

**Montana State Library Commission
Meeting Minutes for April 23, 2003
Butte, MT**

Attendees:

Commissioners: Ralph Atchley, Bruce Morton, David Johnson, Gail Staffanson, Linda McCulloch, Rosemary Garvey

Staff: Karen Strege, Darlene Staffeldt, Jim Hill, Barbara Duke, Tracy Cook, Suzanne Reymer, Bruce Newell

Visitors: Bette Ammon, Dorothy Laird

Ralph Atchley called the meeting to order at 1:15 pm.

Approval of Minutes

There were no changes or corrections to the minutes. Linda McCulloch moved to approve the minutes from the February commission meeting and from the April teleconference. Rosie Garvey seconded the motion and the motion passed unanimously.

State Librarian's Report

Karen Strege explained about a CD-Rom settlement that involves several states including Montana. The attorney generals from about 40 states sued music companies in federal court for allegedly conspiring to inflate the price of CD-Roms. As part of the settlement, the companies will give each state music CDs to distribute to consumers and it was decided that libraries would be a good place to distribute these. MSL has worked with the Montana's attorney general and the distribution will happen some time in the next six weeks. All libraries in the state were asked to certify to the State Library that they would circulate the CDs to the public and about 65 librarians responded. Strege thanked McCulloch and OPI for their help with the arrangements.

The State Library applied for a grant from the Institute of Museum and Library Services to fund six scholarships at \$20,000 each for Montana residents to attend library school. Another \$80,000 was to help offset two year's of local costs for libraries that agree to hire the graduates. The grant awards will be announced on October 15, 2003. Strege is very hopeful that Montana is one of the states awarded a grant since Montana is the last among the states and U.S. territories in the number of professional librarians in public libraries per capita. Sue Jackson and Tracy Cook worked very hard to get the application submitted and Strege thanked them for their efforts.

Anastasia Burton has started work on the marketing campaign to promote libraries in the state. One of the PSAs is done and will have its premiere showing at the membership meeting on Friday morning. Another man and a woman are still being sought to complete the roster of celebrity announcers.

Strege reported that she attended the Broad Valley's federation meeting, but had to cancel plans to go to the South Central and Tamarack federation meetings because of an amendment introduced in the legislature that would eliminate NRIS. She will be going to Henderson, NV for the Western Council meeting early in May and the BCR board meeting in Denver later in the month. She has annual leave scheduled for June 20 to July 7. She has also been asked to participate in a panel discussion on the future of state libraries at the Pacific Northwest Library Association in August.

Strege said farewell to three of the finest commissioners she's had the pleasure of working with - Rosie, David, and Ralph. Rosie and David were appointed by Governor Racicot and reappointed by Governor Martz and have been on the commission for six years. Ralph was appointed by Governor Martz and has been a commissioner for just under two years. He has taken a job with the Bureau of Land Management in Wyoming. Strege thanked the commissioners for their hard work and dedication to Montana's libraries.

Program 1

Darlene Staffeldt added her thanks to the commissioners.

Staffeldt provided the commission with the 2002 collection management honor roll. The scroll with the names of the libraries that qualified will be at the State Library's display and Atchley will read the names at the awards luncheon on Friday.

The digital recording equipment was installed in the Talking Book Library yesterday and training started today. Montana is the first state to have the equipment installed.

The Library and Information Services Department has been producing some Montana-specific bibliographies highlighting resources from our collection and state agency web pages. They have had an increased number of ILL requests from state employees lately, including many from Fish Wildlife and Parks in the Glacier area.

Program 7

Jim Hill reported that web site user sessions have increased to 2,000 per day, averaging 13 minutes per session, for a total of 424 user hours per day, and these numbers will probably continue to climb. NRIS had been serving about 1,700 mediated requests per year over the last several years. Over the last three months, mediated requests have averaged 550 per month. If the trend continues, staff may not be able to keep up with all the requests. Better web services may need to be developed so people can be referred to those.

One project that is taking off is the water quality monitoring sites assimilation. With this information, the various state and federal agencies that collect water quality information will be able to tell what data has already been collected and avoid duplicating the research. NRIS now has 27,000 water quality sampling site locations and 84,000 water quality metadata records in the database, providing information such as who sampled the sites, when they sampled them, and what the findings were.

The Natural Heritage Program has been working with FWP to get an animal field guide out on the web. It is expected to be just as popular as the plant field guide that has been out on the website for some time. Heritage staff provided much of the content and FWP provided much of the programming to make this happen.

Catherine Love and TJ Abbenhaus, NRIS programmer/analysts, presented a poster on the Surface Water Supply Index (SWSI) at the multistate Intermountain GIS Conference in Coeur d'Alene and it took top honors. The poster represents 10 years worth of data in the NRIS database that has been consolidated from a lot of different sources. Hill pointed out that all the information on the poster is database driven and Duane Anderson deserves credit for his contribution.

Hill explained the amendment to HB2 to eliminate NRIS that Strege had referred to earlier. All NRIS' current projects are published on the website and one of Heritage's projects, which was

requested by the Department of Transportation, involved the sensitivity of bats. The chairperson of the committee thought it was a study was silly and drafted the amendment to eliminate funding for NRIS. Some serious lobbying took place over three days and the chairperson was convinced that a better approach would be to allow NRIS to report its activities to the interim finance committee for the next two years.

At the teleconference call in April, the commission asked Hill to supply budget figures for the revised IT plan. He provided a draft of the figures, but noted there is additional work to do. Sections 1, 2, and 3 develop the plan to have the IT infrastructure and the ability to support that infrastructure physically located and maintained at the Library by library staff. These sections are the same as presented at the teleconference call. Section 4 begins the analysis of what the plan will cost. The server room needs better air conditioning, flooring, and security. Those fixes are underway and not included in the budget figures in the draft. The server room doesn't have fire protection or back up power and it's estimated that it will cost \$22,000 to install. Connectivity is another issue. Right now we depend on a single connection to the Internet that's provided by the state. It's relatively cheap to add a second line, but there is a \$200/month maintenance fee for as long as you have the line. The big item is the addition of the storage area network, which would provide much better redundancy. The plan is to add the SAN using FY03 funds and increasing the capacity of the network in FY04/05 and also adding the ability to cluster the servers, which reduces the potential for a failure because one server can pick up if another one fails. The capacity would again be increased in FY06/07. The cost for the SAN would be \$170,000 in the long term.

The staffing issue is a combination of supporting the multiple environments and running a 24/7 operation. We have to look at ensuring that operations are covered during non-normal working hours.

The cost for phase one which would be paid for with FY03 funds is about \$60,000 and Hill has that available. FWP has said they will provide some funding. Hill feels we are capable of implementing a robust system using our current budget. The figures demonstrate that it is feasible to make this happen. The next step is to take the plan to ITSD for their input. Our formal IT plan will also need to be modified and sent to ITSD for approval. This need to be done soon; there is a very short time frame to get the first part of the plan accomplished.

Hill thanked Duane Anderson for his research to find the costs.

Legislative Update

Strege said that April 2-7 were stressful days at the Library as staff tried to understand the motivation behind the amendment to eliminate NRIS. She said the hearing seemed to be almost a joke, with lots of laughter and jokes about bat sensitivity.

The budget bill, HB2, is in conference committee. An important revenue bill is stalled in the Senate. Even though the budget is not yet decided, all other bills of interested have either failed or been tabled. The Library's budget is the same as it has been for the past several weeks, including the funding for the database and most of the funding for the per capita/per square mile. Interlibrary loan reimbursement and federation support have been significantly reduced. Strege will keep the commission and the library community updated as the session wraps up. A conference call will be scheduled if any major decisions need to be made on MSL's budget.

Strege thanked everyone for the support given during these difficult times. She thanked those people who made phone calls because they do make a difference.

Atchely mentioned that Montana is not the only state facing budget problems. Colorado wants to sell its state buildings and then lease them back because that would give them enough money to get by for two more years. Johnson added that the Colorado Commission for the Arts budget was cut from \$2 million to \$100,000, effectively eliminating the program.

Telework Policy

Strege said that two staff members had requested to work from home, creating the need for an agency telework policy. There is no specific state telework policy, so Strege and program managers put together a policy based on state guidelines. Strege urged the commission to approve the policy today. Employees will work one-on-one with his or her supervisor to decide if telework is an option. In most cases, employees would not work exclusively from home; they would be required to come into the office for at least a portion of the week to talk face-to-face with coworkers and keep the lines of communication open. Employees who telework are still covered by worker's comprehensive coverage, so the Library has a vested interest in making sure the home work area is safe.

Staffanson asked if employees would be allowed to telework from another state. Strege said situations would be evaluated on a case-by-case basis to determine if it's in the agency's best interest to allow an employee to telework. This policy is not carte blanche to allow every employee to work from home.

Atchley asked who would do the inventory control for state equipment used at an employee's home. Strege replied that there is a form that would be filled out with the serial numbers of any equipment used outside the office. Atchely also asked about security and how to protect against an employee bringing a virus into the state system. Hill said there are employees who take files home to work on now, and that the state has very good protection because they are under constant attack. Certain kinds of files can't be brought into the state system.

LSTA Reports

Bruce Newell thanked the commission for the important work that they do and said he was sorry to see Atchley, Garvey and Johnson go.

OCLC enrollment is going ahead as planned. OCLC worked in good faith with MSL and froze its prices for everyone for this coming fiscal year and didn't hold MSL to the escalated contract amount. The contract was restructured so that the smallest libraries can sign up for only \$200/year.

Newell is waiting to see what the legislature does, and to get the nod from Karen, but he anticipates issuing an RFP in June or July for the magazine database contract.

A shared catalog televideo conference is scheduled to be held in Helena, Missoula, and Billings. One of the biggest problems with the shared catalog is bringing everyone together without everyone having to do a lot of traveling, so Newell is going to see if televideo works well for them.

The MLN Gateway may have to move off of the server it is housed on because of some alleged instability it is causing. If that does happen, it is hoped the move is seamless and goes unnoticed.

The Networking Task Force is scheduled to meet on April 30.

Newell is traveling to the OCLC Western Director's meeting in a couple of weeks and then to the OCLC Members Council meeting. He and Sarah McHugh are then doing a weeklong tour through the eastern part of the state.

Federation Coordinator's Report

Staffeldt reported that the deadline for the plans of service was postponed until May 23 due to budget uncertainties.

Bette Ammon reported that the Tamarack Federation held its spring meeting and 38 librarians attended, nine were from school and special libraries. Old newspaper racks and shelving from libraries in Missoula were brought to the meeting and given away. Darby is breaking ground in May for their new library. The collection management policy was developed and Staffeldt said it was excellent and would be approved and shared with the other federations. Tamarack is only having one meeting next year to cut expenses, but they have decided that it is important to meet no matter what.

Staffeldt and Suzanne Reymer attended the Sagebrush federation meeting. They also plan to continue meeting regardless of the financial situation. They are working on their long-range plan as best they can without knowing what the budget picture is.

Johnson attended the South Central meeting and said Reymer did a great job of updating everyone on the legislative news. Ideas for training and offline were discussed. People had interesting suggestions for getting the community involved in giving technical assistance to small libraries.

Pathfinder and Golden Plains haven't met yet. The next Offline conference will be in Glasgow and Tracy Cook is gathering ideas of what topics people would like to see covered.

Third Quarter Financial Reports

Kris Schmitz couldn't attend the commission meeting, but everything is on track. There will not be a report at the meeting in June because that falls right before the end of the fiscal year.

Election of Officers

Strege spoke with Al Randall before the meeting and he agreed to act as chairperson. McCulloch nominated Randall as chairperson. Morton seconded the nomination and it passed unanimously. Garvey nominated Staffanson as vice chairperson. Morton seconded the motion and it passed unanimously.

Commission Goals & Objectives

Garvey reminded everyone that the commission reception is at 6:00 on Friday in the ballroom.

Action Items

Johnson made a motion to adopt the proposed telework policy. Staffanson seconded the motion and it passed unanimously.

Staffanson made a motion to accept the third quarter financial reports. McCulloch seconded the motion and it passed unanimously.

Library Literature Sampler

Strege reported that the Governor appointed Catherine Love from the State Library to be a member of the Drought Advisory Commission.

Included in the literature sampler is OCLC's Library and Information Center Report: "Five-year Information Trends," which is a good summary of current thinking about libraries and what their future is. Most of the rest of the material are about budget cuts to state libraries and how that will impact local libraries. There is a nice article in the Terry Tribune about their librarian being certified by the State Library.

Other Business & Announcements

Staffeldt spoke with Schmitz, but there is no new legislative news to report.

Strege presented outgoing commission members with engraved clocks on behalf of the State Library. She told Atchley she appreciates his sense of humor and his advocacy for libraries. She said she was fortunate enough to attend ALA Legislative Day in Washington, DC with Atchley last year and that he did a magnificent job representing the State Library. He also testified in front of the legislature for MSL's budget and did a great job.

McCulloch presented a clock to Garvey, who has been on the commission since 1997. Garvey is the principal at Ramsay School and has made sure that the State Library is involved in school libraries. She asks pertinent questions about the operations of the Library and helps staff clarify and communicate strategies. She will be missed. Garvey said she has developed a real respect for libraries in her years on the commission and told Strege she is doing a good job administering the State Library.

Morton presented a clock to Johnson and expressed his own, the commission's and the State Library's esteem and appreciation for six years of dedicated and thoughtful service to the library community. Johnson said he has had twinges about wanting to stay, but feels it's a good policy to have new people come on board. He thanked Strege and the entire staff of MSL, who are all so energetic and excited about what they do. Despite the budget woes, the staff has continued to hang in there and he is sure they will continue to do so.

Atchley said that contrary to what some legislators may think about state employees, MSL is staffed with many fine individuals and it has been a pleasure to work with such dedicated professionals. He added that he would miss working with the staff.

McCulloch announced that a bill has been passed to award honorary high school diplomas to veterans who did not complete high school due to their service in the armed forces. She suggested that public libraries might be a good place to help get the word out. Families can request a diploma even if the veteran is deceased.

Meeting adjourned at 2:50 pm.