

# Montana State Library Commission

## Meeting Minutes for February 2, 2005

### Helena, MT

#### Attendees:

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

**Staff:** Darlene Staffeldt, Kris Schmitz, Barbara Duke, Jim Hill, Sara Groves, Tori Orr, Sue Crispin, Bruce Newell, Bob Cooper, Christie Briggs, Sue Jackson, Sarah McHugh, Jim Kammerer

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**Visitors:** Bridgett Johnson

The meeting was called to order at 8:00.

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#### Announcements and Approval of Minutes

Randall thanked the Library Legislative Day committee and other Library staff for all the work they did preparing for the successful event. Members included Diane Gunderson, Sara Groves, Gerry Daumiller, Janet Hunter, Darlene Patzer, Bob Cooper, Jamie Harmon, and Bette Ammon. Bridget Johnson added her thanks to everyone and said she was impressed with the wonderful turnout.

Morton moved to approve the December meeting minutes. Allen seconded the motion and it passed unanimously.

#### State Librarian's Report

Staffeldt reported that she and Schmitz met with the legislative auditors. They will start the FY04-05 audit in March and be here for two weeks and then return in September.

Bids for the remodel were opened on January 27. Diamond Construction came in considerably under bid and it looks like they will be awarded the contract.

Two premiere librarians in the state of Montana have recently passed away. Inez Herrig, who was the Libby Public Library for 60 years, died in December and Elaine Stokes, former MSU-Northern library director, died last week. Montana will miss these wonderful librarians.

We've had two requests in the past two weeks for electronic mailing lists. One person accepted the offer of a paper copy or the link to the online directory, but one person has been difficult and won't accept those alternatives. Staffeldt sent him the language from MCA 2-6-109, which prohibits the distribution of mailing lists, but he was not satisfied with that and has said he will be speaking to his representatives. He is apparently with a marketing firm in Butte.

The Department of Administration approved our request to move to the broadband pay plan. Staffeldt, Hill and Schmitz will meet with Jim Kerins on Tuesday to finalize the job descriptions. Schmitz is crunching the numbers to see what kind of salary ranges can be offered. We have the money for the raises now, but we have to keep them within the level of what we can afford next fiscal year. The goal is to get everyone to market eventually. The pay plan is very close to going into effect and the Commission will be updated on the progress in April.

## Digital Library Updates

Hill reported that the screening of the applications for the NRIS project manager has been done and there are a few potential candidates to interview. The position is open until filled, so he's hoping some other good applications come in. Two rounds of interviews were done for the systems administration position. A candidate was offered the position and Hill negotiated with him, but he turned the offer down because of the money. Since then we have gotten another application in to screen and we should be close to filling the position. Interviews have been scheduled for the library systems support position. That position is also open until filled and applications will continue to be screened as they come in. The recruitment for the web application developer position has begun. The vacancy announcement has been posted on the job service website and some other free Internet sites, but we won't be using newspaper ads for information technology positions anymore because they are ineffective and expensive.

The Montana Land Information Act is a bill proposed by the Department of Administration for the Montana Geographic Information Council. The purpose of the act is to develop a way to collect and disseminate information about land characteristics of Montana. Hill testified in support of the legislation and it passed the Senate. However, Hill spoke with John Sesso, the sponsor of the bill in the House, about adding a one-line amendment to the bill saying that any data created or maintained as part of the Act should be provided to the State Library. After meeting with Bruce Morton and others, Hill decided to pull HB163, the bill to revise laws on state publications and their deposition, because of problems with the definition of a state document vs. a state record and the issue of adding university systems to the pool of agencies that are required to send their publications to the Library. The bill will be introduced at the next session in two years, and will most likely carry a fiscal note then.

The district highlights pamphlet that was sent out to all the legislators seems to have been a success. We received positive feedback from the 35-40 people who sent back the comment cards. All 50 legislative snapshots are available on the web to download.

The discussions about where to align the Heritage program continue. FWP has been expanding its program from being purely a game-oriented program to one including non-game species, and the more they do that, the more they overlap with Heritage. It needs to be decided if Heritage is best aligned with the Library, FWP, or perhaps the university system and that there is no duplication of effort. Allen commented that he would not be in favor of aligning Heritage with FWP because they are more of a political body.

Hill said that Orr had mentioned in her report that some staff members are pursuing educational opportunities and at a future meeting would like the Commission to consider whether the agency could assist in some way those seeking advanced training or degrees.

LIS staff remains very active in information access and dissemination. Hill pointed out that it was discovered recently that the statistics NRIS provides in the Commission packets have been inaccurate and there is a clarification in the report today. Mediated request statistics for Heritage were mistakenly being reported as NRIS requests. Web statistics are also missing from this report because Duane Anderson used to do those and his position has not been filled yet.

Sue Crispin said that Heritage had completed a report called Range-wide Status Assessment of the Long-Style Thistle for Burnett Land, LLC of Texas. Another project recently completed for the BLM was on the ecology and management of riparian forests along the Missouri.

## **LDD**

Cooper reported that LDD staff assisted with planning for Library Legislative Day. Staff has also been busy providing testimony and support materials for the proposed changes to federation and library district laws. At the beginning of the year, LDD staff began looking at the department's goals and activities and its strengths and weaknesses. One thing the department plans on doing is reviewing the current technology consultant model. These positions continue to be very popular with librarians and trustees. Cooper hopes to hone the positions to target the most vital needs of libraries and incorporate a stronger outcome-based evaluation component into their work to stay in tune with Montana's libraries. The department will also examine the role it plays in support of library federations and look at how they can encourage more collaboration among Montana's libraries. One thing Cooper intends to do is research how library development is handled in states with similar characteristics to Montana. LDD will also examine its role in support of MLN and other State Library activities. Cooper would also like to review the success LDD has had in applying for grants and target those resources to meet the most vital needs. Sue Jackson has done the majority of the grant work in the past. The four LDD members met in a two-day planning session with NTF and will follow up on a number of suggestions made in the meeting. They will look at the potential alteration of how staff provides libraries with technology support, review how feedback regarding the needs of libraries is obtained and addressed, and evaluate the training offered and how it is delivered and evaluated. Cooper added that Reymers continues to do a great job with e-rate support and Cook and Jackson continue to work on trustee training to improve the ability of library boards to effectively manage and advocate for Montana's public libraries.

The five people who were awarded scholarships in the first round of the PEEL grants are doing well. Two people had to drop out of the program, so two additional \$18,000 scholarships are available, and a press release has been sent out about that. No college seniors applied for the first round of scholarships, so Jackson hopes to get the word out to colleges and universities to encourage them to apply this time. The State Library contracted with Karen Strege to write a grant to fund PEEL II scholarships. Jackson received notice that all of the materials were received, but she won't know until June if the grant will be funded.

## **MLN**

Newell said the connection of the two new MSC servers to the storage area network went flawlessly. Newell attended ALA Mid-winter in January and spoke about MLNCat. Newell is getting ready to release the next round of applications for joining the Shared Catalog. The NTF met and identified a number of strategic points they need to work on to turn into goals, including looking at money and resource sharing. Newell asked that the Commission send a thank you letter to Alane Wilson for facilitating the NTF/Commission retreat. Randall said that a resolution and a thank you note would be sent.

## **TBL**

Briggs reported that the descriptive video catalog and the cassette catalog have been updated and Tristen Shinnick did a great job putting them online. TBL ran an ad and an editorial in the *Montana Senior News*, but were not impressed with the results. Briggs has decided that it is not the best publication to invest money in and she and Groves will get together to find a different place to advertise. TBL recently received a \$47,000 bequest from a former patron from Missoula. Briggs has been working with representatives from Deaconess and St. Vincent Hospitals in Billings to establish support groups for the blind. The Montana Association for the Blind has a lobbyist supporting a bill requiring special education teachers to teach Braille in all public schools. There are only six special education teachers in Montana who specialize in blind

and low vision services, so the bill doesn't have much of a chance of passing. MAB is also working on legislation to allocate state funds to support Newsline, a service of synthetic speech offering publications like the *Wall Street Journal*, the *New York Times* and other periodicals. Senator Tash attended Library Legislative Day and recommended that TBL record *The Tenderfoot*, and that is now in progress. John Astle from Butte is recording a book he wrote and the Independent Record did a marvelous article about him and the TBL program. Diane Gunderson has done an excellent job getting appropriate material to the prison for recording.

### **Marketing**

Groves thanked the staff members from all the different programs for their help in organizing Library Legislative Day. She said over 200 people attended, including 60 legislators, many of whom had positive comments and said they look forward to the event every session. The information packet is done. Groves had hoped to do a tri-fold brochure, but the budget wouldn't allow that. The alternative Groves designed is easy and cheap to reproduce and update. The annual report is not back from the printer yet. The January issue of Big Sky Libraries was the first single-topic issue with more in-depth articles, and people seem to like the new format. The next issue in March will focus on funding. Groves said that the library has gotten some really good press recently, including a spot on KTVH-TV about the Heritage program donating a copy of *Amphibians and Reptiles of Montana* to the Lewis & Clark Library, and articles about the digitization of libraries and TBL. Groves also worked with Staffeldt and Hill to develop a work plan and outline the projects she wants to focus her energy on.

### **Library Services and Technology Act (LSTA)**

The 2003 grant awards were closed out and the report submitted to IMLS. Jackson said she should find out within three months whether the report has been accepted or if revisions are needed. Most of the 2004 LSTA projects have been completed as well.

Staffeldt received official notice of the FY05 LSTA grant award of \$949,157 yesterday. Staff recommendations for how to allocate the funds are outlined in a memo and the budget is similar to last year's. A balance of \$68,000 was set aside to discuss at the April meeting because some of that money might be needed to fund projects that may arise from the three days of retreats just held or for broadband raises.

### **Collection Development Policy**

Orr reported that Karen Strege had worked on the collection development policy before she resigned, but that major revisions needed to be made in light of all the weeding that has been done to the print collection, HB163 and the need to add more information about the NRIS databases and the digital collection. She would like to post it on the MSL website to get feedback from the public and then the commission will take action on it in April. Morton felt it would be useful to have a fiscal note of what's invested in the collection and the number of FTE devoted to the collection. Kammerer explained that MSL's physical collection is 1/3 federal documents. The Government Printing Office has said that in the coming fiscal year its budget will probably remain the same, so the only documents they will send out will be the essential titles. Additionally, within five years, 95% of all federal documents will be digital, which will impact the federal documents collection here. Kammerer said that the Library has not yet established a reliable system to capture and preserve digital federal or state documents, so that has to be the heart of the collection development policy. Hill added that MSL has been the state document center since 1967, so there won't be any huge staffing needs upfront. We will need to change how we do business, however. There are a lot of different hardware and software options and some of them are very expensive. DSpace software was developed at MIT and Hill

would like to experiment with that. Orr added that there isn't consistency throughout the state agencies as to how and what documents they send to the Library, so now is a good time to develop those standards.

### **Public Library Standards**

The Commission saw the revised standards at the December meeting and then the document was put on the Library's website for input from the public. Few comments were received, but most librarians seem to think the new standards are fair and doable. The standards are also in administrative rules, so a public hearing will have to be held if the Commission agrees to the changes being made.

### **Legislative Update**

The budget hearing went well and the Governor's recommended budget restored some of the ILL and federation money. Staffeldt is optimistic that it will go through. The library district bill hearing also went well and passed unanimously out of committee in the senate and is now waiting for assignment to a committee in the house. The federation changes bill passed out of the house state administration committee with a small amendment added to it making it clear that the board of trustees is advisory. The bill has been transferred to the senate but hasn't been assigned to a committee yet. There is a coal tax hearing on Wednesday morning that Staffeldt will attend. The archival records bill from the Historical Society has passed through committee, but has some fiscal notes attached to it.

### **FY05 Second Quarter Financial Report**

We are now halfway through FY05. The major issue affecting the agency now is moving to the broadband pay plan. There is a projected \$64,000 surplus in personal services and at least one of the vacant positions will have to be left vacant in order to pay for the move to the broadband. There is a negative in operations right now, but that's just a matter of moving funds around. The negative in contracted services is to pay for temporary services and that will be made up in another place in the budget. LDD's budget is running on schedule. They have a surplus in personal services from Staffeldt's old position. The TBL bequest came in after January, so that will be reflected in the next report. Administration has a negative in personal services because there are no vacancies there. NRIS is also running on schedule. MLN has a negative in personal services until LSTA05 is approved. The Commission budget may need to be adjusted depending on how many Commission members go to MLA in Billings and ALA Legislative Day in DC.

### **Broad Valleys Annual Report**

The Broad Valleys annual report was not ready for the last meeting, so Staffeldt presented it to the Commission at this meeting.

Staffeldt said that the federation coordinators have not met as a group for a while. All the federations are starting to prepare for their spring meetings and the Commission kept informed of the dates as they are set.

Bridget Johnson said she would like some direction from the Commission about what kind of federation reports they would like. Randall replied that he would like to get the true feeling of what's going on out there from the coordinator's perspective. The Commission needs an outside assessment about how they are doing.

### **Commission Goals & Objectives**

Allen met with the Billings Board of Trustees to work on an interlocal agreement between the county and the city about the governance of the public library. He is also still serving as standby treasurer for the library foundation.

Staffanson lent her support to the Sidney library board and Rene Goss to try and make city commissioners understand that they don't govern the library, the library board does. Another issue Sidney is dealing with now is the school board approaching the commissioners about a community library without consulting with the other library board.

Bergeron has been focusing on the session. OPI is looking at revising the teacher preparation standards for school library media. A draft will be sent to the Board of Public Education soon.

Caroline went to the Cascade Public Library and was told by the director how much the federation and Tracy Cook are appreciated. Cascade has plans to expand their library. She also toured an elementary school library in Craig, the Carroll College Library, the Parmly Billings Library and the Rocky library. She was also asked to be part of read-a-thon marathon at the elementary school in Box Elder.

Randall has been dealing with county commissioners. The library roof has been leaking for about six years. The Friends of the Library has told the county commission that they would like to remodel the library, but they won't do it unless the county fixes the roof.

### **Action Items**

Allen made a motion to accept the LSTA05 budget. Bergeron seconded the motion and it passed unanimously.

Bitz made a motion to accept the revised Public Library Standards. Staffanson seconded the motion and it passed unanimously.

Allen made a motion to accept the FY05 second quarter financial reports. Bergeron seconded the motion and it passed unanimously.

Staffanson made a motion to accept Broad Valleys Annual report. Bitz seconded the motion and it passed unanimously.

Bergeron made a motion to have the April Commission meeting on Saturday the 23rd from 1:00 pm - 5:00 pm. Staffanson seconded the motion and it passed unanimously.

Staffeldt reminded the Commission that ALA legislative day is May 3-4 and asked that any Commission member interested in attending let her know soon.

The Commission typically hosts a reception at MLA and that will be \$30/person.

Staffeldt said she would like to thank the administrative staff for all the work that they do to keep the Library running.

### **Library Literature Sampler**

The article about the digital library that Sara spoke about is included in the sampler.

The meeting adjourned at 11:40.