

**Certification Task Force meeting minutes
August 27, 2007
Indiana State Library**

In attendance: Andrew Rowden (director Scott Co. PL), Jenny Draper (director Kendallville PL), Joni Brookins (Warsaw PL), Terry Rheinheimer (director Middlebury Comm. PL), Carolyn Strickland (Lake Co. PL), Colette McNeely (Ohio Twp. PL), Margaret Hamilton (director Greenwood PL), Sue Waibel (director Remington-Carpenter Twp. PL), Marian Corya (Carmel Clay PL), Nancy Newport (Carmel Clay PL), Becki Whitaker (INCOLSA), Jason Hatton (Bartholomew Co. PL), Mike Williams (Indianapolis-Marion Co. PL), Ann Alexander (Johnson Co. PL), Kathie Scott (director Pulaski Co. PL), Jane Ellen Felchuk (North Judson-Wayne Twp PL), Carol Jackson (Culver-Union Twp. PL), Renee Reed (Butler University), Kathy Holst (Huntington City-Twp. PL), William Goodhart (Correctional Industrial Facility), Suzie Baldwin (Waveland-Brown Twp. PL), Patty Stringfellow (Jasper Co. PL), Kay Martin (Lebanon PL), Linda Yoder (Nappanee PL), Manuel Montalvo (East Chicago PL), Dianne Osborne (Hancock Co PL), Andrea Bowman (Boswell-Grant Twp PL), Edie Huffman (Indiana State Library), Jake Speer (Indiana State Library), Jim Corridan (Indiana State Library), Wendy Knapp (Indiana State Library). On speaker phone: Nancy Dowell (Vigo Co. PL), Linda Judd (Indiana State Library), Jennifer Beach (Indiana State Library)

The mission of the task force was reviewed, which is to determine how to bring public libraries into compliance with the state law (IC 36-12-11-6 Sec. 6. All library directors, library department or branch heads, and professional assistants, except those who are employed at school libraries or libraries of educational institutions, must hold a certificate under section 7 of this chapter.)

The question was asked, "What does the State Library want". Answer, "To be in compliance with the law".

Discussion ensued about whether setting standards would be followed by funds. If the state put more money towards public libraries, getting the requisite education would be easier. Public libraries should have the same status as public schools, especially since they serve the public from infancy through adulthood.

Trustees and the general public need to be educated about the library profession, education needed, skills, what the education can mean in terms of services and library development. "We must be willing to say 'this is what a librarian is'".

It was suggested that current directors be grandfathered at current certification level, with the requirement of Continuing Education Units (CEUs) added. It was also suggested that all current holders of certificates be continued as lifetime holders, with CEUs required. It was further suggested that the ALA-MLS be required of all new directors, with CEUs required. It was suggested that if two (or more) library systems merge, the director of the new system would be required to hold an ALA-MLS.

The American Correctional Association has accreditation standards which require that the reading library have access to the services of a librarian holding the ALA-MLS.

Discussion ensued regarding school boards and library boards. Some school boards are appointed, most are elected. All public library boards are appointed.

A recommendation of 2% of the budget being earmarked for continuing education was discussed. Many attendees commented that, while a worthwhile goal, it is as impractical for a large library as a small library to devote that much of the budget to that purpose.

“What do we need [educationally] to serve our patrons well? The funds will be there if it is important to do. The question is how will it be funded and where will they come from?”

It was suggested that we follow the current 5 level structure for directors, grandfather those not currently in compliance, and add the CEU requirement.

Educational fees can be tax deductions. It would be a good idea to inform librarians of that possibility.

The definition of professional assistant was discussed. It would probably include bookkeeper, systems administrator, children’s librarian and library assistant, reference librarian and reference assistant. The suggestion was made that professional assistants not be certified, which would necessitate a change in the law.

A professional assistant could be required to hold a bachelor’s degree and take the 5 library science courses currently required. The educational requirement for professional assistant could be set and we would see who fits.

It was suggested that the best way to make changes is to do it in a kinder, gentler way with barbs.

Don’t force down (people’s throats)?????

The requirements for certification of library staff and their responsibilities as detailed in 595 IAC 1-1-4. (superseded by 590 IAC 4 12/31/2001)

Population of 150,001+: Head Librarian (director) Librarian I; staff: One assistant with a Librarian II or Specialist II certificate. Positions of assistant director, supervisory, coordinator, and department head Librarian III or Specialist III; 1/3 of total staff (based on FTE) should hold certificates of appropriate grades not lower than Librarian IV or Specialist IV.

Population of 25,001-150,000: Head Librarian (director) Librarian II; staff: One assistant with a Librarian III or Specialist III certificate. 1/3 of total staff (based on FTE) should hold certificates of appropriate grades not lower than Librarian IV or Specialist IV.

Population of 10,001-25,000: Head Librarian (director) Librarian III; staff: One assistant with a Librarian IV

Population of 5,001-10,000: Head Librarian (director) Librarian IV; staff: one assistant (if any) with a Librarian V.

Population of 5,000 or less: Head Librarian (director) Librarian V.

Nature of responsibility for Senior Librarians and Senior Specialists I and II: Top-level responsibilities, including but not limited to administration; superior knowledge of some aspect of librarianship or of other subject fields of value to the library.

Nature of responsibility for Librarian III, IV and V and Specialist III: Professional responsibilities including those of management, which require independent judgment, interpretation of rules and procedures, analysis of library problems, and formulation of original and creative solutions for them (normally utilizing knowledge of the subject field and represented by the academic degree)

Nature of responsibility for Library Associate and Specialist Associate IV: Supportive responsibilities at a high level, normally working within the established procedures and techniques,

and with some supervision by a professional, but requiring judgment, and subject knowledge, such as is represented by a full, four-year college education culminating in the bachelor's degree.

Nature and responsibility for Library Technical Assistant V and Technical Assistant V; Tasks performed as supportive staff to Associates and higher ranks, following established rules and procedures, and including, at the top level, supervision of such tasks.

Nature and responsibility for Clerk; Clerical assignments as required by the individual library.

Various ways of achieving continuing education were discussed, including closing the library for one day so that all staff could attend a workshop, conference, etc., classes through the Indiana State Library, INCOLSA, WebJunction, a summer institute developed by the Indiana State Library, and others.

The group agreed that a 5 year certificate was appropriate. They then discussed the number of CEUs. It was suggested that a 3 tier level be used:

1. Directors – 100 CEUs
2. Branch and department heads – 75 CEUs
3. Professional assistants – 50 CEUs

It was stated that library boards would do something if it was set in stone (or required by law).

Something becomes important to boards if they lose money or if there is financial incentive.

It was suggested that we try the formula from 595, previously detailed in these minutes, continue using the current 5 levels of certification, require CEUs as specified previously, and raise the certification fee. A separate suggestion was to get ride of level 5.

Why not have Blue Ribbon Libraries as there are other units of government?

A proposal will be developed by the State Library staff, and then sent to the Certification Task Force for review. Once the final plan is approved at the next meeting on October 1, 2007, the State Library will send it to every public library for comment.