

Montana State Library Commission
Meeting Minutes for April 25, 2004
Bozeman, MT

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Attendees:

Commissioners: Bruce Morton, Al Randall, Caroline Bitz, Gail Staffanson, Linda McCulloch, Toni Broadbent, Don Allen

Staff Present:

Karen Strege, Darlene Staffeldt, Jim Hill, Sue Jackson, Barbara Duke, Bruce Newell, Suzanne Reymer, Sarah McHugh, Tracy Cook, Bob Cooper

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Visitors:

Bette Ammon, Bernadine Abbott-Hoduski, Debbie Schlesinger, Cheri Bergeron, Honore Bray

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Announcements and Approval of Minutes

The meeting was called to order at 3:05.

Strege introduced and welcomed Mary Chute, the deputy director of IMLS.

Bette Ammon announced there would be panels every night the week of May 17 in Missoula in honor of the 50th anniversary of Brown vs. the Board of Education. She also reported that beginning in May, four libraries in the Montana Shared Catalog would be involved in a pilot program to share resources. The partner libraries will allow and encourage patrons to place holds on materials at other partner libraries.

Strege made some changes to the agenda. The PEEL scholarship and the Gates Grant items will be discussed after Strege's report rather than later in the afternoon.

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Staffanson said that on page 6 of the February meeting minutes Doug Perkin should be changed to Doug Ferkin. Allen made a motion to approve the February minutes as corrected. Staffanson seconded the motion and it passed unanimously. Morton made a motion to approve the March teleconference minutes. Staffanson seconded the motion and it passed unanimously.

State Librarian's Report

Strege said that she did not have a written report this time. She showed the Commission a brochure that is being distributed to libraries throughout the state. Library staff wrote the text and the Gale Company did the layout and printing. The Library would never have been able to afford such a quality brochure without Gale's help, so Strege encouraged people to visit the Gale booth at MLA to thank them. Strege also showed the Commission the PEEL program brochure that Anastasia Burton coordinated.

Strege reminded the Commission that a space needs study was done last year, but the plans were shelved because of budget constraints. FWP currently houses six employees at the Library and would like to house up to 11 more people because they do not have other space available. Strege and Jim Hill met with Chris Smith, the Chief of Staff at FWP, and Janet Hess-Herbert to engage in a planning process. In reviewing the library's space, the group decided that the Library might have enough room to accommodate more FWP employees. The original plans call

for moving TBL's collection downstairs and moving all the people upstairs where they would have a better working environment.

A planning committee composed of seven MSL staff members has been established and has met twice. A staff survey asking about office space and equipment needs, which staff members need to be in close proximity to each other and people's cherished hopes and worst fears was distributed to all employees and a subcommittee is interpreting those responses. Another subcommittee is looking at collections and whether or not there will be room for state and federal documents and the TBL collection downstairs. FWP is having similar discussions about space needs at their agency. The sections most likely to be moved to the Library are GIS and web development.

Strege will meet with FWP again in May to see if their needs coincide with the Library's and, if so, a building plan can be developed. The state owns the Justice building, so General Services would need to be involved with planning if we move forward. The architectural plans will need to be updated since things have changed since they were completed. Allen asked whether there would be a limit to how much space FWP would be assigned. Strege explained that the Commission and FWP would sign an MOU stating the limits on their space, how long the arrangement will last, and what part of the rent they will owe the state.

Strege also attended the Sagebrush and South Central federation meetings to explain the proposed federation changes to members. Most people at the meetings were supportive of the changes.

MSdL

Hill's report was an update on the digital library and a response to Mary Bushing's evaluation of LISD. Bushing concluded that the Library does not have the resources to keep one foot in the traditional library world and one in the virtual library world and she feels quite strongly that the State Library needs to reduce some of the traditional services provided to free resources for electronic services.

Hill presented a draft of a document outlining the course he feels the digital library needs to take in response to Bushing's report. The document is a work in progress and Hill welcomed input from the Commission at any time. He said that it is a given that the Library would be reducing traditional library services and we have been making progress toward more electronic services for some time. The schedule for transition, however, is still fuzzy and will become clearer as more discussions take place.

Hill said that the Digital Library has a number of projects to choose from to make best use of its resources. Electronic state publications are not being handled well. Many agencies are not aware of how to publish electronically, so the methods and results vary greatly. Hill thinks the Digital Library needs to set some standards and provide some training to agencies on publishing electronically so it is easier for us to assimilate the information and move it into our clearinghouse. Software to make the process efficient and affordable will need to be purchased.

Another possible project involves electronic information loss prevention. Hill commented that Web pages are often published one day and taken off the Internet the next without regard to the historical information that might be lost. For example, when an administration change takes

place, the Secretary of State's website is likely to be completely wiped out and replaced by a new one. In some cases the information published on the website is not made available in any other format and no one is capturing the information. The Illinois State Library is working on technology that would allow them to capture information from Web pages on a routine basis and put it in a safety net database so the information is not lost. IMLS has provided the Illinois State Library with funding to share this technology and provide software and technical support to other states that sign up with the intention of eventually taking over on their own. Hill thinks that MSdL should participate in this project. There are no extensive upfront costs involved. The downside is that this is just generalized web content and there is no guarantee that the documents captured would be of any concern to us, but the good outweighs the bad.

Hill commented that the MSdL web presence needs work. The various sites within the Library's Web page - LISD, NRIS, and MLN - look and act differently from each other. There have been efforts made to standardize the pages, but more work needs to be done. Along with that, the information discovery tools are not well integrated and they do not look or act the same. There are some overlaps and gaps in what the tools accomplish. Time needs to be spent refining the tool set as well.

Hill thinks that MSdL should be the standard setter as to how documents are published, how state databases are exposed to the Web, how metadata is generated, and how Websites are optimized so search engines can find information. Marketing MSdL is imperative. People need to know they can come to this agency to find resources and policymakers need to know funding is necessary to make the organization useful.

MSdL has two vacant positions, in addition on June 30, Suzy Holt will retire. The position descriptions will be rewritten to best address the kinds of projects anticipated for the future and one of the positions will be rewritten to provide additional information technology support. Hill hopes to get Holt's position filled quickly so the manager hired can assist in filling the other positions.

LDD

Staffeldt reported that she and three TBL staff members are going to Rapid City for a regional national conference.

Libraries that meet the criteria of having at least 50% of its collection in the OCLC catalog, have an approved collection management policy on file with the State Library, and continue to update their collections are placed on the collection management honor roll. The names of the 2003 members will be read by Randall at the award luncheon and the certificates will be passed out at the booth.

MLN

Newell reported that we have negotiated a contract for the new catalog with OCLC. Included will be a much speedier interface to WorldCat. Because LaserCat will no longer be available, there will be a need for training on CatExpress this coming year for those librarians dependent on LaserCat for resource sharing and cataloging. Reymer mentioned that one reason librarians are so reliant on LaserCat is that it can be done offline, unlike CatExpress or ILL Web. Some of the smaller libraries have only one computer with Internet access and that computer is in

constant use by patrons during open hours. Newell acknowledged that the switch would present some challenges.

Deadline for applications for enrollment for libraries asking for LSTA funds to join the Shared Catalog is May 3. Recommendations will be made at the June meeting. Newell thanked Sarah McHugh and Mike Price for their work on the Shared Catalog and OCLC enrollment.

Legislative Proposals

The deadline for new legislative proposals is April 30. Strege presented three proposals for the Commission to consider and rank according to importance before they are submitted to the Governor's office.

The State Library is working with ITSD, the Secretary of State's office, the Historical Society and the Law Library to review statutes that deal with state publications and documents. Draft legislation that would strengthen and modernize the language dealing with state publications is ready to submit to the Governor's office in September. This is to clarify the role of the State Publications Center in a digital environment and to address minor concerns raised in our audit. This is a housekeeping bill and there is no fiscal impact associated with this legislation at this time. The legislation will affect other state agencies, so they will need to be consulted as the process advances. Representative Bernie Olson of Lakeside has agreed to sponsor the bill if he is reelected.

The second proposal is to update library federation laws. The purpose is to update current statutes to change the way in which federations are established and governed. The proposed legislation eliminates the requirement for a headquarters library and the contracts between the board of trustees and member libraries. The bylaws adopted by federation members would govern coordinator selection, so it would be a self-governing organization.

The third proposed bill concerns public library districts. The purpose of this legislation is to clarify the establishment of public library districts. There have been problems with the law passed in 2001, so Strege suggested putting in a placeholder for potential legislation to clarify the law. This is a housekeeping bill with no fiscal impact.

Executive Planning Process Priorities

Strege presented five budget proposals for FY06-07. They are not in priority order.

Proposal one is to restore state funding for libraries. The State Library took cuts in per capita, per square mile, ILL, and federations in the last legislative session and this proposal would ask that those funds be restored.

Proposal two is to improve the State Library's services to local libraries by restoring operational funds. A position that provided a variety of services to the LDD department was cut and now professional staff members have to do clerical work, which results in an inefficiency in funding and a loss of productivity. This proposal would ask for that position to be reinstated.

The third proposal is a funding shift to use state funds rather than federal funds to pay for two of the three technology librarians. This would free up LSTA money to be used on other projects. We have requested the funding shift in the past, but it has never been approved.

Proposal four is to restore NRIS and Heritage funding for core services.

Proposal five is to restore the materials budget.

Strege and Schmitz met with Chuck Swysgood, the state's budget director, who advised them not to spend a lot of time on any proposals asking for money because the state budget will probably not support them.

PEEL Scholarship Committee Recommendations

Jackson reported that the PEEL Advisory Committee met on April 7 to review 28 scholarship applications. The applications were of high quality and the decisions were difficult to make. Twenty applicants were dropped from consideration and the committee recommended to the Commission that they delay deciding among the remaining eight until it is known which applicants were accepted to library school. That information should be available mid-May. The committee will then meet again and make scholarship recommendations to the Commission based on which applicants were accepted to library school. Depending on how many of the eight were accepted to and the amount they are requesting for tuition, which varies widely, the committee may consider the possibility of holding some of the money and using it for scholarships next year. Jackson asked the Commission's approval to notify the 20 applicants who were not awarded scholarships and to notify the eight people who are still in the running and request that they inform the State Library of their acceptance as soon as possible. This is an action item later in the meeting.

Strege thanked Jackson and the committee for the comprehensive job they did.

Gates Grant Committee Recommendations

Jackson said that the Library received 60 applications for Gates Grants. The review committee was composed of four Networking Task Force members. The committee met April 14 and chose 54 projects for funding or partial funding to recommend to the Commission. There is a possibility that some libraries may decide not go forward with projects if they did not receive full funding, so one library is being held as an alternate. Criteria used to rank the applications included poverty and persistent poverty within the applicant's county, whether replacement rather than additional computers were being requested, and whether the requests were for connectivity upgrades, which received priority. With the Commission's approval during action items, the 54 libraries will be notified of how much they will be awarded, how the funds can be used, and be asked if they want to accept the grant.

ARMs Rule Changes Update

An ARMs rule hearing was held on April 19 with Jim Hill presiding. There were no outside attendees. We have to allow 10 days after the hearing to receive any comments or opinions and respond to those if necessary. The amended rule will then be published and take effect.

Federation Coordinator's Report

Staffeldt reported that she and Strege have met with five of the six federations to present the proposed legislation changes and Strege will attend the Pathfinder meeting on May 9. Most members accepted the changes and agreed to give them a chance. The Plans of Service will be presented at the June meeting.

Financial Reports

Hill said that there is a projected surplus in personal services for MSdL because there are some vacant positions in LISD. There is a temporary worker on duty now, so some of the funds will be used there, but Hill is not sure all of the surplus will be used. This biennium funds can be moved between personal services and operations, but there are pitfalls to doing so in a base year. There will be continued discussions in how to utilize those funds in the best way. Vacancy savings have been met. Other than the surplus, MSdL is on track with spending.

Staffeldt reported that LDD and TBL budgets are on target. The \$39,000 automobile repair and maintenance database was paid for this past quarter with funds collected from the Infotrac database. Some funds have been expended from the TBL trust for the server upgrade. The majority of the cost has not yet been expended because there are still some bugs to be worked out before the final payment is made.

Allen commented that the legislative audit was very confusing because it cannot be compared to any of the Library's financial reports. Strege said that she would have Schmitz explain the audit at the meeting in June. Strege pointed out that our audit was clean with no recommendations, which rarely happens.

Commission Goals & Objectives

Allen said he has been serving as a resource person for the Library Foundation in Billings. Parnly is thinking of combining a branch library with MSU-Billings. The building they have has fire code violations and those need to be fixed.

Broadbent mentioned that the L & C Library is being remodeled using TIF funding and the project is coming in under budget so far.

McCulloch has been visiting schools and school libraries as part of the Yellow School Bus Tour. The week before last, she visited the Flathead area.

Morton has been working on the marketing plan. He also participated in the Golden Plains Federation teleconference meeting.

Bitz read and reviewed 28 scholarship applications and attended the selection meetings as a member of the PEEL Advisory Committee.

Staffanson attended the Sagebrush Federation meeting. She added that she was in Glendive last week for a workshop and the Friends of the Library were putting on a luncheon, so she attended that.

Randall attended the Broad Valleys Federation meeting in Chico and the Tamarack Federation meeting in Whitefish.

Broadbent asked why the issue of federation changes is contentious. Randall said that the reason he, Strege, and Staffeldt have attended all the federation meetings is to explain the changes face-to-face. Members who attended the meetings had no negative feelings and were willing to give the changes an opportunity to succeed. Honore Bray from Anaconda said the

members of her federation are accepting of the change because they know a change is necessary for federations to survive. Randall said there are some concerns about losing federations and that the State Library is trying to take over, but that is not the case. Federations will still complete a plan of service that reflects regional needs. The federation checks will now come directly from the State Library, but that money cannot supplant local funds. Bergeron said the library community needs to speak with one voice and clear up any conflict before the legislative session.

Action Items

Broadbent made a motion to accept the PEEL Scholarship Committee recommendations. Staffanson seconded the motion and it passed unanimously.

McCulloch made a motion to accept the Gates Grant Committee recommendations. Morton seconded the motion and it passed unanimously.

Morton made a motion to accept the legislative proposals in the order presented. Allen seconded the motion and it passed unanimously.

Strege said her recommendations for the EPP priorities are: 1) shift funding for two technology librarians from federal to state funds which would free up about \$125,000 over two years for other LSTA projects, 2) restore funding for ILL, 3) restore funding for library federations, 4) restore the clerical position for LDD, 5) restore the materials budget, 6) restore NRIS funding, and 7) restore per capita/per square mile funding.

Allen made a motion to accept the proposals Strege presented them. Bitz seconded the motion.

Allen asked why Strege chose the funding shift as her #1 priority. Strege said she selected that as #1 because it would be the most difficult to get and the amount of money involved is the largest. Taking State Library operations off federal money would provide funds for statewide or individual library projects. Staffeldt added that the statewide consultants are very important and have a lot of support from the library community. Randall said he thinks we should ask for the restoration of federation, ILL and per capita/per square mile funding as the top priority rather than asking for new money. Morton asked in which ways the State Library is weaker today than it was two years ago. Strege said that losing the position in LDD hurt the Library by requiring professional staff to perform clerical work. The materials cut will hurt more down the road as MSdL purchases electronic and more expensive publications. Hill added that NRIS and Heritage took cuts in their equipment budget. They were able to recoup some of those losses from their core agencies, but Hill said he does not expect that they will want to pay for the same services several times over. Strege said the reason she put the per capita/per square mile restoration as #7 was because the cut was so small. The ILL impact is not known yet because checks have not been cut so the reductions have not been felt. McCulloch said she would be reluctant to put the funding shift as the first priority. In the last legislative session, bills were passed to move certain things off state funding and onto federal funding, as the teachers' retirement, and legislators are unlikely to shift the consultants to state funding since they are already being paid for with federal money.

Allen withdrew his motion.

Morton made a motion to put the proposals in order as follows: 1) restore ILL funding, 2) restore federation funding, 3) restore per capita/per square mile funding, 4) funding shift, 5) restore the funding for the clerical position in LDD, 6) restore materials budget, and 7) restore NRIS/NHP funding for core services. Allen seconded the motion and it passed unanimously.

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

Library Literature Sampler

There will be an election on forming a library district in the Stevensville area.

There is an article about the Lincoln County Library offering an auto repair manual.

Senator Burns visited the Big Timber Library.

There is an article about Debbie Schlesinger retirement.

NRIS got some press coverage in *The Big Sky*.

The Montana State Library was highlighted in *American Libraries* and our bookmark was reprinted in the article.

Other Business & Announcements

The next meeting will be June 9 in Helena.

The meeting adjourned at 6:00.