, but we agreed that we would feel less compelled to alter defaults with Aleph. Also, Aleph's modules can be purchased individually, affording potential cost savings, while Voyager requires purchase of all modules except ILL. Exlibris's staff also seemed better able to understand the needs of smaller closed-stack libraries. We queried several current and new users of Aleph 500, and were satisfied with their experiences.

While exploring the library automation marketplace, we also looked closely at the federated searching and digital image management components offered by these same vendors. We especially looked at Endeavor's Encompass and Exlibris's Metalib and Digitool products. All of the catalogs we looked at have the ability to use z39.50 to create a common interface for searching all PACSCL library catalogs, but they are not capable of searching in other platforms, so our EAD and other web-based resources are not included. Tools such as Encompass and Metalib help libraries offer a single point of entry for searching in multiple platforms over widely distributed networks. In other words, a researcher could enter a single search that would be carried out in the library's catalog, EAD finding aids, subscription databases, and/or selected websites. These tools have the potential to become an extremely important entry point for information seekers. However, a meeting with the University of Pennsylvania's Mike Winkler, Manager of the Public Services Web Unit of the Van Pelt-Dietrich Library Center, helped us to see that there are other options that might prove more effective under current technological conditions. Mr. Winkler described Penn's experiences with both Encompass and Metalib. It became clear that while federated searching is an ideal to strive for, the current tools have significant drawbacks. I will not repeat here the many technical explanations provided by Mr. Winkler, but will summarize the two main stumbling blocks: the data entered into the portal may be re-organized (parsed) to suit the demands of the proprietary software with which it is searched. This may result in difficulty or even inability to migrate to other systems in the future. Also, the unique qualities of the different resource platforms can be lost, diminishing their usefulness. For example, a search that leads to a portion of a finding aid may only retrieve that portion of the finding aid with explicitly relevant data and not lead the researcher to the complete hierarchical finding aid where context notes and other significant information can be found. A partial result such as this is likely to prove misleading and frustrating to researchers. These tools will continue to evolve and should be revisited, but they are

not yet suitable for the needs of our institutions. Both Encompass and Metalib/Digitool can be added at a later date, and either can be used with any major library system.

Mr. Winkler made us aware of an alternative method of exposing our resources over the internet through OAI, the Open Archives Initiative. OAI is a protocol for distributing and harvesting metadata. While it does not offer full text searching, it does offer a mechanism for making our resources (e.g. EAD and other finding aids, online exhibitions, etc.) more visible and useful at low cost and without altering the original sources. We would retain greater control over our electronic resources, and could still move to a federated searching tool in the future. For more information on OAI, I recommend the resources on their website, found at "<http://www.openarchives.org/>". The members of the Subcommittee are deeply grateful to Mr. Winkler for sharing his time and invaluable knowledge with us.

This change in thinking precludes combining the new OPAC with a new interface for PACSCL-wide multi-resource searching, if we are to move ahead. With Aleph, using z39.50, we can still have an interface for searching all PACSCL library catalogs, but we will need to investigate methods and options for using OAI (or perhaps other methods) to create a common portal for other resources. We recommend that a new committee be formed to follow-up on creating a single site for sharing PACSCL institutions' own electronic resources. While Aleph 500 will improve our ability to display images associated with our catalog records, we may also want to consider collaborating on purchasing and using a digital image management product such as Luna's Insight.

The members of the OPAC Subcommittee look forward to working with the Executive Committee and the Development Committee to pursue funding to make this transition a reality. Aleph's vastly superior features will be a boon not only to the 6 institutions who will migrate, but to all of PACSCL by better enabling us to participate in future access and resource-sharing projects.

PACSCS Subscription Quotation for ALEPH 500			ASP
3-Jun-03			
Implementation Services			
	Prices in US Dollars		
	Unit Price	Qty.	Total
Data Conversion Services			
Conversion/loading of MARC data primary source ¹	\$ 10,500	1	\$ 10,500
Conversion/loading of circulation checkouts	\$ 3,500	0	\$ -
Conversion/loading of circulation holds and fines	\$ 6,500	0	\$ -
Conversion/loading of circ fine payment history	\$ 3,000	0	\$ -
Conversion/loading of patron data	\$ 3,500	5	\$ 17,500
Conversion/loading of serials check-in data	\$ 3,500	2	\$ 7,000
Conversion/loading of vendor file data	\$ 3,500	0	\$ -
Conversion/loading of fund file data	\$ 3,500	0	\$ -
Conversion/loading of open order data	\$ 3,500	0	\$ -
Conversion/loading of historical acquisitions data (max. 5 years)	\$ 3,500	0	\$ -
Training and Consulting Services²			
ALEPH Standard Module Training 12 days of on-site training for OPAC and Catalog maintenance	\$ 15,000	1	\$ 15,000
Additional Training Days per day (two day minimum)	\$ 1,500	0	\$ -
Project consulting	\$ ----- ----- ----- ----- ----- 1,750	3	\$ 5,250
		Total Upfront Implementation Services	\$ 55,250
Annual Subscription Fees			
	Unit Price	Qty.	Total
ALEPH 500			
All Modules			
Annual ALEPH ASP Services	\$1,240.00	20	\$24,800.00
Annual price for use of the above software			\$24,800.00

Minutes of a Meeting of the PACSCL Outreach Committee
Wednesday, September 10, 2003, 12:00 noon
Rosenbach Museum & Library, 2010 DeLancey Place

Present: Derick Dreher, Rosenbach Museum & Library, Chair; Roy Goodman, American Philosophical Society; Charles Greifenstein, College of Physicians; Janet Evans, Pennsylvania Horticultural Society; Robert Kieft, Haverford College; David Moltke-Hansen, Historical Society of Pennsylvania; Elizabeth E. Fuller, Rosenbach Museum & Library; Christopher Densmore, Swarthmore College via speakerphone as noted below; Laura Blanchard, PACSCL.

Also Present: Sarah Monk, Project Director, Culture Files, Greater Philadelphia Marketing and Tourism Corporation (GPTMC) -- <http://www.gophila.com/culturefiles/>

Chairman Derick Dreher called the meeting to order at 12:15. The minutes of the August 14 meeting were approved as circulated.

Presentation by Sarah Monk. She explained that GPTMC is the official tourism marketing organization for the five-county area around Philadelphia. It is a private nonprofit corporation but it receives significant funding from the hotel tax, so a critical portion of its mission is increasing overnight stays. In the course of discussions of GPTMC activities generally and the Culture Files in particular, the following potential points of collaboration were identified:

- Both organizations can consider cross promotion of PACSCL and GPTMC: Give PACSCL a presence on the Culture Files library page, and GPTMC a presence on PACSCL's exhibitions page; additional linkages to be explored by Blanchard and Monk at a subsequent meeting;
- PACSCL can provide GPTMC with integrated lists for promotion as lunchtime/happy hour possibilities
- Lunch-time events/brown bag seminars open to the public
- Early evening lectures
- PACSCL can provide GPTMC with information on lecture series which are open to single-ticket buyers, to become a navigation choice on the Libraries section
- PACSCL can provide GPTMC with general lists of library holdings in particular subject areas: Monk has requested Franklin, Lewis & Clark, Manet and the Sea; Liberty Bell; Civil War; Music; Theater; Freedom to Worship as short-term needs and encourages PACSCL to suggest others. This will serve as a resource for writers in considering additional angles for topical features
- When groups of PACSCL libraries have a comprehensive and coherent story to tell about collaborative programs, GPTMC may be able to provide feature placement services
- GPTMC writers can consider PACSCL as an important reference for backstory on a number of topics, with Blanchard serving as a point of dissemination to designated people in member institutions

- PACSCL can encourage members to consider linking from their sites to the Libraries section of the Culture Files
- GPTMC can provide PACSCL with a list of tours and angles they are offering, planning or promoting so that PACSCL members can see if they have relevant material or programming of interest to GPTMC

For the longer term, the group hopes to explore with GPTMC and others the notion of a fall weekend city-wide open house to embrace a variety of cultural institutions, perhaps in conjunction with a literature/spoken word festival.

Laura Blanchard and Sarah Monk will meet later this month to explore these topics in greater detail. *(Note: the meeting is scheduled for September 25; feedback on these topics from PACSCL members would be welcome.)*

Religious Liberty Exhibition. Sarah Monk then left and Chris Densmore joined the committee by speakerphone to discuss the possibility of collaboration between PACSCL and the religious liberty exhibition working group. This latter organization has been meeting to discuss a potential exhibition at the Constitution Center in 2005. Nan Wallace of the Jewish Archives is the chair of the group. David Moltke-Hansen observed that the Civil War Consortium had also been in discussions with the Constitution Center and shared some of the parameters under which the Center expected its exhibition partners to work, at least at the time of those discussions. It was noted that the situation with the Center's exhibition space is fluid and that expectations may also be changing. It was not clear to some committee members whether the Center views itself as the host for independently-produced exhibitions or as the exhibition organizer with cooperation from other groups.

The committee agreed that the best course would be for Laura Blanchard to attend the September 24 meeting of the exhibition working group if invited and to report back to the committee. (Note: the meeting is scheduled for 3:00 p.m. September 24 at the Presbyterian Historical Society.)

Since the first two agenda items yielded such fruitful discussions and action items, the remaining items on the agenda were tabled. Laura Blanchard will survey members via e-mail to determine the next meeting date.

Respectfully submitted,
Laura Blanchard

**Minutes of the PACSCL Professional Development/Staff Communications
Committee Meeting, Thursday, July 10, 2003, 4:00 p.m.
Cassatt House, 1320 Locust Street, Philadelphia**

In attendance: Cait Kokolus, St. Charles Borromeo Seminary; Lorena Boylan, Academy of Natural Sciences; Terry Snyder, Hagley Museum & Library; Laura Beardsley, Historical Society of Pennsylvania; Rachel Onuf, Historical Society of Pennsylvania; Karl Krueger, The Lutheran Theological Seminary at Philadelphia; David Moltke-Hansen, Historical Society of Pennsylvania; Laura Blanchard, PACSCL.

Not present: Elizabeth Swan, Chemical Heritage Foundation; Joseph Lucia, Villanova University.

David Moltke-Hansen opened the meeting by reviewing the history of the PACSCL strategic planning process and the role of the committee in making recommendations for goals, objectives, and initial priorities to extend the current two-year strategic plan to a fully-developed five year plan.

Cait Kokolus then asked for suggestions on topics for courses, roundtables and interest groups. The suggestions included the following:

Web design	The “overlay” once it has been funded
Copyright issues	Security
Free shareware on the web	Project management
How to run a reading room	Fundraising roundtable
How to begin or run a Friends organization	Exhibit design and installation
Volunteer recruitment	Conservation techniques

In addition to a potential fundraising session, the group discussed the value of a PACSCL subscription to the Foundation Directory. There was some question of whether the licensing would support PACSCL searches on behalf of individual members, but searches on behalf of collaborative projects among two or more PACSCL members was felt to be defensible.

There was additional discussion about making sure that PACSCL members were all aware of the range of programs and training activities available to them via the various professional associations. Rachel Onuf described a social event planned for DVAG this summer. It was agreed that the best way to facilitate communications among the various organizations is to make sure that PACSCL central staff is on the relevant mailing lists or e-mail lists, and then forwarding materials to the members via the PACSCL-L listserv.

Other topics discussed included bringing in a broader range of PACSCL staff to the general meetings; holding a purely social event (perhaps tied in with the March general meeting, so as not to conflict with the PACSCL symposium); and updating the PACSCL online staff directory and the member expertise directory.

Next steps: Cait Kokolus will draft a new member survey to determine interest in the topics mentioned above as well as to update the directories. Terry Snyder and Laura

Blanchard will work on the mechanism to make sure members are aware of opportunities from other professional associations. Rachel Onuf will advise whether the summer social event planned for DVAG and another group can be extended to PACSCL staff. The committee will consult on these and other issues via e-mail in an effort to conserve meeting time. The committee will meet again in November.

(Note: Cait Kokolus will be presenting a report on the results of the professional development survey at the quarterly meeting. PACSCL representatives who have not yet responded are encouraged to fill out the survey online at http://www.pacscl.org/profdev/2003fall_survey.html)

Minutes of the PACSCL Nominations and Governance Committee
Thursday, July 17, 2:00 p.m.

***In attendance:** Edward T. Morman, College of Physicians of Philadelphia; Tom White head, Temple University; Susan Glassman, Wagner Free Institute of Science; Gary Kulik, Winterthur Museum & Library; David Moltke-Hansen, Historical Society of Pennsylvania; Laura Blanchard, PACSCL Staff.*
***Not present:** Dan Elliott, Academy of Natural Sciences*

David Moltke-Hansen opened the meeting by expanding upon the committee's charge. Commenting on the current committee structure and the way in which committees were populated, he suggested that the committee may want to look at revising the bylaws to delineate the chairman's authority, set out a mechanism for populating committees, or otherwise formalize procedures in the bylaws. He also asked that the committee review nominations procedures, consider membership issues, and provide the Executive Committee with guidance on the development of a five-year strategic plan.

In reviewing the bylaws, the committee considered the following sections and issues, which Laura Blanchard will research with counsel and incorporate into a revised draft:

- **Throughout:** allow for e-mail notice as well as U.S. mail
- **Article IV: Membership.** Replace section on initial members with list of current member; consult with counsel and/or funders (e.g., Pew?) to see the implications of including members who may be for-profit entities
- **Article V: Board of Directors.** Specify that budget shall be approved in December; officers elected in March; and committee structure in June.
- **Article VI: Executive Committee.** Change to allow for direct election of officers (e.g., vote for president; vice president, etc.). Include immediate past president on Executive Committee for one year to assist in orderly transition. Call for nominations at December meeting; present slate of officers to Board four weeks prior to March meeting to allow for additional nominations from the membership. Add line saying that Executive Committee may invite committee chairs or other advisers to its meetings.
- **Article VIII: Committees.** Amend "nominating committee" as noted in draft; amend finance committee as noted in draft. Revise section on Term so that committee assignments do not occur at the Annual meeting (March).
- **General notes.** The chairman is empowered by the existing bylaws to nominate committee chairs and members, subject to confirmation by the Board, so no changes to the bylaws are required for this issue. It was suggested that counsel is likely to recommend that policies and procedural issues be spelled out in a policy document adopted by the board, rather than in the bylaws. Laura Blanchard will seek advice of counsel on this issue.

The committee considered the issue of classes of membership and agreed to continue the discussion. The points raised in discussion have been summarized by chairman Morman

in an e-mail dated July 18, 2003 forwarded to the committee by Laura Blanchard and are incorporated herein by reference.

Next steps: The committee agreed to continue the conversations on nominations and membership via e-mail over the next month and to meet again in early September.

[Not discussed: Committee recruitment process; contributions to strategic planning process]

Respectfully submitted,
Laura Blanchard

Text of July 18, 2003 e-mail regarding membership issues.

Dear all,

Ed Morman asked me to forward this to you as his contribution to the conversation on levels of membership, following on yesterday's meeting. He encouraged me to annotate as I saw fit, and I have done so in two places.

I have not set up a reflector list for this group yet, but we can converse as a group by using the "reply all" feature. I plan to take the by-laws home with me next week and will send you a newly annotated copy.

1. Levels of membership.

a. We started with a general dissatisfaction with the notion of levels of membership. Ed Morman said that there's no way Cecil County Community College could become a member at any level; nonetheless, he added, there's also no reason why PACSCL could not cooperate with such an institution that happens to have one or a few small collections of interest.

b. Gary Kulik mentioned that LaSalle has a very large unique collection of Vietnam War material. This collection, of great national significance, exists in a library that is not otherwise distinguished. He suggested that a library like this might qualify for associate membership. Tom Whitehead said that a number of institutions around Philadelphia that might similarly qualify.

c. Laura Blanchard said that part of reason for expanding membership was to increase our dues base. This year we are able to pay her for half-time work only because we have a one-time budget surplus. Ed Morman suggested that the budget shouldn't be driving the membership process. [I hasten to add that there was never any idea of including folks as full members who were not fully-qualified, and that while gaining additional revenue was certainly part of the reason for considering associate members, it too was not the driving reason. Rather, it was a way to allow institutions to participate to a limited degree as their own limited collections and budgets might dictate.--Laura]

d. Here's what Ed thinks now: Associate membership may be a

good idea for collections like LaSalle. My thought is that dues should be half of full membership dues, and that benefits should be the same as full membership, except that associates would only get half a vote, and one member of the executive committee should be designated as representing the associate members. In publicity, the Associate Members should be listed as such, with something highlighting the particular collection or collections that qualify them for membership. But Ed's mind can easily be changed.

2. Criteria for full membership. I think we generally agreed that criteria, although vague, are understood, and that there's no need to change them. Sue Glassman emphasized the point that the criteria must remain strict. However, even without changing the membership criteria, we agreed that there are collections in the Philadelphia area not currently in PACSCL who would merit full membership.

3. Identifying new members.

a. Gary suggested that the original list be divided up among committee members, who would call the responsible people and see if there was interest. [I think Gary was suggesting that this take place to attendees at the December symposium, and after that symposium.--Laura]

b. Ed was reluctant to proceed with this most of the collections on the list don't look suitable for full membership, and we were unsure of whether we wanted to recruit associate members.

c. Here's what Ed thinks now. I think we probably need to specify certain parameters that will allow us to distinguish between those eligible for full membership and those eligible for associate membership. We should then design a survey form to guide us as we call the collections. We should schedule telephone interviews with a responsible person, during which we each use a standard shpiel on what PACSCL is. The first question we should then ask is they think there might be interest at the institution. Then we should have standard list of questions that would allow us to make a recommendation about whether they should be invited to apply, and if so, whether for full or associate membership. But again, Ed's mind can easily be changed.

Edward T. Morman, MSLS, Ph.D.
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Additional commentary from Ed Morman, July 23, 2003

Colleagues: I don't want to lose the momentum we developed at our meeting last week, so I'm trying to get out a timely response to the minutes Laura distributed.

- Regarding the by-laws: In article 4, I don't think we need to include a current list of members; my thought was just that we needed to clean by-laws up by getting rid of what had been necessary when the group first established itself. Otherwise I think Laura's description of the discussion both accurately reflects what happened and conforms to the by-law changes that I'd like to see.
- Regarding the proposed policy document discussed under "General notes": I believe the policy has to deal more extensively with the power of both the chairman and the executive committee. I think both need to be able to act fairly independently, but I also think that there needs to be a clear means for other members of the board to be able to contest executive committee decisions.
- Regarding recruitment of new members and classes of membership: I have nothing new to add to what Laura distributed for me last week. I'd like to hear other people's ideas.

Subject: PACSCL Nominations/Governance project: Board reference book
From: "Laura Blanchard" <lblanchard@pacsccl.org>
Date: Thu, September 4, 2003 3:02 pm
To: <emorman@collphyphil.org>, <delliott@philamuseum.org>, <whitetm@astro.ocis.temple.edu>, <susang@wagnerfreeinstitute.org>, <gkulik@winterthur.org>, <dmoltke@hsp.org>, <lblanchard@pacsccl.org>

The other day, David and I were talking about something completely different than the topic of this e-mail -- symposium or board agenda or something. The conversation drifted, as conversations will, to a "board book" -- one of those notebooks full of everything a PACSCL rep needs to know. We started listing the kinds of things that might go into such a notebook and came up with the following:

- * Responsibilities of board members (i.e., one of the standard publications from the Association of Governing Boards)
- * Bylaws
- * History of the organization
- * Strategic plan
- * Final reports to funders for the grants we've had
- * Money things: current budget, financial statement, form 990, 501(c)(3) letter
- * Organizational structure -- committee assignments
- * D & O liability insurance
- * Board policy documents (if/when we create same)
- * Recent minutes
- * List of past officers

David also went back and looked at HSP's board book, and noted that it has the following dividers

- * History
- * Mission
- * Charter & Bylaws
- * Board/Responsibilities (Note: Includes board bios and members' committee assignments and addresses, committee charges, and the BoardSource piece)
- * Policies
- * Staff
- * Meeting Calendar (for the upcoming year)

I think the notebook is a great idea. Given the other things on my plate at the moment, I doubt I'd be able to pull it together in time for the September meeting. That's a bit of a shame, because we have new members coming to their first meetings in September and this would be a good thing for them to have. David has suggested, and I concur, that it would be good to present the board with a trial table of contents at the September meeting. I can then create the notebooks at a somewhat more leisurely pace for distribution at the December meeting.

I discussed the project with Ed Morman, and he graciously offered to serve as point person on this for this round of discussions. Please review the lists in light of your own experiences with your boards or boards you serve on and suggest additional items that might go into such a binder. Please also consider what topics might go into a policy document or documents. Send your comments to Ed Morman. He will collect them, decide what we need to do in the way of discussions and meetings, and then work with me and the committee to make a final decision on the contents of the book.

**“Consorting with the Future: Issues and Opportunities for Consortia of Academic,
Research, and Special Collections Libraries”**

Wednesday, December 3, 2003, 1:30 p.m. – 5:30 p.m.

The Historical Society of Pennsylvania

1300 Locust Street, Philadelphia, PA 19107 215-732-1600

The focus of this symposium is the shape, scope, and function of research/special collections library consortia in the years to come. Special emphasis will be placed on the ways national associations and funders would like to see or are willing to help special collections libraries and museums in a given region come together to serve their audiences and fulfill their missions more effectively through collaborative effort. Attendees will include Independent Research Library Association directors and development staff, directors and senior staff of member institutions of the Philadelphia Area Consortium of Special Collections Libraries and invited guests from other research or special collections libraries and foundations and other funding entities in the Greater Philadelphia area.

Confirmed Speakers: Deanna Marcum, *Library of Congress*
Robert Martin, *Institute of Museum and Library Services*
James Michalko, *Research Libraries Group*
Bernard Reilly, *Center for Research Libraries*
Duane Webster, *Association of Research Libraries*

The symposium will be followed by a reception at Cassatt House, the Library Company of Philadelphia’s restored Victorian townhouse, 1320 Locust Street.

The event is sponsored by the Philadelphia Area Consortium of Special Collections Libraries (PACSCL). Further information on PACSCL can be found at <http://www.pacscl.org/>

SAVE THE DATE!

Show and Tell: Preservation Planning for Exhibitions

December 8-10, 2003

Philadelphia, PA

The Conservation Center for Art and Historic Artifacts (CCAHA) is excited to announce its new workshop series on preservation planning for exhibitions to be held at The College of Physicians of Philadelphia, 19 South 22nd Street, Philadelphia, PA.

Developing an exhibition today is no longer a passive review of displayed objects but a highly dynamic process. With the increased emphasis on interactive and sophisticated exhibit design, the need to preserve and conserve original artifacts becomes an important issue. This series will explore the preservation challenges that cultural institutions face when designing exciting exhibitions that also safeguard collections.

The goal of this series is to provide participants with state-of-the-art conservation guidelines for exhibition planning, display cases, and mounting. The speakers will also address adapting the guidelines for small to mid-size institutions and institutions with budgetary constraints. On the final morning of the series, there will be a breakfast roundtable discussion on fundraising for preservation-responsible exhibitions.

Included in the roster of presenters are Toby Raphael, Museum Exhibition Conservator for the National Park Service; Nancy Davis, Preservation Program Officer, Presidential Libraries, National Archives and Records Administration; Kevin Brookes, Exhibit Designer/Detailer, Nashbrookes Associates, Inc.; Robert Sieger, Exhibit Mount and Installation Specialist, Fine Art Services, LLC; Joan Irving, Senior Conservator and Head of Paper Section at CCAHA; Shelly Smith, Book Conservator, CCAHA; and Lee Price, Director of Development, CCAHA.

The workshops are intended for curators, librarians, archivists, collection managers, exhibition designers, preparators, conservators, and other staff who are involved in exhibition design and installation in cultural institutions. This series is also appropriate for those who are responsible for the safety of collections while they are on exhibit.

Please check CCAHA's Web site, www.ccaha.org, for updates and registration information.