

**Montana State Library Commission**  
**Final Meeting Minutes**  
**June 27, 2007**  
**Helena, MT**

Don Allen called meeting to order at 10:05 a.m.

**Attendees:**

**Commissioners:** Bonnie Allen, Don Allen, Cheri Bergeron, Cindy Carrywater, Marsha Hinch, and Nora Smith.

**Staff:** Tracy Cook, Bob Cooper, Sue Crispin, Jim Hill, Sue Jackson, Sarah McHugh, Maggie Meredith, Kris Schmitz, Darlene Staffeldt, Jennie Stapp, and Julie Stewart.

**Visitors:** Brett Allen, Pathfinder Federation, Honore Bray, Tamarack Federation, Janeen Brookie, Golden Plains Federation, Judy Hart, Broad Valleys Federation, Kate Lewis, South Central Federation, and Sonja Woods, Sagebrush Federation.

**Introductions**

Staffeldt introduced Sarah McHugh who has been hired as Special Projects Librarian and will start that position on July 16, 2007. Staffeldt then presented Jim Hill a longevity pin for 30 years of service with state government.

**Open Time**

None.

**Minutes**

Smith moved to accept the April 11, 2007 minutes. Motion passed unanimously.

**Librarian Report**

Staffeldt referred to written reports in meeting packet and asked if the Commissioners had any questions or comments on those reports.

Additional update and highlights:

- 1) Staffeldt discussed the legislative session:

- Montana State Library's (MSL) budget came out close to the original Governor's budget.
- MSL got full personnel funding for the broad band pay plan with the exception of the 4% vacancy savings all agencies have to provide for. There is now enough funding to fill the empty positions that were kept open to fund the switch over to broad band.
- MSL now has the funding to allow all Montana libraries to use the databases available through the Montana State Library.
- MSL received increased funds for the Federations.
- MSL received an increase for NRIS and the Heritage program, which includes one FTE.
- The permanent public access program bill passed.
- Information access bill did not pass. MSL will work on that bill and have ready for the next legislative session. Also the Fulfillment Task Force will be looking at the information access legislation for the legislative session in 2009. The significance of that piece of the bill not passing, which Commissioners will see in the August meeting is that Interlibrary Loan Reimbursements (ILL) will not be handled the way Commission wanted them to be handled per the action in August of 2005. The Commission passed a motion that beginning in 2007 there was to be a reimbursement program of 50/50 reimbursement. Then for 2008, reimbursement would only have been provided for net lenders. Since the legislation did not pass, the process for net lenders only is not allowable. More details will be provided to the Commission at the August meeting.

Staffeldt said MSL is continually challenged with the Information Technology and Services Division (ITSD) relationships. There are still many frustrations. Staffeldt is meeting with Dick Clark tomorrow to discuss some of the issues that have arisen because of the legislative session. Staffeldt had good meeting with the new state GIO, Robin Trenbeth, and Jim Hill, Staffeldt and Trenbeth will meet once a month if possible to stay in good communications with them.

Talking Book Library (TBL) did a workshop yesterday with the Montana Healthcare Association activities directors. They have now been providing this workshop for six years and it is very popular. It helps make nursing homes, clinics, and health facilities aware of the services that TBL provides.

TBL recently participated in the Montana Association of the Blind summer orientation program.

Library Development Division (LDD) has been working on Request for Information (RIF) for statewide downloadable audio books access. Cooper put together a small subcommittee that has come up with good recommendations. The next step is RIF to see what vendors and costs will be.

Summer Institute happened while Staffeldt was on vacation. There were 53 attendees and there were evaluations from 46 saying the program was excellent.

MSL is excited the Office of Public Instruction (OPI) got the library media specialist position back and we are looking forward to working more with OPI on school library issues.

Natural Resource Information System (NRIS) has two temporary staff for the summer. They will be working on the state historic preservation project. They will be working on getting the Montana historical places mapped out.

Staffeldt mentioned that Sara Groves, MSL's marketing person has worked with Patricia Spencer from Lewis & Clark Library regarding statistics for the What's Your Story program and its possible impact on Lewis and Clark Library services.

Hill mentioned that Library Information Services (LIS) is working with the Historical Society, Secretary of State and the Law Library to host on May 21-23, 2008 the Best Practices Exchange to work on digital preservation issues. Staffeldt will add that to Commission calendar.

### **Network Advisory Council's Database Recommendation**

Staffeldt distributed handout. Cooper explained the Network Advisory Council's process for the Request for Proposal (RFP) on the databases. After reviewing the three RFPs, the Council decided to request a Best and Final offer from two of the vendors. From that, a decision was made to go with Thompson Gale. There are a few databases that have been requested that would not be available with the Thomson Gale databases, such as the automotive database. There are still some funds left and MSL will try to purchase more databases with the limited funds available. Action needed from the Commission is to approve or disapprove the purchase of this database.

### **Professional Education and Employment for Librarians (PEEL) Scholarship Committee's Recommendation**

Staffeldt reminded that the PEEL 2 grant had about \$25,000 remaining for scholarship, so it was opened it up for another round of scholarship. The PEEL committee met, had 14 applications, and are recommending to award scholarship to Mary Drew Powers. The Committee has four alternatives if Ms. Powers is unable to accept the scholarship. Staffeldt explained the scholarship process. The Recipient gets the scholarship and they commit to come back to Montana and work at a public, school, or tribal libraries for at least two years in a

professional position. MSL does receive reports from the scholarship applicant as to how their class work is going and regular progress reports.

## **Federation Plans of Service**

The Federation Coordinators presented the FY 2008 (July 2007 through June 2008) Federation Plans of Service to the MSL Commission. The Coordinators were Judy Hart, Broad Valleys Federation; Janeen Brookie, Golden Plains Federation; Brett Allen, Pathfinder Federation; Sonja Woods (Substitute for Renee Goss, Coordinator), Sagebrush Federation; Kate Lewis, South Central Federation; Honore Bray, Tamarack Federation.

Hart report for Broad Valleys Federation included but not limited to:

- Active membership includes 18 public libraries and 2 school/community libraries
- Have a subcommittee working on a Collection Development Policy for the federation.
- Reviewed the three federation goals.
- Thank you to the Commission from all the Coordinators for their support of Federations and Libraries

Brookie report for Golden Plains Federation included but not limited to:

- Active membership includes 5 public libraries and 1 tribal college library
- Northeast corner of Montana from Malta to Plentywood.
- Reviewed the four federation goals and programs.
- Hoping to get some school libraries as active members this coming year.

Allen report for Pathfinder Federation included but not limited to:

- Active membership includes 9 counties, 15 public libraries.
- Two meetings a year – first Thursday of May and October, Fort Benton willing to be permanent host site for meetings.
- Hoping to get additional school, perhaps tribal library membership.
- Reviewed the three main areas/goals.

Woods report for Sagebrush Federation included but not limited to:

- Active membership includes 12 public libraries, 3 community college libraries, one high school library and a VA hospital library.
- Southeast corner of Montana – several new library directors this past year.
- Produce the Skinny newsletter for updates around the federation.
- Appreciate the shared resources statewide multi type philosophy

Lewis report for South Central Federation included but not limited to:

- Active membership of 16 public libraries
- Very new to the job of Federation Coordinator...two weeks maybe, first real meeting.
- Starting to provide some book discussion group kits.

Bray report for Tamarack Federation included but not limited to:

- Active membership includes 7 counties, 13 public libraries, 2 special libraries, and 2 school libraries.
- Meeting this spring in Kalispell, fall in Stevensville, invite the Commissioners to join them at any time.
- Hoping We can all work with OPI Librarian Specialist to encourage more libraries to participate
- Good collection sharing happening.
- Reviewed six Federation goals.

### **University of Montana//Heritage Updated Statement of Work and Contract**

Staffeldt stated there is no contract to look at yet and she hopes to have it ready in a few days. Staffeldt brought it to the Commission last year because there were significant changes, however, typically MSL doesn't bring the contracts to Commission. She hopes the Commission will allow her to sign the contract. She feels the first year with the new vendor has been very successful.

### **Election of Vice Chair**

Carrywater moved to nominate Nora Smith as the vice chair of the MSL Commission. Motion passed unanimously.

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

Staffeldt explained that LSTA is the federal money we receive and the Institute of Museum and Library Services (IMLS) requires we do a five year plan. In the past we've tried to do the same statewide plan and used our strategic plan as the core. This plan is tied to strategic plan the Commission passed in August 2006 and focuses on how we use the federal money. This has to sent in by June 30, 2007.

### **Action Items**

Smith moved to accept the database recommendation as presented. Motion passed unanimously.

Bergeron moved to approve the PEEL scholarship committee's recommendation. Motion passed unanimously.

Hinch moved to approve the Federation Plans of Service as written and presented. Motion passed unanimously.

Carrywater moved to approve the LSTA long range plan for 2008-2012. Motion passed unanimously.

### **Commission Goals and Objectives**

Carrywater, Hinch and B. Allen attended Montana State Library Commission orientation session prior to the Commission meeting. Carrywater attended the Montana Library Association (MLA) conference and the Pathfinder Federation meeting in Harlem.

Hinch was just appointed by the Governor and is attending her first Commission meeting.

D. Allen went to the MLA conference and presented awards at the conference.

B. Allen was just appointed and is attending her first Commission meeting.

Smith has been partnering with the Montana State librarians to revamp the library curriculum for entering college students. She visited the new Big Timber library. It is amazing that a relatively small town was able to raise \$1.3 million for the new library. There are good practices to be followed there. Smith volunteered to help with "Commission's Corner" of Big Sky Libraries.

Bergeron went to MLA and spent quality time with librarians at OPI's Indian Education for All Conferences in Billings.

### **Commission Policies Review and Update Overview**

Staffeldt said at the next few Commission meetings the Commission will be reviewing policies to make sure they are current. D. Allen suggested the Commission could confirm some policies are current, so pull them first and then do the rest. There will be some that need discussion so at each meeting the Commissioners will see some of these policies in their packets until we have gone through the policies.

### **Calendar**

The next Commission meeting is August 8, 2007 in Helena. The Golden Plains Federation meeting is changed to September 13, 2007. Staffeldt believes the South Central Federation meeting is the same time as Fall workshop. She will verify that and include it on the next calendar.

The October 10, 2007 Commission meeting is in Sidney and there are a couple of options. MSL can provide a van and pick up some Commissioners and not make

any stops at libraries. However, if there are any Commissioners interested in taking extra time to visit libraries along the way, MSL could get another van to do that. Staffeldt asked Commissioners to let us know if anyone would like a ride.

The next MLA conference is April 8-12, 2008 in Great Falls.

### **Library Correspondence/Literature Sampler**

Staffeldt explained this is a variety of newspapers throughout Montana and she and other MSL staff look through and selected a representative sampling of articles for inclusion into Commission packets.

### **Other Business - Announcements**

Staffeldt reminded the Commissioners that MSL needs their pictures for their website. Commissioners can send their own electronic pictures or at the next meeting, staff will take their pictures.

Meeting was adjourned at 2:35 p.m.