

**Montana State Library Commission
Draft Meeting Minutes
February 14, 2007
Helena, MT**

Attendees:

Commissioners: Don Allen, Cheri Bergeron, Cindy Carrywater, Ron Moody, Bruce Morton, and Nora Smith.

Staff: Christie Briggs, Stacy Bruhn, Bob Cooper, Sara Groves, Jim Hill, Sarah McHugh, Brian McCutcheon, Darlene Staffeldt, Julie Stewart, and Jess Tobin.

Introductions

Staffeldt introduced Stacy Bruhn, new administrative assistant in Central Services and Brian McCutcheon, a VISTA volunteer who will be working with Talking Book Library. Jess Tobin is the new Montana Shared Catalog Assistant.

Open Time for Comments

None.

Approval of Minutes

Morton wanted to change the portion regarding the election of officers. On page four, under Election of Officers, it should read "Carrywater nominated Caroline Bitz for vice chairperson." Under 2007 Commission Meeting Dates, the last sentence in the first paragraph should read 'an additional meeting date mentioned was the South Central Federation meeting will be held on April 14, 2007 in Billings.' Morton moved to accept the December 13, 2006 minutes with above changes. Motion passed unanimously.

State Librarians Report

Staffeldt began with a Montana State Library (MSL) staffing update. We hired a new reader advisor, Linda Miles. She starts March 5. Secondly, Bob Cooper has been promoted to Director of Statewide Library Resources. We still have open and are finalizing job profile for a statewide projects librarian. We are still holding open the supervisor of Library and Information Services Division. We will hold that through the end of fiscal year as it is helping fund the broadband change over. If the budget holds throughout the legislative process, we'll be able to fill that position in July.

The Network Task Force has been around since June 97. It was set up as a temporary group to help guide MSL activities and procedures with technological and networking issues. Staffeldt feels the group has a value to the Commission and MSL so decided to

change name from task force to advisory council. They met the end of January and the existing membership will go forward as is. From that group and other libraries Staffeldt will appoint a Fulfillment Task Force with a definite work plan for a year, May 2007 to April 2008. A subgroup of the Network Advisory Council is working with Staffeldt to put together the actual charge of the Fulfillment Task Force. That subgroup involves Jodee Kawasaki, Dee Ann Redman, Bruce Newell, Bob Cooper and Staffeldt. Staffeldt will ask the Task Force to look at Interlibrary Loans (ILL) reimbursement program, ILL protocol, ILL enhancements. She is hoping for direction and advice from that group.

Groves shared new posters from the marketing campaign. From these posters, we will redesign the website. Bruhn will design six new book marks and those will be available at Montana Library Association (MLA) meeting. Groves is working with Northwest Regional Medical Library on a planning and evaluation grant. There will be some money for marketing. She is working on getting medical librarians to go around to public libraries and do training on how to access reliable health information.

Staffeldt said Montana Shared Catalog (MSC) now has a MAC computer which is one of the few in state government. Our MSC help desk is very happy because of that.

Summer Institute plans are moving along. It will be held June 5, 6, 7 in Bozeman. Jim Connor from Colorado will provide community leadership and Barbara Moore will do the disaster planning workshop.

We have sent out checklist on new standards of what they will have to comply with first of July so we can see where they are now and get out and help them if they need assistance in meeting the standards. There are three areas in which we may need more effort to meet those standards. They are collection management policy, disaster plan and the annual user survey. We are helping to provide guidelines as to what the annual survey needs to include.

Morton asked if it's possible to provide a template for disaster planning.

Cooper said there is a tool that was developed with an IMLS grant to do this. It's an online tool template for disaster planning. Libraries can go through that and print out plan. He sent the following URL to the Commission: <http://www.dplan.org/>

Staffeldt said NRIS and Information staff completed the migration of all of our library publications from the older server to our newer consolidated server. This has been a long, complicated migration.

The Natural Heritage Program was recently recognized for a job well done with the audit of the Conservation Easements conducted by the Legislative Services Division. The Natural Heritage Program has for many years been compiling data related to easement, wildlife areas, research and natural areas and other special designations.

The information has been put into a database known as the Stewardship Mapping Database. This database was used extensively by the auditor in completing his analysis. According to the audit report the Natural Heritage Program's database was found to be quite complete and accurate. The auditor found Montana to be unique in the nation regarding this feature.

It was suggested that any items going from the Heritage Program show they are MSL products, having MSL brand on all items.

Staffeldt stated the Library Information staff have implemented two new web FTP sites. This will help in simulation of state publications into our repository and placement of cataloging records for publications within the depository libraries. The first of the two sites provides an online holding area, where state agency staff can drag and drop electronic publications for processing by our library staff. The second site provides an online distribution area where the State Library places a list of documents received, along with the records into the library system and then immediately provides the patron access to those electronic documents. These two sites respond to agency and depository libraries desire by eliminating much of the manual processing of print documents required in this past.

Staffeldt again mentioned Brian McCutcheon who will be doing a number of outreach items for MSL. Low Vision Montana got their information and referral phone line and web site established in November. There have been quite a number of referrals from that phone line and web site. In April, MSL will probably approach the Commission to use some of the trust funds for the conversion to version seven of the TBL catalog process.

Legislative Update

Staffeldt reported on legislative happenings. We are now up to about 20 fiscal notes we've been asked to review. Staffeldt is tracking 58 bills. HB2 which is the budget bill is being revisited. HB132, State Publications Permanent Public Access went through the House and is waiting to get a hearing in the Senate.

HB133 is the Information Access Montana bill. This bill has been tabled and will probably stay tabled. Allen asked what the process is for drafting a bill. Staffeldt said that HB132 and HB133 were drafted at MSL request. Staffeldt and Newell pushed forward language on HB133 hoping the bill drafter would make the bill better. The House State Administration Committee lawyer took the bill up and would have taken a different take on the bill than the drafter did and perhaps that would have made for a better bill. We will go back to her to have her help write the next bill for next session. Allen said there were some errors in the bill and was concerned about that. Staffeldt assured the Commission that for next session the bill will be revamped. Morton suggested to the Commission that in the future, in drafting legislative bills, it is

necessary to distinguish between intra loans as opposed to inter loans. One is worthy of reimbursement and one is not. Staffeldt said this is good counsel and that is not a change the current statute will allow. We will be more ready to go with this issue at the next legislature.

HB 374 is the library construction bill. Montana Library Association (MLA) went forward with this bill with Julie French. Staffeldt spoke as an informational witness. During executive action it was tabled instantly. There's still some consideration of getting that bill out of committee.

There is a last minute bill, HB625 which deals with obscene materials for sexual offenders. HB625 is concerning as it mentions libraries and leaves too many questions unanswered such as the liability and responsibility of the libraries.

Staffeldt received a call from Department of Natural Resources (DNRC). They had a bill draft for her review. DNRC wants MSL to be the administrative unit of Board of Geographic Names Board. This is a function that has been at DNRC since 1900s. This Board is contacted when someone wants to name a river, mountain, or plains they go through this bureau at DNRC. DNRC decided a good place to administer this Board would be MSL because of our mapping and cartography activities. Last night MSL did further research to see if this is something MSL should do. This particular function is in place for several other state libraries. MSL has agreed they will be the administrative unit. We are worried about the fiscal. The Board set up in statute is representatives of state agencies and they would be responsible for their own travel. There are two public officials and we could handle their travel responsibility through our existing budget. At this point, unless there are major changes within the bill, we'll probably be okay with this bill. The Commission suggested MSL make sure the DNRC's FTE that has been doing this job comes with funding. It was suggested to look at the last five years funding as that will show what will be spent in the future.

FY07 LSTA

Staffeldt said no budget has been received yet so there will be no action taken today. We're in the process of evaluation of the use of LSTA funds throughout the state and have put out surveys to different groups. Those surveys closed last Friday and we have no official results yet. The Commission will probably have to do phone call the week of March 12 to allow the Commission to see the evaluations prior to the evaluation going to the Federal government. It has to be to the Federal government by March 31 and the time line MSL worked out with the contractor is to get a draft of the proposal by March 1 and then present it orally to the Commission. Stewart will send an email to Commission asking for their availability and will send an electronic version of evaluation for review prior to phone conversations.

Calendar of Events

Staffeldt will not be in Montana the first part of June and suggested changing the June meeting to June 27.

Morton asked if the Commission wants to hold a forum in addition to the reception so that folks can ask the Commission questions. Bergeron asked what the Commission thought about having a MSL forum at the reception. The Commission agreed this would be a good thing to do. Staffeldt will arrange for seating for Commissioners and advertise there will be a questions/answer period at the reception. Morton asked that the Commission have the Interlibrary Loan statistical sheet for the forum.

Staffeldt will check whether MSL has allotted time at MLA for a MSL update. That would another time for a Commissioner forum.

Staffeldt said MSL will have three booths in the exhibit area at MLA and will offer tours of MSL. Staffeldt encouraged Commissioners to be at booths too. The Commission's reception is 4/27/07.

Staffeldt asked Commissioners to register for MLA right away.

Staffeldt mentioned National Legislative Library Day held in Washington, DC. It is important to go this year as we didn't make it to it last year. Staffeldt asked if any Commissioners would like to go. Staffeldt will be going, as well as, Lyn McKinney from Montana Library Association and Lois Fitzpatrick. Staffeldt said Bitz is willing to go, but since she's been before she wanted everyone to have a chance to go. The Commission suggested letting Caroline go.

FY07 Second Quarter Report

Staffeldt presented FY 07 second quarter's budget.

Staffeldt recommends the Commission offer Bitz up to \$1,000 to go to DC for American Library Association (ALA) Legislative Day.

Commission Bylaws

The Commission reviews the Bylaws every February. Staffeldt asked if there are any changes. There were none.

Commission Goals and Objectives

MSL would like an individual photo of each of the Commissioners to put on the website. Staffeldt mentioned that the Commission could submit professional photos prior to the April meeting. The members that haven't submitted photos will have their pictures

taken at the April Commission meeting. Also a group picture of the Commission will be taken in April.

Action Items

No action was taken on the FY07 LSTA budget as no budget has been received.

Moody moved to accept the FY07 second quarter financial report. Motion passed unanimously.

Moody moved to set the June Commission meeting date to June 27. Motion passed unanimously.

Library Literature Sampler

Staffeldt asked if folks are getting what they want in sampler. The Commission agreed they are receiving pertinent information.

Other Business

Moody said he use to received information from Wired MT via MSL staff, but hasn't been receiving any for quite some time. Staffeldt assured him that she would make sure that all Commissioners are on the distribution list and that items are sent to them.

Carrywater asked about a letter she received from an inmate in Shelby. All the Commissioners and MSL received the letter. Staffeldt said MSL has done everything legally possible. The inmate came from Deer Lodge where the librarian would do ILL requests for the inmate. However now he's in Shelby and we can't send him items directly. Staffeldt has written to Department of Corrections and to MSL's attorney. MSL can't stop him from writing to people and can't provide him the services directly. The Shelby librarian is willing to work with him, but the bottom line is that this is a Department of Corrections issue, not ours. Bergeron said it is Department of Corrections policy or rule that they will provide ILL services to inmates and they aren't doing that in this instance. The Commission suggests Staffeldt write a letter to Department of Corrections, with a copy to the Governor, pointing out that this issues are being directed to MSL, while their internal policy states they should be providing ILL services. The individual Commissioners will not respond to the inmate. Staffeldt will draft a letter and discuss it with either Bergeron or Morton prior to sending it out.

Meeting adjourned at 10:20.