

**Commission Meeting  
Minutes for December 12, 2001  
Helena, Montana**

**Attendees:**

**Commissioners:** David Johnson, Ralph Atchley, Rosemary Garvey, Dorothy Laird, Linda McCulloch, Bruce Morton

**Commissioner** Al Randall

**Absent:**

**Staff:** Karen Strege, Jim Hill, Darlene Staffeldt, Kris Schmitz, Sue Jackson, Bruce Newell, Bob Cooper, Barbara Sawitzke, Tracy Cook, Sue Crispin

**Guests:** Debbie Schlesinger, Bridgett Johnson, Cheri Bergeron, Emory Robotham

The meeting was called to order at 9:10am.

**Announcements and Introductions**

Sue Crispin introduced Heritage's new botanist, Richard Caners from Winnipeg, Manitoba. He attended Heritage training in Arlington, VA, this month and will start full-time in January.

Commissioner Johnson noted that the agenda had been revised. The election of officers was added as an agenda item at 11:00am.

Staffeldt announced that the ornaments on the tables had been made by staff members as gifts for volunteers and commissioners.

**Minutes Adoption**

Laird requested that under commission goals and objectives it be noted that she attended the MLA conference program planning committee meeting not the MLA conference. Laird also pointed out under other business and announcements that the Library Foundation, not the Friends of the Library, received \$1,000 from Prudential Financial for Global Volunteer Day. McCulloch moved to accept the minutes of October 9, 2001, as amended. Morton seconded the motion and the motion passed unanimously.

**State Librarian's Report**

Karen Strege reported on a joint project she is working on with the State Law Library and the Historical Society Library to write a grant application to the Institute of Museum and Library Services. The grant would be used to fund a digitization project to digitize photos, documents, artifacts and maps of the Helena Historical District from approximately 1890 to 1935. A planning template and project template will be created to ensure that the project is replicable by any city or county throughout Montana that would like to use it and training on using the templates would be provided. The goal is to keep the project simple and doable for Montana communities to attract funding. The

project will also explore the use of GIS in making historical maps more interactive for users by linking photos and documentation to the site maps. Charlene Porsild, the librarian at the Historical Society, is writing the grant and Judy Meadows of the State Law Library and Strege are acting as resources and partners. The grant is due at IMLS on February 1.

Jeanne Finley, Director of the Drummond Public Library, wrote to the governor in August asking her to intercede with the State Library Commission and request that they rethink the 15-hour standard that small libraries must be open during the week. Finley said that small libraries have a hard time meeting the standard. Drummond did request a deferral for hours, which was granted by the State Library for the next year, at which time they can request a one-year extension of the deferral. The Drummond Public Library is planning to build a joint facility with the school and would then have no problem meeting the 15-hour per week minimum. The Governor's office called Bob Cooper about Finley's request. Strege and Cooper drafted a response to the Governor, but have heard nothing more from her office about the situation. Strege noted that although Finley said that small libraries have a hard time meeting the 15-hour standard, the Drummond Public Library is the only one of its size that requested a deferral, indicating that other small libraries are not having a problem meeting the standard.

Strege has spoken to program managers about her request to take short-term leave without pay. The program managers have agreed to give the request a try over 2002 and determine how it is working out. Strege stated that she would submit any request for leave without pay to the commission chairperson only after using any compensatory time and annual leave, as other employees are expected to do. Commissioner Johnson added the issue to the list of action items to be voted on at the conclusion of the meeting.

### ***Program One Updates***

Darlene Staffeldt reported that LISD is rapidly approaching the last phase of the preferred future statement the commission was given about eighteen months ago. Staff has been trained, resources are in place and Client Services is actively reaching out to state employees to provide more services. Staffeldt and Suzy Holt are very proud of the progress.

TBL is investigating space needs and looking at other formats for the storage of cassettes.

### ***Program Seven Updates***

Jim Hill reported the NRIS worked with the Department of Natural Resources and Conservation to deploy access to water rights data. DNRC has had problems making the information accessible to the public because the database is so large. NRIS now has the data as a map coverage in its database and provided both a text-based and a spatial interface to access the data. The next phase of the project is making the data available in a real time application.

NRIS was unable to hire a User Services Support Section manager. In the interim, Anastasia Burton was hired on a temporary, 90-day appointment to perform educational

outreach duties. Burton has done a good job in getting the word out about NRIS and what it does. There have been great articles about NRIS in several newspapers and Burton is now working on an article for *Montana Outdoors*. She has also re-instituted the Friday afternoon seminars where NRIS brings in speakers related to the GIS community and those have been well received and attended. She has developed a how-to document so NRIS can continue the various activities when her assignment is over.

The GIS audit was done because the Legislature was receiving many requests for GIS funding and they didn't understand what GIS involved and how state agencies were using the technology. The auditors did a good job of putting together the report and explaining GIS and its uses. They found that there is nothing wrong with how GIS is used in Montana and there is a lot of cooperation among various GIS users. The audit pointed out that there are really two fundamental clearinghouses of GIS information in Montana, NRIS and the CEIC. Clearly, NRIS plays a core role in being a clearinghouse for geospatial information. The audit questions the future role NRIS will play, possibly as the primary state clearinghouse for all state agency data, and whether NRIS should continue to provide training and application development support to users. The audit also suggested that the NRIS name be changed to reflect its role as a source of geographic information in general, not just natural resource information. Hill is participating in discussions with groups throughout the state including the Montana Geographic Information Council to answer some of the questions raised by the audit.

Bridgett Johnson expressed appreciation on behalf of herself and her library patrons for NRIS' useful and informative mapping program.

### ***Heritage***

Sue Crispin provided the commissioners with Montana Magazine calendars from Heritage. Sue is mailing the calendars out to principal partners, funders, information users and other supporters as an outreach effort for the holidays.

### **LSTA Reports**

#### ***Projects Update***

Sue Jackson reported that FY00 projects are being closed out. The Library Improvement Project in Lake County and the Yellowstone Art Museum project, which is a Montanaiana regrant project, both have small balances of 2000 funds remaining. It appears that approximately \$200 of the museum grant will not be spent. Those funds will probably be applied to the evaluation so they don't revert. Jackson is now in the process of collecting the required final reports on all the FY2000 projects. That information will be used in preparing the annual report to the LSTA/IMLS offices due December 31.

In November Jackson attended the 3<sup>rd</sup> Annual LSTA Coordinators Conference in Washington, DC. This year the conference emphasis was on planning because all states are now working on their next 5-year plans that must be submitted in 2002. It was a very practical meeting with a lot of how-to information about what LSTA wants in the plans and how they want the information presented.

#### ***Lake County Projects***

Lake County is the second year of a project to consolidate its present libraries into a county system. Several board members from the Interim Library Board visited the Flathead County Library and some of its branches and spoke with Dorothy Laird about their library system. The members also plan to visit Missoula and speak with Bette Ammon and possibly visit Lincoln County also to get a feel for the different ways the systems in the state operate. Once Lake County's model is developed, it will be promoted in an effort to get the issue on the ballot.

Lake County has been working on its web presence. A trial URL is up and links to other home pages are being tested. Bob Cooper hopes to be able to demonstrate the web site by the next commission meeting. The Polson City Library has had extended evening hours. The library is now examining who has made use of the extended time to determine if they have reached out beyond Polson to serve surrounding county residents as was intended. The LIP project has also sponsored computer classes.

The Lake County bookmobile project continues to draw a lot of attention to the Library Improvement Project and the need for a county system. The bookmobile has now been leased and the book collection purchased. The first attempt at hiring a librarian/bookmobile driver was unsuccessful, so they are again advertising and hope to have someone hired and get the bookmobile on the road before the end of the year. People throughout the county were extremely cooperative when it came to setting up routes and designated stops for the bookmobile. Businesses have offered to open on days they're generally closed and make sure the parking lot is plowed for the bookmobile visits.

### ***Montana Library Network***

The MLN Gateway has moved and is now on the same server on which the Discovering Montana site is located.

The Eastern Montana project for the shared catalog needs to be reevaluated. Rather than looking for solutions at this point, the emphasis needs to be on planning and looking at where libraries are and what role the shared catalog can play in the library communities.

The last details of the SIRSI contract are being worked out and it may be signed by the end of the week.

Mike Price is in the process of mounting some of the completed Montanaiana projects. Newell hopes to have a couple up them and ready to be demonstrated at the next commission meeting.

### ***Networking Task Force's ILL Committee***

The first ILL Committee meeting was held in November and facilitated by Mary Bushing of the MSU Library. Strege was impressed by how quickly the members came together to form a coherent and cohesive group. The committee is trying to get a picture of interlibrary loan activity in Montana. At the next meeting, decisions will be made about the ILL program and presented to the Networking Task Force and then to the

Commission. Mike Price has put an on-line survey about ILL usage on the web and the response has been good. The notes from the meeting are also available on the website.

### ***FY02 LSTA Budget***

Congress has not yet passed the federal budget for federal fiscal year 02 which started in October, so the LSTA budget figures for FY02 are preliminary. Strege expects we will be funded at the same level as last year, but that is not guaranteed. The total amount budgeted is \$753,176. Expenditures include operations of the State Library funded by LSTA funds, the technology consultants, the Networking Task Force and the Fall Workshop. The Summer Institute isn't included in this total because the Gates Foundation is providing that funding for next year. Strege pointed out that MLN Direct is funded with FY01 and 02 funds, so the \$52,244 figure is combined with the \$150,641 from FY01 for the total. The shared catalog project is budgeted at \$136,601 for FY02, but it also is funded with FY01 and 02 funds. Approximately \$100,000 is left for project options. No particular projects are being proposed at this time because the planning process should aid the Commission in making those decisions. The project options to consider are library district pilot projects, a marketing project, trustee training or other projects that arise in the next two months. Strege asked for the Commission's preliminary approval for the budget with the understanding that specific project proposals to choose from will be presented at the February meeting. Commissioner Johnson questioned whether we were at the same point in the approval process last year. Strege replied that the Commission was able to approve the final 01 budget at its December meeting because Congress approved the federal budget earlier in the year.

### **Long Range Plan Process**

The Commission met on December 11 to come up with a vision for the next five years. Strege would like to meet again with staff members and then finalize the planning process. The Commission has asked to see the draft plan before it is sent out to the library community. Strege hopes to have a draft in mid-January to show to the Commission and then to the library community. The final draft should then be ready for the February meeting.

### **Election of Officers**

David Johnson's term as chairperson and Laird's as vice chairperson on the State Library Commission end with this meeting. It was moved and seconded that Garvey replace Johnson as chairperson of the Commission. The motion passed unanimously. Ralph Atchley was nominated as vice chairperson. That motion also passed unanimously.

Cheri Bergeron took over for Linda McCulloch who had to leave.

### **Commission Goals and Objectives**

Laird attended the Tamarack Federation meeting in Thompson Falls and toured the Thompson Falls Library. She said it is a beautiful facility in a storefront location and shows what a small town can do when they have the commitment of the community and the library staff.

Laird said that the library community in Montana is an incredibly varied one with some of the larger libraries having had state-of-the-art automation for years and some of the

smaller libraries not even understanding how barcodes work. She said you can't sell progress like SIRSI if people don't understand the technology. Montana's libraries are making progress, but there is still so much work left to do.

Bergeron, along with Strege and Bruce Morton, participated in Commissioner Croft's Committee on Libraries meeting in Butte. The topic being discussed was selecting one automated system for all libraries.

Commissioner Johnson reported that he writes a column for the Big Sky Libraries newsletter. He suggested that the new chairperson should have each commission member take a turn writing the column to spread the duty around. The column mostly deals with current library issues. McCulloch is writing the column for the next issue.

### **2001 Commission Meeting Dates**

Garvey mentioned that PNLA conference is being held in Missoula on August 8<sup>th</sup>, so the August meeting could be held on the 7<sup>th</sup> to tie in with that. The commission was in Libby in August this year, so the discussion was to go to Eastern Montana or the Highline next summer. Havre was mentioned as a possibility for the June meeting. The tentative schedule will be voted on later in the meeting.

### **Draft Internet Services Policies**

The Commission saw a draft of the Internet Services Policy at the October meeting, but did not pass it because there were some questions about email confidentiality and filtering. Strege did some research on the confidentiality of patron email and found out that it's a very complex issue. The medical profession is having the same kinds of problems regarding the confidentiality of patient emails. Strege rewrote the policy to differentiate between email from library patrons, which is protected by confidentiality standards in Montana law and regular state business email, which is property of the state and is not protected. The State Library will do everything it can to protect the privacy of its library patrons. However, because of the way email is transmitted confidentiality cannot be absolutely guaranteed. The State Library may need to tell patrons not to email their requests if they are concerned about confidentiality.

The two alternatives for changing the filtering policy are: leaving the policy as is and allowing program managers to request that ITSD not filter certain state computers if it's necessary for business reasons, or Strege writing to the Director of the Department of Administration and requesting that none of the computers at the State Library be filtered. Strege invited Jeff Brandt, Deputy CIO for the State of Montana, to speak to the Commission about ITSD's filtering policy. Brandt explained that ITSD provides a central information technology infrastructure for the State's more than 11,000 employees. A number of years ago the Governor created the SummitNet Executive Council (SEC), which is intended to guide ITSD on matters of policy. Strege is a member of the Council.

ITSD noticed a significant and growing use of the Internet for apparently non-business related purposes. Some of these purposes also used large amounts of bandwidth, so ITSD drafted policies regarding Internet use to present to SEC. The SEC adopted policies that included the ability to filter in the areas of capacity management and appropriate use. Radio stations, music and screen savers are now being filtered. Sexually explicit

material and hate speech are also being filtered. ITSD has been asked by the Governor's office to send out a letter and survey asking all state agencies about how they are implementing the policies and whether they have put the warning banner on state computers and asked employees to sign the consent form. Brandt explained that ITSD has sent out a policy that they developed and each agency is free to use that policy or modify it somewhat to fit their specific agencies' needs.

Morton said that the filtering policy runs the risk of keeping Montana State Library employees from fulfilling its mission to its patrons. Brandt replied that if there is a need for certain computers to be unblocked by the filtering software, Strege can request an exception based on the job duties of the employee. ITSD would not question an agency director's request to make an exception to the filtering policy for specific computers for job-related purposes, but requesting that the whole agency be unblocked from being filtered would cause a big problem. Strege pointed out that the filtering policy only applies to state employee computers and not to the public access computers in the library.

### **Federation Annual Reports**

Debbie Schlesinger from the Broad Valley Federation reported that they concentrated on technology and continuing education for the past year. Money was used to allow libraries to become part of the Montana Library Network, for Lasercat and OCLC charges, and to attend Montana Library Associations. Broad Valley was allowing the purchase of books as an allowable expense, but after discussions with Strege and Staffeldt that won't be allowed in the future. An evaluation form was sent out and although there was only a 30% response, approximately 85% of the respondents felt they were doing a very good job.

Emory Robotham from the Golden Plains Federation said that workshops and summer institutes are very important, especially for smaller libraries. He would like to see programs like that continue because the extra assistance is very appreciated.

Tracy Cook reported for the Pathfinder Federation. She said they continued to focus on continuing education and technology. They reimbursed people to attend OCLC workshops and will be holding their own workshops in the coming year. Some of the money was used to purchase Lasercat and OCLC subscriptions. In the future, libraries will pool their resources together to buy more resources rather than use it for individual base grants.

Bridgett Johnson said that the South Central Federation has 11 goals for improvement that are based on Commission goals for libraries. This allows federation libraries a lot of flexibility on what they can use money for. They pay for travel and meals to federation meetings. The rest of the money is divided between the 15 public libraries as grants. Libraries have to seek the grants and explain which goal(s) they will be meeting and then provide receipts for the money spent. This system is working well. Each library is so different that flexibility is important, especially for the smaller libraries, and the libraries are very appreciative of the money they receive. They have good attendance at federation meetings. They have broadened their goals to offer some support to multi-type libraries to provide continuing education.

Staffeldt gave the report for the Sage Brush Federation in Mike Hamlett's absence. Sage Brush concentrated on continuing education through training and workshops. They also helped with Gale and Lasercat purchases.

Garvey questioned when the plan of service is due. Staffeldt said it comes to the State Library during the second week of February and the Commission passes it at either the February or April meeting. The report of the previous fiscal year plan of service is reviewed at the December meeting.

Staffeldt gave Bette Ammon's report for the Tamarack Federation. Tamarack is always a very active federation. A great deal of their money goes to continuing education activities. They try to bring in workshops at the federation meetings and also provide funding for people to attend other meetings.

Tamarack and Broad Valleys Federations have asked the State Library for guidelines on a federation-wide collection management policy. Golden Plains has written such a policy.

Staffeldt recommended acceptance of the FY01 federation reports.

Laird asked how the base grants are paid to the individual libraries. Staffeldt said that the base grants are based on \$1,000 per library. In 1999 the State Library clarified the ARM rule about the grants because the intent was to use the funds for federation activities and not just award each library \$1,000, as was the practice in the past. The law says that the funds are to be used for activities that connect local libraries better to the federation. Each federation distributes the funds a little differently. Some award individual grants and some issue lump-sum payments for resources that benefit all of the libraries in a federation.

### **Federation Coordinators Report**

Bridgett Johnson said that the Federation Coordinators had an interesting meeting facilitated by Strege and Staffeldt after the Commission meeting in October. They changed many of the federation documents to make them easier to fill out. They also looked at what federations are about to give the new people a historical perspective of what federations were in the past and what they are now. This gave the coordinators a better idea of what they're supposed to be doing and how they can be better coordinators. Johnson mentioned that the Lewistown Public Library is looking at forming a library district, but they're doing it slowly and cautiously because the process has turned out to be more difficult than what they had anticipated.

### **Administrative Rule Changes**

Strege stated that every two years the State Library is required by state law to review its administrative rules. Strege's suggested changes are almost all deletions. Under Agency Organization, Strege suggests removing all references to the advisory council, as the Library does not have an advisory council at this time. The organization chart has been redone to show how the Library programs have been reorganized. Atchley suggested a straight line be added between the State Librarian and the Commission. Under Procedural Rules the references to granting funds under LSCA were stricken because the



process is no longer in use and Limited and Open Competition for LSCA Grants was also stricken. The Appeals Process for Denial needs to be rewritten to restructure the independent review committee and remove the reference to the advisory council. Strege will rewrite that for review at the next commission meeting. Page 8 Library standards-no changes to this. The section dealing with grant programs and application procedures has been deleted because the likelihood of the Library receiving funds in excess of \$500,000 is very slim, so the rule is unnecessary. Commissioner Johnson said that to maintain consistency "up to \$500,000" in 10.102.5102 should also be taken out. The Prioritization of Grant Applications can be deleted because it also refers to amounts received over \$500,000. State Library Services are now in policy instead of rule, so those sections can be stricken. The Scholarship Program section can be deleted because the Library hasn't had such a program for a number of years. The Depository Procedures for State Documents section needs to be worked on, but that probably won't be done until next year. If the Commission approves the proposed changes to the rules they will then go through a formal hearing and adoption process. Library policies probably need to be reviewed again because it's been two years since that was last done.

### **Action Items**

Bergeron made a motion to accept all the Federation Annual Reports; Garvey seconded the motion and the motion passed unanimously.

Laird moved to set next year's commission meeting dates as February 13, April 10, June 12, August 7, October 9 and December 11. Bergeron seconded the motion and it passed unanimously. Strege will confirm that the Commission will be welcome at the PNLA conference in Missoula in August and at the Havre Hill County Library in June and inform the Commission at the next meeting.

The Commission made changes to the proposed Internet Services Policy. The first paragraph under email can be deleted because the confidentiality and privacy rights of library users are already addressed in the beginning of the policy. In the second paragraph under email, the word guaranteed needs to be changed to guarantee and add the word employee in front of the word email. "Unsolicited mail, or spam, should be deleted immediately. If delivery of spam persists, the System Administrator or State Information Security Manager should be contacted" should replace the final paragraph under email. Under the Internet Filtering section, paragraphs one and two should be deleted and replaced with "The State Librarian shall seek appropriate exemptions to the Internet Filtering Policy in order for the Montana State Library to accomplish its mission as an information provider and technology consultant." The second to last paragraph can also be deleted. Morton motioned to adopt the Internet Services Policy with the noted changes made. Garvey seconded the motion and it passed unanimously.

Laird moved to adopt the changes to the Administrative Rules with the following changes: fix the organization chart to show a straight line between Strege and the Commission and remove "up to \$500,000" from 10.102.5102. Bergeron seconded the motion and it passed unanimously.

Garvey motioned to accept the preliminary FY02 LSTA budget. Bergeron seconded the motion and it passed unanimously.

Laird moved to accept the leave of absence without pay request from Strege. Atchley seconded the motion and it passed unanimously.

### **Library Literature Sampler**

The sampler includes an article from Bridgett Johnson, the director of the Lewistown Public Library, about the response of libraries to the tragedy of September 11 and articles about NRIS and its interactive website. There is also an interesting article about a librarian who was told by a public official that library confidentiality laws could be ignored because the nation is in a state of war. The library director asked the State Library for help in dealing with this. Strege spoke with an attorney and was told that unless the Governor of Montana issues an emergency order that suspends certain laws, that all laws in Montana still in force.

### **Other Business and Announcements**

Commissioner Johnson announced a reception hosted by the Commission in the staff room immediately following the meeting. The commission members expressed their appreciation to Johnson for his service as chairperson.

The meeting was adjourned at 2:45.