

**Montana State Library Commission  
Meeting Minutes for August 18, 2004  
Helena, MT**

**Attendees:**

**Commissioners:** Bruce Morton, Al Randall, Caroline Bitz, Gail Staffanson, Cheri Bergeron, Toni Broadbent, Don Allen

**Staff Present:** Karen Strege, Darlene Staffeldt, Kris Schmitz, Barbara Duke, Sue Jackson, Jim Hill, Sue Cripsin, Bob Cooper, Tori Orr, Christie Briggs, Darlene Patzer

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**Visitors:** Bette Ammon, Anita Scheetz, Debbie Kramer, Peggy Guthrie, Mike Burke

The meeting was called to order at 8:35.

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**Discussion of Replacement of State Librarian**

The Commission went into executive session to discuss the replacement of the state librarian.

**Announcements and Approval of Minutes**

Jim Hill introduced Tori Orr, the new manager of information services. She has degrees in literature and library and information science and brings the right combination of library skills and technology to the job. She has worked in the information technology business for the past 10 years. Orr thanked the Commission for the opportunity to work at the Library.

Sue Crispin introduced Darlene Patzer, Heritage's new finance and office assistant. She worked for the Federal Reserve Bank for 16 years before joining Heritage.

Kris Schmitz introduced Mike Burke from the governor's budget office. He replaced Mark Bruno as our new budget analyst.

Bergeron noted the McCulloch should be added as an attendee at the July special meeting. Morton made a motion to accept the minutes from June and July with the addition made. Bitz seconded the motion and it passed unanimously.

**State Librarian's Report**

LISD staff have been working hard to deselect materials. Strege reported that people who would like to take deselected materials or topo maps back for their libraries are free to help themselves.

Strege will attend the Fall BCR meeting at the end of September.

The Library's EPP requests have been sent to the governor's office, but the governor has made no final decision. Two of the three legislative drafts have also been sent to the governor's office. The third one underwent a legal review and is now ready to be sent over. Agency presentations on the proposed legislation will be on September 13 and 14. Strege will meet with Jim Smith, Lois Fitzpatrick and Bette Ammon today to talk about legislative issues.

Position descriptions for Hill, Schmitz, Staffeldt and Strege have been sent to a consultant for revision and should be done before October.

Sara Groves has been hired as the Library's communications and marketing manager. She previously worked for ALA in the PR/marketing department and was instrumental in designing their "@ your library" campaign. She will start on August 23.

Currently there are three positions vacant in the digital library, and one agency-wide web manager position will be vacant in October. Strege has scheduled a meeting for tomorrow with Hill, Staffeldt, Orr and Duane Anderson to discuss how best to fill the vacant positions. The goal is to define where the Library wants to be in two years and what staff needs are necessary to get us there. Strege invited Commission members to participate in the meeting and Morton volunteered to join the discussion by phone. Strege will update the Commission by email after the meeting.

ITSD gave approval to purchase a server to be located at the State Library for the Shared Catalog. The approval took four months of discussion between ITSD and Library staff.

#### **LDD & TBL**

The Fall Workshop is coming up. State aid checks will be sent as soon as standards are verified. Federation checks based on federation plans of service will also go out soon.

The Shared Catalog server has been ordered and should be operating by the end of October. Several libraries have been added to the shared catalog. Anita Scheetz expressed her appreciation to the State Library and the Commission for providing smaller libraries with the means to offer so many services to their patrons that they wouldn't be able to afford on their own.

David Whittall, a consultant from the National Library Service, visited TBL. He met with Strege and Staffeldt and said that TBL staff is doing a great job. One recommendation he made is that TBL do a quarterly newsletter rather than just two a year. NLS will be doing a nationwide outreach campaign and TBL hopes to tie in with that to increase awareness of its services.

#### **MSdL**

Jim Hill went to the ESRI User conference in San Diego. ESRI is the vendor for the GIS software NRIS uses. ESRI has a new licensing strategy coming out which will likely affect how NRIS licenses its software. Currently NRIS gets great prices from ESRI, and Hill is not sure how the change will affect the budget. He will update the Commission at its next meeting. Governor Martz also attended the conference and gave a speech at the pre-conference gathering for policy makers and was interviewed for Directions magazine. She praised the work NRIS is doing at the Library and supported GIS in general.

Hill also went to the Joint Conference on Digital Libraries conference in June in Tucson. The conference focused on what solutions are being developed for digital libraries. There doesn't seem to be one good solution available yet, but Hill doesn't feel we can afford to wait for everything to get resolved. One of the issues MSdL is facing is the need to invest in some digital content management software as soon as possible. This is a huge decision to make that will affect MSdL for a long time, so a lot of thought needs to be put into it. Another issue to resolve is the programming environment. MSdL has a lot of individual programmers who work on their own. That needs to change to a team approach to developing applications so consistency is maintained and problems aren't created when employees leave. A direction needs to be defined to resolve the issue without becoming too restrictive.

Hill is inviting Jeff Brandt, the state's Chief Information Officer (CIO) and staff members for a grand tour so they understand MSdL's roles. A well-defined relationship with ITSD needs to be established. Hill will update the Commission and let them know if their input becomes necessary.

Sue Crispin demonstrated Heritage's new element occurrence information available on their website.

#### **LSTA**

Sue Jackson said that the LSTA projects are moving along. She will begin working on the 2003 stat grant report for IMLS soon. The next LSTA event is the Fall Workshop. Registration materials should be on the website by Friday. Tracy Cook is working on the Trustee Workshops, which will be held in Missoula in October and Billings in November. Jean Goodrich will be the speaker for the workshops.

The 50 Gates Staying Connected grant checks have been sent. There was enough money to fund the alternate project in Big Timber, also. The next step is collecting progress reports from the libraries.

Six PEEL scholarships were awarded and one was declined.

Strege commended Jackson for her excellent work on the Summer Institute, which was very well received this year. She pointed out the five letters of praise from participants that are in the library literature section. Jackson added that she had lots of help and that Sandra Nelson was wonderful. Schmitz pointed out that Jackson received employee of the year for the Library, also.

### **Financial Reports**

Schmitz explained that the legislative audit report starts with the general level and then moves to more detail in the second level. The only three funding sources the audit looks at are general fund, state special revenue and federal special revenue. The audit reports don't go into as much detail as do Schmitz's reports for the Commissioners.

FY04 was the end of the first fiscal year in the biennium. This is the snapshot year and will be used to build the FY06/07 budget. There were two changes at the close of the fiscal year. An operational plan change was moving the LSTA FY04 funds out of the grant category and into the operating budget for MLN. The other change was necessary because of language that should have been removed from House Bill 2, but wasn't. This caused the Library budget to be short funded this year and over funded for FY05, but the general fund amount will even out over the two years. Only \$211 of general fund money was reverted for FY04. NRIS had quite a few contracts that came up at fiscal year end that will continue into FY05.

FY05 is the HB2 startup budget and doesn't have any of the funds from FY04 that will carry into FY05. Those will be added on the FY05 first quarter report. The first part of the budget is broken down by categories; the next couple of pages break the budget into funding sources.

The new budget is due to the Governor's office on August 27. There are seven EPP proposals pending that request restoring funds. They can be included in the budget, but that doesn't mean they will be approved.

### **Building Remodel MOA**

The director of FWP gave his approval for the remodeling project collaboration at the State Library. FWP will pay about \$250,000 for the remodeling, and in return, will get rent-free office space for a specified number of FWP employees for 10 years. After the 10 years, FWP will pay rent to D of A at a per square foot rate. This agreement will allow all MSdL and FWP staff to be housed in the same area and will benefit FWP by providing them with pleasant working space on the Capitol complex where they can continue to work closely and cooperatively with NRIS.

A major part of the remodel will be moving the TBL stacks from their current spot to downstairs and making that area into office space. Some of the more frequently requested cassettes will be kept upstairs in the mailroom. The stacks area was never meant to house people, so the lighting, heating/air conditioning and flooring will need to be redone. Windows will be installed and skylights may be added later if the project comes in under budget. The downstairs conference room wall will be moved out to make the room bigger and the area of the Library open to the public will be outside the conference room. There will also be a storage area for the computer stations when they need to be moved out of the conference room so they won't have to be left in the public area. There isn't room for expansion upstairs, but the current area used for LDD/LISD staff members can be used in the future if necessary. Construction shouldn't cause too much staff disruption because the walls won't be moved until last.

The MOA between FWP and the State Library is still in draft format. It has passed legal review at FWP and the Library's attorney will also review it when he returns from vacation.

## **Policies Review**

There are no substantial changes proposed to the TBL Loan Policy.

There are substantial changes proposed for the Internet Use Policy. Strege reported that there have been more users coming into the Library and accessing sites on the Internet that aren't work-related. Other library patrons and employees have complained about the sexually explicit material some people are viewing. Strege spoke with Judy Meadows, the state law librarian, about their policy and she has used it for a model for the new policy for the State Library. The Historical Society doesn't have a formal policy, but they expect to adopt one soon. Strege will bring the issue up at the Roundtable discussion to determine whether there should be a uniform policy for all state agency libraries that offer Internet access to the public. The State Library is publicly funded, but it is not a public library. Strege pointed out that this policy would not work for every library, as each library has its own purpose and customers.

The proposed policy prohibits patrons from accessing pornographic or obscene sites on the Internet. Strege is not proposing censorship, but the State Library is here to promote state employees' work, not to provide public access to any kind of information. For the policy to work, staff will need training to apply the policy fairly and consistently to everyone. If the Commission doesn't agree to the draft policy, an alternative would be to purchase recessed monitors so computer screens are not visible to anyone else. There are also privacy screens, but they don't work very well. Morton suggested that if the Library's mission is to enable state employees to do their work, then the line referring to minors should be removed from the policy. He added that having Library employees define what is pornographic is amorphous. He suggested that employees bring abuses to the attention of supervisory staff, so a smaller group is making the judgment of what is pornographic and applying to policy consistently.

There are still nine more policies to review in the coming meetings.

## **Federation Coordinators Report**

Mike Hamlett was not present. Staffeldt reported that federations seem to be going well. Bette Ammon invited everyone to the Darby grand opening on September 23. Darby will also be hiring a new director soon. Several libraries in the Tamarack foundation have started to use the Montana Shared Catalog. Four libraries have formed a partnership, which allows patrons to place holds on books in participating libraries.

Debbie Kramer said that South Central has not had their federation meeting yet, but she hasn't heard a lot of negative feedback about the federation changes.

Anita Scheetz of the Golden Plains Federation reported that their members are fine with the changes. Initially, there were some concerns about counties cutting library budgets because they see the federation checks as additional funding, but the federation members now realize that is not legal.

## **Library Standards Update**

Kramer reported that the Library Standards Committee met twice and worked on updating the standards. The new standards will be a tiered structure. There will be essential standards, which are the standards that all libraries must meet to qualify for state aid funds. Kramer believes even the smallest libraries in Montana should be able to meet the essential standards. The next step is enhanced standards and the excellent standards. There will be a public comment period and the final draft will be presented to the Commission in December. Bitz commented that this will be a helpful tool for library boards to use to guide their directors. Ammon thanked Tracy Cook for all her hard work on the draft.

## **Commission Goals & Objectives**

Bergeron visited the remodeled Lewis & Clark Library, which will reopen after Labor Day.

Bitz spoke at a local service organization for national literacy month. She talked about the need for early childhood literacy and what libraries in Montana are doing toward that goal. She also visited the Lewis &

Clark Public Library last night. She also pointed out that her local library had 326 kids participate in the summer reading program.

Allen visited the Polson Library. He also spoke with Bill Cochran about the strike in Billings.

Randall visited the Polson Library and toured the bookmobile. He also visited the Thompson Falls Library and will be at the Darby grand opening. He encouraged other Commission members to attend.

#### **Action Items**

The Commission met this morning and interviewed Staffeldt for the state librarian position. She was offered the position and accepted it. Morton made a motion to appoint Staffeldt as the next state librarian effective October 15. Allen seconded the motion and it passed unanimously.

Randall commented that this has been a tough time, but this will be a smooth transition from one excellent person to another. Strege will announce the news on Wired and in a press release.

Allen made a motion to approve the FY04 4th quarter reports and FY05 operating budget. Bergeron seconded the motion and it passed unanimously.

Staffanson made a motion to approve the building MOA. Bitz seconded the motion and it passed unanimously.

Bergeron made a motion to accept the Internet policy changes with the removal of the last line of the disclaimer and including some grammatical fixes. Allen seconded the motion and it passed unanimously.

Bitz made a motion to accept the TBL policy changes. Staffanson seconded the motion and it passed unanimously.

#### **Library Literature Sampler**

There is an invitation from the Darby Community Public Library inviting the Commission to attend the grand opening of the new library. Several people wrote letters thanking the State Library and Sue Jackson for a great Summer Institute. There are two interesting articles from the New York Times about libraries. There is an article about Honore Bray's PEEL scholarship. There was also a press release about library statistics.

#### **Other Business & Announcements**

The next meeting will be October 13.

The meeting adjourned at 3:00.