

# Montana State Library Commission

## Final Meeting Minutes for October 12, 2005

### Helena, MT

#### **Attendees:**

**Commissioners:** Don Allen, Caroline Bitz, Bruce Morton, Nora Smith, Ron Moody

**Staff:** Darlene Staffeldt, Jim Hill, Bruce Newell, Julie Stewart

**Visitors:** Veryl Kosteczko, Martha Hayes, Patty Smith, Ada Almgren, Lowell Baltz, Renee Vaillancourt McGrath and Gloria Langstaff

The meeting was called to order at 8: 35.

#### **Introductions**

The Commission members introduced themselves. Darby Public Library staff introduced themselves. Renee from Stevensville introduced herself and said the Stevensville Library staff was excited to have the Commission tour their facility that afternoon.

#### **Approval of Minutes**

Bruce Morton said on page three under Montana State Digital Library Policy, the minutes read MSU and should read MUS. Ron Moody said on the last page a motion needs to be changed. It should read 'Ron Moody moved to create a design task force to search for long term solutions for the Interlibrary Loan program.' With those corrections made, Bruce Morton made a motion to accept the August minutes. Caroline Bitz seconded the motion and it passed unanimously.

#### **State Librarian's Report**

Staffeldt mentioned that we have a new tape recorder which would hopefully help in preparing the minutes more accurately. She asked that everyone speak up clearly.

Staffeldt discussed the remodeling of the State Library. Hopefully by the end of the week, the modular walls in the north part of the building would be completed and staff will be moving back into that area. The first floor area still needs to be completed, which includes the modular walls and the excess stacks for the Talking Books area. Optimistically, Staffeldt thought the remodel would be done by mid November but that may not happen. Heritage and Fish Wildlife and Parks staff are all settled in their area of the building and it is very nice.

Staffeldt, Kris Schmitz and Jim Hill attended their first legislative interim committee a week ago. House Joint Resolution 36 asked the Legislature to take a look at resource indemnity trust fund. The Digital Library programs are partially funded with the indemnity trust fund.

Talking Book Library's Volunteer Appreciation Luncheon is October 19, 2005. They will be honoring volunteers with five, 10, 15 and 20 years of service.

We had a great visit with our Institute of Museums and Library Services (IMLS) state program officer. She was able to visit many Montana libraries. She will be completing a compliance report regarding her visit to Montana and Staffeldt will share this with the Commission upon receiving it.

Bruce Morton asked about the Digital Library report, page five, LIS Goal 4. It talks about ITSD and passwords. Hill explained that ITSD has been working with the many logins and passwords employees use ITSD is trying to figure out a way that when a person visits the state they can have access to the internet without having numerous passwords. Within the State Library, we have the same process. When we get the Library Systems Specialist position filled, this is one of the issues that person will work on.

Staffeldt said that Jennie Stapp has joined the Montana State Library staff as the Shared Catalog Technical Assistant. She comes to us from the Historical Society Library.

The fall workshop in Great Falls was excellent and we've heard many good things about it. There were 112 registered and 110 were in attendance. Caroline Bitz attended the workshop.

Staffeldt said that Bruce Newell has been traveling around the state and has received more interest in Shared Catalog and there's an application process in place for more libraries to join the Shared Catalog.

There was an NRIS Advisory Committee meeting and both Don Allen and Ron Moody attended. Hill will bring future results of any meetings to the Commission for discussion. Our core contracts were discussed. We receive pass through funding from four state agencies and the university system. This constitutes a portion of the NRIS budget so we will be looking at those core contracts with those agencies and talk about the funding level that is mandated by those contracts.

Hill said that staffing is still an issue for the Digital Library. We've hired an Outreach Librarian, Julie Klauss, who is doing some real good work. We've also hired a Web Manager, Tom Marino. He comes from ITSD. We're still struggling to hire a Library Systems Support position. We've done multiple recruitments without any success of finding the right person. We also have a GIS Analyst position open and have a really good applicant from Texas. We are trying to figure out if we can pay more to bring her up for an interview. We recently lost our Systems Administrator after he was on the job for only six months. The job now has fallen back on the shoulders of the other IT staff, especially Duane Lund, our default Systems Administrator.

Hill began a discussion of the Heritage Program. He said that in past discussions regarding the Heritage Program, he's mentioned it would be a slow process and that the Nature Conservancy isn't going to drop the program and there wasn't a great rush. Now

the pressure is growing a bit and he wanted to let the Commission know why. The Nature Conservancy is no longer hosting Heritage programs across the nation. The situation within the Nature Conservancy is changing as to how they allow their field programs to host heritage programs. The Heritage Program feels they've found that solution in the University of Montana and secondly, the funding situation within the Nature Conservancy is putting additional pressure on them to move the program out of the Conservancy.

### **Talking Book Library**

Allen asked if everyone read the proposal and the reasons for the Electric Perkins Braille? He asked Staffeldt if there was additional information?

Staffeldt said the request is for about \$1,200. The Trust Balance is \$142,361, the current average yield is 3.177, and so our interest is about \$4,500 so this purchase would come out of the interest only.

### **Federation – FY 05 Annual Reports**

Staffeldt said there are four Federation reports included in the packet. Two of the Federation reports still need work to be finished. The reports tell what they did with their Federation monies July 2004 through June 2005 time period. Included are Golden Plains, Pathfinder, Sagebrush Federation, and Tamarack.

Staffeldt said a good share of the money goes to technology; the other big place is continuing education. The Federation money needs to be spent on things that help the Federation as a whole, and often technology helps make those connections to communicate well, helps the Federation share books and that sort of that thing. The other thing that money is spent on is continuing education whether it is regionally at the Federations or to the Federation meetings or funding for the Montana Library Association or a couple regional or other workshops.

### **Commission Goals & Objectives**

Staffeldt said that Cindy Carrywater visited the Chinook Library and they were quite happy she stopped by.

Linda McCulloch joined MSL staff at the launch of the statewide campaign on October 4<sup>th</sup> at the Lewis and Clark Public Library.

Allen met with Sue Jackson and our Institute of Museums and Library Services (IMLS) state program officer in Plains, Hot Springs, Polson, Pablo and Ronan. The librarian at the Hot Springs Library is legally blind, but she still does her job.

Bitz went to the fall workshop in Great Falls which was well attended by libraries from the state of Montana and she said it was terrific. She attended Sara Groves presentation on "What's Your Story" and she had folks with her that helped develop the program. She discussed the features that are available on the website. There are over

100 pages of material that can be used to promote the program. Bitz also went to an emotional intelligence workshop and a team building workshop. Tracy Cook gave a workshop on managing and sustaining change in libraries. She attended the Pathfinder and Golden Plains Federation meeting in Chinook. Arlie Lane, a trustee in Havre Hill, has been involved in libraries for many years and she said "she sees the value of Federations, the physical coming together and sharing of ideas and the positive energy coming from each library to one another". Caroline also attended the Havre Hill Library when Tracy Cook was there for a long range vision process for that library.

Ron Moody said he attends a lot of meetings in natural resource areas. Last month there was a meeting in Lewistown of all the trustees and city and county officials of the four different libraries in Fergus County. These four groups were sitting around the table to discuss the possibilities of creating a library district in Fergus County. Each library is keeping their arms around their community assets so that they are proud of who they are in their home town. They would also like to have as good a service as possible. The main thing on their mind is that they be there 10 years from now. At the next meeting the board of trustees for the Lewistown Library discussed options for creating a library district. There were four different scenarios proposed, from a county wide district down to just outside the city limits of Lewistown. The trustees, the City of Lewistown, and Fergus County Commission have to decide which option will be put on a ballot.

### **Action**

Bruce Morton moved to purchase an electric Perkins Braille for approximately \$1,000 plus shipping. The cost to be funded from the Montana State Library Trust. Motion was seconded by Ron Moody and passed unanimously.

Caroline Bitz moved to accept federation reports submitted. Motion was seconded by Nora Smith and passed unanimously.

### **Library Literature Sampler**

Staffeldt said the author of the first article in the packet is attending the Commission meeting – it is Renee Vaillancourt McGrath. There's also a news release about Sara Parker, former State Librarian. She's retiring from Missouri.

### **Heritage Program**

Don Allen introduced Sue Crispin. Crispin introduced Jamie Williams, Director of Nature Conservancy. Jamie's been involved since early conversations about transferring the Heritage Program. The University of Montana has been identified as what appears to be the best potential option for transferring the Program and would have the least effect on all the interested parties. We've also had conversations with their grants and contract management to ensure that if we did proceed, we could transfer all the funding agreements that the Heritage Program operates with now. Crispin thinks the University System has a better system for managing government grants than the Nature Conservancy because it's a bigger part of its business.

Jamie Williams thanked the Commission for allowing him to speak at the meeting. He said there's been a process for a year or two of looking at potential options for a potential home of the Heritage Program and it's an important decision for everyone. He felt it was important to share a little bit of his perspective, and also answer any questions the Commission may have of the Conservancy. The partnership with the Library has been a phenomenal partnership and we think the Program is one of the most state of the art heritage programs in the country. So why are we even having this discussion and having a different arrangement? First of all in the Conservancy, we've had a long term interest in better institutionalizing heritage programs. They support state agencies with information that is relevant to the whole state. Whoever manages the Program has to be someone who is a huge advocate of the Program and will advocate for it at a legislative level and must be willing to commit resources and funding to it. We'd like to see the Heritage Program grow. We're not really looking for status quo, we'd like to find something that would be an improvement and we thing with the University of Montana there's a potential to grow. They also have research and scientific information we don't have which puts them in a position to manage a program, which like the Library has got information, but it also has a scientific research advantage.

Another component of this is what's going to work for the staff here. The Human Resource issues are significant any time you talk about moving a Program. The University of Montana option has risen through the analysis and has become an interest to the Conservancy.

There is some urgency in trying to bring closure to this process. Whether this goes to the University or not, it would be good to bring closure to this process. One thing that did occur within the Conservancy that increases the challenges of the Program remaining in the Conservancy is that we changed our whole fund allocation and we now have an internal assessment upon every staff person at the Conservancy nationwide. For every staff dollar that is spent, there's an assessment of 25% that goes to the Conservancy to pay for overhead support. That's a hefty load on the Nature Conservancy in Montana and on the Heritage Program. We tried having the Heritage Program exempted from that which they didn't get because every state has their own exemptions that would like to pursue and they're taking a no exemption policy. It's not a big issue this year, but as we go into the new fiscal year, there's going to be \$135,000 of expenses the Heritage Program will have to pay to the Nature Conservancy that they've never had to pay before. This was not part of our thinking as we started this process but it elevates the stakes and the urgency of it. The fiscal year starts July 1, but all the budgeting occurs in early February. The hope is to make the transition by then so that when they look at the Montana program, it won't be assessed.

Allen said this is definitely an agenda item for the December meeting.

Crispin suggested that we draft up agreements. The process is that there will be a transfer agreement between the Conservancy and the University. The Conservancy would exact certain things out of that for their satisfaction just as the University would

exact a transfer of certain things that they need to have. Then there would be a new contract between the State Library and the University that requires certain things.

Allen said what needs to happen is that the Heritage Program come up with a proposal that the Commission can review without negotiating and put some numbers to it.

## **WHAT TO DO WHEN THE PRESS CALLS ON YOU**

Allen introduced Sara Groves, the Marketing and Communication Coordinator for the Montana State Library. One of the items Groves has been working on since beginning at the Montana State Library is a new statewide marketing campaign for libraries. That was one of the tasks she was charged with and that libraries throughout the state would be marketing themselves. She worked with a committee of librarians from around the state and they have developed the statewide campaign with the tag line "What's Your Story – Find It At The Library". Sara shared videos of the PSAs, posters and information for the campaign.

Sara also presented What To Do When the Press Calls on You training. She distributed a step by step instruction guide for the Commissioners to use when dealing with the press.

## **Other Business**

The State Library staff shared with the Commission at the last meeting, the internal procedure for the Patriot Act. Once that's finalized, we will be sharing with other libraries.

Staffeldt would like to invite the Commission to join the staff and Federation Coordinators to the Staffeldts home the evening before the Commission meeting for a Christmas get together. That will be December 13<sup>th</sup>.

Caroline asked if there have been any developments on Interlibrary loan? Staffeldt said there have been a number of discussions and Bruce Newell brought a plan to her yesterday for solving the ILL problem. Newell develop a grid and shared this with the Commissioners. He would run this through the Networking Task Force process in addition with participation from other interested parties and basically ending up with Darlene who then have the option to forward this to the Commission. There is a general plan of thinking that of the Inter Library loans by themselves is good, but not sufficient. We really need to take a look at ILL in the larger context, based on keeping the customer happy. How do all these pieces fit together? Newell is also working on other projects with OCLC that pertain to this. He took a look at the contents and the patterns of sharing between libraries at the request of OCLC. He thinks we're ready to begin the process as soon as we've perfected this scheme. He thinks that will be spearheaded by the Networking Task Force to begin with. This is people from all over the state, all different types of libraries, members from both large universities, and all public libraries in the state.

Moody suggested inviting people from private industry, transportation, crews that deal with how to move books around and perhaps there's other state agencies that have moved physical items around the state.

Newell said we'd plan on doing that and would like to talk further to Ron Moody about that as he has experience moving physical objects. OCLC has a very large plan looking at an international vendor and we're hoping to get this on a statewide level.

The next Commission meeting is December 14, 2005 in Helena.

### **State Librarian's Evaluation**

In executive session, a brief discussion was held with Darlene Staffeldt, State Librarian, regarding evaluation options.

Meeting adjourned.