



Philadelphia Area Consortium of Special Collections Libraries

c/o The Historical Society of Pennsylvania
1300 Locust Street, Philadelphia PA 19107
215-985-1445 voice, 215-985-1446 fax
<http://www.pacscl.org/>

**Annual Meeting of the Board of Directors
Wednesday, March 16, 2005, 3:30 p.m. – The Historical Society of Pennsylvania**

AGENDA

Business Meeting, 3:30 p.m.

Welcome and Introductions
Minutes of the December 15 Meeting
Treasurer's Report
Nominations and Elections
Associate Memberships
Committee Assignments
Updates

- Consortial Survey Initiative
- Greater Philadelphia GeoHistory Network
- Consortial OPAC / One-Click Searching
- Cultural Records Management
- Related: Civil War History Consortium
- National History Day/Philly
- One Book One Philadelphia

2005 Meeting Calendar
Old Business
New Business
Adjournment

Reception, 5:30 p.m.

Program, 6:30 p.m.: "BEYOND THE BOOK: Memory and Creative Representations of the Viet Nam War" – John S. Baky, Gary Kulik,

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Report of the Executive Director

This July will mark my tenth anniversary with PACSCL, and I cannot recall ever having this much good news to share at one meeting.

Finances. As you will read from the treasurer's report, PACSCL institutions and individual representatives rose generously to the challenge of balancing the budget in 2004, a year ahead of schedule. Thanks to the generosity of ten individual donors as well as the three institutions whose checks arrived before I closed the books, PACSCL took in about \$800 more than it spent in 2004. An additional eleven institutions' self-assessment checks have arrived to date, with more expected, giving us a small cushion for 2005. At year's end we had cash reserves of approximately \$50,000 in our two accounts.

Grants Received. Our investment in meetings and grant-writing has resulted in good news from two funders. The Andrew W. Mellon Foundation has awarded PACSCL a \$411,000 grant to survey unprocessed or underprocessed manuscript collections in member libraries, and has also awarded a \$50,000 planning grant for creation of the Greater Philadelphia GeoHistory Network, building on the work of the Athenaeum and the City of Philadelphia. We also received word in February that the William Penn Foundation has awarded PACSCL a \$251,000 grant for migration to a more robust OPAC platform for several of its members, and for the creation of one-click access to all member library special collections records using the z39.50 search protocol. Thanks are due to the dedicated planning and implementation teams, and especially to The Historical Society of Pennsylvania, the Athenaeum of Philadelphia, and the Philadelphia Museum of Art for accepting the grant funds on PACSCL's behalf and serving as administrative agents for the three projects.

The **Consortial Survey** steering committee is in the process of reviewing database fields to assure that consortial needs as well as individual institutional needs are met by the survey project. When this process is complete (and completion is imminent), they will be soliciting comments from participating institutions. Our consultant, Linda Bills, has already determined the ways in which the fields already identified can be mapped to MARC records.

The **GeoHistory Network** steering committee reports that initial scanning and coordination of the City and Philadelphia Architects and Buildings systems is under way. A list of candidates for the advisory board has been identified and invitations will be sent for an advisory board meeting later this month.

The **OPAC** committee has met; Ruth Hughes is contacting the various vendors to confirm earlier price quotations and to discuss project scheduling. Laura Blanchard is scheduling a meeting for the six OPAC libraries to meet with Linda Bills to discuss issues of profiling and to plan the z39.50 interface portion of the project.

One project that has not yet been funded is the records management for cultural organizations project. PACSCL will work with staff of the National Archives on a small pilot project including a training session and development of a mentoring program in an effort to assess the interest in

such a project, as well as awareness of the need, among the Philadelphia area cultural community.

Elections. The report of the nominations and governance committee is attached as part of this packet; it contains the slate of officers recommended for election this year.

Associate Memberships. The report of the nominations and governance committee also includes a recommendation for a nonvoting associate membership for smaller libraries in our area and for libraries outside a 50-mile radius. The benefits to PACSCL and to those libraries, as seen by the committee, are outlined in the report. After discussion, the board will be asked to vote on a resolution accepting this report and instituting this category of membership.

Proposed Committee Structure. According to our bylaws, the Board adopts a committee structure at its June meeting. I have attached a draft list of our standing and ad-hoc committees, and encourage you to consider your own assignments to the ad-hoc committees, as well as the possibility of appointing other staff from your institutions to populate these committees.

National History Day. A few weeks ago, I circulated V. Chapman-Smith's most recent e-mail report on this project, which engages younger learners in the process of doing research with primary sources. As V. has noted in that report, it is very possible that the new National Archivist may travel to Philadelphia to attend this event, which has his personal support. The National History Day competition will be held at the National Constitution Center on Thursday, April 21. I believe the project team is still looking for judges and other volunteers. PACSCL has supported this project with a web presence, a guide to using rare book and manuscript libraries, and participation in several train-the-trainer events. Additional participation is always welcome.

One Book One Philadelphia. PACSCL has struck a responsive chord with the organizers of this year's event, who have called on the resources of several PACSCL member libraries for their complementary program. Items from the collections at LaSalle University form the backbone of the exhibition on display at the Central Library, and fellows studying at those collections have been tapped to serve as speakers at OBOP events. PACSCL itself is sponsoring an event right after our meeting, which teams LaSalle's John Baky with author Gary Kulik in an examination of the ways in which memory affects creative representations of the Viet Nam war. The College of Physicians has organized a small complementary exhibit and a talk on field medicine during the war. This event has been publicized as part of the Free Library's program and also will be listed on the events calendar of at least one Philadelphia newspaper. A copy of each of the One Book One Philadelphia materials will be available at the meeting for your files.

Grant Publicity. I have drafted press releases describing our consortial survey initiative and the GeoHistory Network. They have been approved by program staff at The Andrew W. Mellon Foundation. An additional press release, giving basic background on PACSCL, remains to be written. I will be calling on PACSCL members for assistance in publicizing these grants.

Civil War History Consortium and Program Coordination. I am attaching, in a separate document, an integrated timeline showing the workplans for the PACSCL grants as well as the Civil War History Consortium project recently funded by the Heritage Philadelphia Program.

There are some opportunities for the work of one set of projects to inform and improve the others. I am placing this document on the members' section of the website and will update it as appropriate.

Calendar of Meetings. The Board meets on the third Wednesday in the months of March, June, September, and December. This calendar of meetings is occasionally problematic in June, when it conflicts with the ALA meetings and other June commitments, and in December, when the third Wednesday occasionally falls close to the year-end holiday. If we were to hold our meetings on the third Wednesday of these months, the dates would be:

June 15
September 21
December 21

I recommend that we move the December meeting to the second Wednesday, December 14; and I hope that Board members can come to the March meeting prepared to review the June date.

Respectfully submitted,
Laura Blanchard



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MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
Wednesday, December 17, 2004, 3:30 p.m.
Conversation Hall, City Hall, Philadelphia

***In Attendance:** Lorena Boylan, Academy of Natural Sciences; Bruce Laverty, Athenaeum of Philadelphia; Eric Pumroy, Bryn Mawr College; Elsa Atson, Chemical Heritage Foundation; Joan T. Decker, City of Philadelphia; Edward Morman; College of Physicians of Philadelphia; Terry Snyder, Hagley Museum & Library; David Moltke-Hansen, Historical Society of Pennsylvania; John Baky, LaSalle University; Ruth Hughes, Library Company of Philadelphia; Karl Krueger, The Lutheran Theological Seminary at Philadelphia; V. Chapman-Smith, National Archives; Janet Evans, Pennsylvania Horticultural Society; Danial Elliott, Philadelphia Museum of Art; Margery Sly, Presbyterian Historical Society; Derick Dreher, Rosenbach Museum & Library; Thomas Whitehead, Temple University; Timothy Murray, University of Delaware; Michael Ryan, University of Pennsylvania; Lynn Dorwaldt, The Wagner Free Institute of Science; Gary Kulik, Winterthur Museum & Library; Laura Blanchard, PACSCL Staff (nonvoting).*

***Not Represented:** American Philosophical Society; Free Library of Philadelphia; St. Charles Borromeo; Swarthmore College; Villanova University.*

David Moltke-Hansen welcomed PACSCL members, who then enjoyed a presentation and tour of Conversation Hall and the Mayor's Reception Room conducted by Greta Greenberger, followed by a presentation on the City's geographic information system by Joan Decker and colleagues.

Minutes. The minutes of the September 15 meeting were approved as circulated.

Treasurer's report. Upon motions duly made, seconded and unanimously carried, the Treasurer's report and proposed 2005 budget, incorporated here by reference, were accepted.

New Member. Upon motion duly made, seconded, and unanimously carried, with Derick Derher recusing himself on grounds of his membership on both boards, the membership application of the Abraham Lincoln Foundation of the Union League of Philadelphia was accepted.

Nominations for Executive Committee and Officers. Although the bylaws have no specifications for interim appointments to the executive committee as they relate to terms of service, it was suggested that appointments spanning more than a year be counted as a full term and appointments of less than a year not be counted as a term. Upon motion duly made, seconded, and unanimously carried it was

RESOLVED, that Executive Committee members whose appointments are of less than a year shall be eligible to serve two full elected terms in their own right.

Edward Morman, chair of the nominations and governance committee, reviewed the composition of the current executive committee. David Moltke-Hansen, chair, is eligible to stand for election for a second term. Robert Kieft, secretary, and V. Chapman-Smith, at large, both appointed members, now eligible to stand for elections for their first terms in their own right. Gary Kulik's first term expires March 2005; as he is leaving Winterthur, a new candidate must be sought. Anyone interested in standing for election for any of the eligible positions was encouraged to contact Edward Morman.

Reports. The encouraging signs on PACSCL's three funding proposals from The Andrew W. Mellon Foundation and the William Penn Foundation were reported. Robert Kieft reported on efforts to establish a presence at the Modern Language Association; V. Chapman-Smith and Laura Blanchard reported on the National History Day and One Book One Philadelphia programs, respectively. Information on all three initiatives was included in the board packets circulated prior to the meeting.

Associate Memberships. It was suggested that this issue be visited again. The matter was referred to the Nominations and Governance Committee, which will report back to the membership at the March meeting.

Strategic Plan Review. The executive committee reported that it considered the strategic plan and concluded that no changes were necessary at this time. The plan will be reviewed again in June.

Fund-Raising. The need to increase PACSCL's operating budget was generally recognized. Two strategies were proposed. The first is a year-end voluntary assessment suggested as \$100 per PACSCL member, supplemented by individual contributions. The second is a 2005 solicitation to corporate donors in the Philadelphia area. The Executive Committee will take charge of the 2005 solicitation, which will be timed to follow the favorable publicity relating PACSCL's grant activity and which will be themed to the creation of the Greater Philadelphia Research Collections Network, with its contributions to scholarship, heritage tourism, and civic life. The possibility of an antiquarian book fair was also briefly discussed but no action taken.

Next meeting: The next meeting will take place at The Historical Society of Pennsylvania, Wednesday, March 16, 3:30 p.m. It will be followed by a reception and talk by John Baky, LaSalle, and Gary Kulik on the theme "Beyond the Book: Memory and Creative Representations of the Viet Nam War" as part of the One Book, One Philadelphia program.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Robert Kieft
Secretary

Treasurer's Report

PACSCL's year-end tallies, currently with our accountant, show total revenue of \$67,005.92 and total expenses of \$66,223.19, ending the year with a modest surplus. A formal statement of income and expenses for 2004 is being prepared and will be e-mailed to you when it is completed. Thanks are due to the ten generous members of the PACSCL board and staff whose \$1,200 in contributions, added to three \$100 institutional self-assessment payments, helped us to achieve a positive year-end balance.

Our year-end balances were \$29,879.65 in the checking account and \$20,100.90 in the money market account, for a total of \$49,980.55.

An additional eleven institutional self-assessment payments have been received in 2005. Against our February 28 checking account balance of \$27,880 we have an estimated \$2,600 in expenses. Invoices for 2005 dues, totaling \$36,500, were mailed together with the notices for this meeting.

Respectfully submitted,
Laura Blanchard for the Treasurer

Report of the Nominations and Governance Committee

Candidates for Executive Committee

The Committee agreed to recommend the following slate of candidates to the Executive Committee for presentation to the Board of Directors at the March 16 meeting:

- **David Moltke-Hansen** (Chair) – for a second term, ending March 2007
- **Robert Kieft** (secretary) – for his first term in his own right, ending March 2007
- **V. Chapman Smith** (at large) – for a first term in her own right, ending March 2007
- **Derick Dreher** as an elected Executive Committee member, replacing Gary Kulik, who is leaving Winterthur effective March 1, 2005. This will be a first term as an elected member, ending March 2007. Joan Decker has agreed to take over the chair of the Outreach Committee in the event of Derick Dreher's election.

Edward Morman (vice chair) and **Janet Evans** (treasurer) continue to serve their second terms, which both expire March 2006.

Eric Pumroy, **Michael Ryan**, and Terry Snyder will continue as *ex officio* committee chair members, to be joined by **Joan Decker** if she assumes the Outreach Committee chair. **William Lang** will continue as immediate past chair.

Associate Membership. Committee members note that the benefits to PACSCL of having associate members would include an extra revenue stream, the potential for richer collection associations/professional community, and the development of a wider leadership role. The benefits to associate members would be a larger community for their special collections staff and corollary learning opportunities. The committee therefore recommends the following criteria, dues, and benefits for associate members:

- **Criteria:** Libraries who are either outside a 50-mile radius of Philadelphia or who have special collections budgets of less than \$75,000 shall be eligible for associate membership.
- **Dues:** Dues for an associate member shall be \$500.
- **Benefits:** Associate members shall be eligible to participate in all PACSCL programs and activities, but shall not vote. (Members outside the 50-mile radius may elect to become full members instead of associate members if they so choose.)

The committee also identified 22 potential candidates for full or associate membership and agreed to consult with the executive committee about strategies for approaching these institutions.

Respectfully submitted,
Edward Morman, Chair

PACSCL Proposed Committee Structure and Staffing -- March 16, 2005

Standing:

Executive committee

David Moltke-Hansen, President
Edward T. Morman, Vice President
Robert Kieft, Secretary
Janet Evans, Treasurer
Derick Dreher, at-large
V. Chapman-Smith at-large
Eric Pumroy, Access Committee Chair
Michael T. Ryan, Development Committee Chair
Joan Decker, Outreach Committee Chair
Terry Snyder, Professional Development Committee Chair
William Lang, immediate past president
Laura Blanchard (nonvoting), ex officio

Fund-raising committee

Michael Ryan, University of Pennsylvania Library, *chair*
Mary Maples Dunn, American Philosophical Society
Roger W. Moss, Athenaeum of Philadelphia
George L. Vogt, Hagley Museum & Library
John Van Horne, Library Company of Philadelphia
David Moltke-Hansen and Laura Blanchard, ex officio

Nominations and Governance

Edward T. Morman, College of Physicians of Philadelphia, *chair*
Dan Elliott, Academy of Natural Sciences
Tom Whitehead, Temple University
Susan Glassman, Wagner Free Institute of Science
John Baky, LaSalle University
David Moltke-Hansen and Laura Blanchard, ex officio

Ad-hoc:

Communications and Outreach

Derrick Dreher, Rosenbach Museum & Library, *chair*
V. Chapman-Smith, National Archives
Joan Decker, City of Philadelphia Department of Records
Charles Greifenstein, American Philosophical Society
Robert Kieft, Haverford College Library
Janet Evans, Pennsylvania Horticultural Society
Chris Densmore, Swarthmore College Library
David Moltke-Hansen and Laura Blanchard, ex officio

Professional Development and Staff Communications

Terry Snyder, Hagley Museum & Library, *chair*
Lorena Boylan, Academy of Natural Sciences
Richard Shrake, American Philosophical Society
Elsa Atson, Chemical Heritage Foundation
Karl Krueger, The Lutheran Theological Seminary at Philadelphia
Todd Wilmot, St. Charles Borromeo
Joseph Lucia, Villanova University
Beth DeGeorge, Union League [proposed]
Cate Cooney, Winterthur [proposed]
David Moltke-Hansen and Laura Blanchard, ex officio

Cataloging and Access

Eric Pumroy, Bryn Mawr College Library, *chair*
Ruth Hughes, Library Company of Philadelphia, *chair of OPAC working group*
Richard Fraser, College of Physicians of Philadelphia (?)
Bill Lang, Free Library of Philadelphia
Susan Hengel, Hagley Museum & Library
Lee Arnold, Historical Society of Pennsylvania
Margo Szabunia, Presbyterian Historical Society
Mary Wasserman, Philadelphia Museum of Art
Elizabeth Fuller, Rosenbach Museum & Library
Barbara Addison, Swarthmore College Library
Timothy Murray, University of Delaware Library
Lynne Farrington, University of Pennsylvania Library
Lynn Dorwaldt, Wagner Free Institute of Science
David Moltke-Hansen and Laura Blanchard, ex officio

Other Project Planning Committees:

Cultural Records Management. David Moltke-Hansen; V. Chapman-Smith, Meg Phillips and Lee Webster, NARA.

OAI : [to be determined when planning commences]

Mellon Steering Committees

Consortial Assessment: David Moltke-Hansen, Leslie Hunt, Robert Kieft, Eric Pumroy, Lynn Dorwaldt, V. Chapman-Smith. Consulting: Linda Bills, Rachel Onuf.

GIS: Joan Decker, Bruce Laverty (advised by Walter Rice), V. Chapman-Smith, Dan Elliott,- David Moltke-Hansen

William Penn Foundation Steering Committees

OPAC/Z39.50: Dan Elliott, Ruth Hughes, plus the OPAC reps. Consulting: Linda Bills

PACSCL representatives are welcome to appoint other staff members from their institutions for the outreach, professional development and access committees.

National History Day/Philly Report

PFT Conference Report Out: We had a very successful two days at the teachers' union conference last weekend! There was great enthusiasm at our information booth and the workshop from both the attendees and the union leadership. One workshop attendee said: "I am really going to change the way I approach my teaching. You have really opened a new world for me. I am glad I attended this workshop." We have over 70 educators from the conference, who have expressed great interest and signed up for us to work with them. Also, the educators gave us great feedback on program directions and ways we might be able to gain more participants this year by tying with current project requirements in the District. We are following up of these things now. I want to particularly thank the folks who manned the booth--- which got to be quite challenging as the conference attendance grew. Thanks, Rick Frazer (College of Physicians), Jennifer Stahl and Tiffany Bowers (Atwater Kent), Libby Carswell (GPTMC), Liz Schmidt (Stenton), Joan Decker (City Records Dept/Archives), Christy Schneider (Bartrams Garden) and my 17 year old son (Robert)! Thanks, Kate Wilson for the superb job at the workshop! (Even the session monitor, a math teacher from Masterman, got excited and signed on! He sees interdisciplinary opportunities.) Thanks, Christy for networking with other cultural institutions! (The Water Department's Interpretive Program at the Waterworks is joining our partnership.) Our NHD Philly team was excellent at articulating and "selling" the benefits of our initiative!!!

Archivist of the United States. On a teleconference call yesterday, the newly appointed Archivist of the United States, Allen Weinstein, expressed a desire to come to our NHD Philly event on April 21st. I will work with his office to try to make this happen. There is something for Dr. Weinstein to attend in the late afternoon/early evening in D.C. with the Supreme Court, but he could likely do a morning program in Philadelphia with little problem. If he comes, this will be a great way to honor our participants and generate publicity opportunity for our initiative!

Lights of Liberty. Thanks to a referral from Stephanie McKissic, Lights of Liberty is also joining our initiative! Lights will be providing comp and bogo items we can use to recognize both student and teacher participation. It will also contribute to the family of four Philly over Night grand prize drawing and is considering sponsoring the prize for one of the Performance Project categories. (What a great alignment of institutional mission and NHD!!) We greatly appreciate this generous support!!! Thanks, Bob!!

Event Planning Meeting - March 15th. Stephanie McKissic has rescheduled the event planning meeting to March 15, 2005 at 10 am at the National Constitution Center. (Postponed due to the snow storm.) We can use many helping hands to make this an exciting day for our local competitors. If you can't attend, let Stephanie know if you are willing to be a resource for April 21st. You can contact her at smckissic@constitutioncenter.org .

Radio Interview in April

The Federal Executive Board of Philadelphia (FEB), the federation of federal agencies in Philadelphia representing over 48,000 federal workers, is giving us their April public program radio slot. It will be an 1/2 hour program of interviews. We are planning to have one of our NHD teachers speak. More news to come on this...

If you have any question, please don't hesitate to contact me.

V. Chapman-Smith (from a March 3 e-mail)

