

Montana State Library Commission
Draft Meeting Minutes
October 10, 2007
Sidney, MT

Don Allen called the meeting to order at 9:00 am after a nice tour, breakfast, and visit with local Commissioners and Library Trustees.

Attendees:

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

Staff: Bob Cooper, Suzanne Reymer, Kris Schmitz, and Darlene Staffeldt.

Visitors: Laura Anderson, Richland County Library, Janeen Brookie, Phillips county Library, Mary Bushing, Library Consultant, Heather Cotler, Richland County Library, Janet Delaney, Renee Goss, Richland County Library, Andrine Haas, Dawson Community College, Sheila Lee, Sheridan County Library, Gail Nagle, Glendive Public Library, Diana O'Connor, Richland County Library, Ann Rutherford, Miles Community College, Anita Sheetz, Fort Peck Tribal Library, and Gail Staffanson, School Superintendent, Richland County.

Introductions: The Commission members and audience members introduced themselves.

Open Time to Address Commission:

Gail Staffanson (former Commissioner) thanked the Commission for coming to Sidney. Anita Sheetz thanked the Commission for funding InfoTrac.

Minutes: Bergeron moved to accept the August 8, 2007 minutes. Motion passed unanimously.

Librarian's Report:

The Talking Book Library had a great volunteer appreciation luncheon the end of September. There are over 100 volunteers. This is an annual event to recognize all the volunteers. Linda McCulloch was able to attend the lunch and help distribute awards.

Library Development just had a very successful Fall Workshop. Over 100 librarians were in attendance.

Staffeldt and Cooper have been to a number of federation meetings.

Library and Information Services Division has collaborated with other state agency libraries and put the Montana Shared Catalog search box on the internal web page so all state employees can connect to the Shared Catalog that connects not only to the State Library, but also to the other state agency libraries that are on the Montana Shared Catalog.

The Montana State Library received a very nice thank you letter from Carroll College regarding Gerry Daumiller who taught a Geographic Information System (GIS) class for them.

The Natural Heritage Program has over 50 new records submitted since the new tracker site has been opened in July. These are records that the public have observed plants and animals out in the field and then they go onto the site and log in what they saw, where, the time they saw it, and that sort of thing.

Staffeldt discussed the digital library transition plan. This is the written plan that was promised to be delivered to the Commission. MSL is moving ahead with the program. Sara Groves, Jim Hill, and Jim Kammerer have put together a PowerPoint presentation that will be shared with the Governor's office. That appointment we hope will either be set up for Friday when Staffeldt returns to Helena or the following week. That will be the public launching of the program. Kammerer did discuss it with the agency librarians at their round table meeting about 1 ½ weeks ago. We will be meeting with a couple of legislators also, sharing the presentation.

Staffeldt mentioned that Juile Klauss from the Library and Information Services Program has resigned from the State Library. That means there are two positions in that area we are working to fill. Applications for the Cataloging and Metadata Specialist position are currently being reviewed and interviews will be arranged. Staffeldt, Hill, and Kammerer will be meeting regarding Klauss' position as it may be tweaked a little, as we're not sure the Outreach Collection position that it was is what is really needed for the new digital transitional, so there may be some changes made.

There was further discussion on the draft Transition Plan.

Staffeldt discussed the State Librarian's evaluation process. This is coming up in December. She mentioned considering changing the time frame for that to either February, which would be a review for a complete calendar year, or go to an August time frame which would be a fiscal year review. D. Allen said that February would probably be a good time frame and recommended that to the Commission. Smith will be in charge of the evaluation process and B. Allen will assist her.

Financial Report: Schmitz presented the FY 2008 1st quarter report.

Policy Reviews:

Staffeldt mentioned the Commission was reviewing four policies – Sexual Harassment; Equal Employment Opportunity; Nondiscrimination; and Library Federation policies.

Staffeldt is asking the Commission to repeal the Sexual Harassment and Equal Employment Opportunity policies as they have been incorporated into the Nondiscrimination policy. She is asking the Commission to adopt the Nondiscrimination policy and the Library Federation policy. D. Allen suggested for more substantial policy reviews, changes, adoptions that the policies be introduced at one meeting and then the Commission can take action on them at the next meeting.

Library Development in Montana:

Cooper used the newly revised "for librarians" website off the Montana State Library's home page to describe some of the many aspects of library development in Montana.

Commission Goals and Objectives:

Smith went to Northwestern Library Loan and Resource Sharing Conference last month. She sat in on Sarah McHugh's session and it was very interesting and very well received. She said it was a real useful conference and she would highly recommend it, especially for a more technically advanced crowd.

B Allen, D Allen and Bergeron had nothing.

Moody said that Lewistown Friends of the Library are now having monthly book sales and he has been assisting in that.

Hinch attended the Pathfinder Federation meeting. There were good discussions there about the issues facing the Fulfillment Task Force including ILL, courier services, and reimbursement. It was a tremendous asset.

Carrywater stated that on the way to Sidney she stopped at the Malta, Glasgow, Wolf Point, Poplar, and Culbertson libraries.

Staffeldt commended the Commissioners because in the trip to and from Sidney, over 14 libraries were visited by one or more members of the MSL Commission.

Action Items:

Smith moved to accept the FY 08 1st quarter budget. Motion passed unanimously.

Bergeron moved to repeal the Sexual Harassment policy. Motion passed unanimously.

Hinch moved to repeal the Equal Employment Statement policy. Motion passed unanimously.

Moody moved to approve the Nondiscrimination policy as presented. Motion passed unanimously.

B. Allen moved to approve the Library Federation policy. Motion passed unanimously.

Calendar:

D. Allen reviewed the calendar of events. He mentioned the possible Commission retreat in February 2008.

Literature Sampler:

Moody mentioned he appreciated the article on the Glasgow library. D. Allen urged the librarians to seek out their county officials and leaders in the communities, making them aware of the library needs.

Meeting was adjourned at 2:15 pm.