

# DRAFT

**MSL COMMISSION MEETING  
9:30 A.M., JUNE 11TH, 2008  
GRIZZLY CONFERENCE ROOM  
MONTANA STATE LIBRARY  
HELENA, MT**

## **ATTENDEES:**

Commissioners: Donald Allen, Cheri Bergeron, Marsha Hinch, Ron Moody and Nora Smith.

Staff: Bob Cooper, Sue Crispin, Gerry Daumiller, Jeff Dobb, Jemma Hackbarth, Jim Kammerer, Sarah McHugh, Lauren McMullen, Maggie Meredith, Kris Schmitz, Darlene Staffeldt, Marlys Stark and Jess Tobin.

Visitors: Brett Allen, Honore Bray, Janeen Brookie, Dave Dwyer, John Finn, Sonia Gavin, Renee Goss and Kate Lewis.

**Chairman Hinch called the meeting to order at 9:29 a.m.**

## **INTRODUCTIONS/CHANGES OR ADDITIONS TO AGENDA:**

State Librarian Staffeldt introduced the new administrative assistant for the library, Marlys Stark.

Gerry Daumiller, NRIS (Natural Resource Information System) Manager, introduced the new GIS (Geographic Information Systems) web Developer, Jeff Dobb. Jeff came to MSL (Montana State Library) from DNRC in April. The GIS data portal is Jeff's main assignment but with the recent virus problems he has been primarily working on website recovery.

Bob Cooper presented the new MSC (Montana Shared Catalog) assistant, Jennifer Hackbarth who prefers to be referred to as Jemma. She has been with us since February. Jemma came to us from the Montana Bio Mimicry Guild where she was known by a title she coined, 'Knowledge Architect'.

The Commission requested that everyone in the room introduce themselves.

## **LONGEVITY AWARD:**

Darlene Staffeldt presented Kris Schmitz with a 25 year pin. Kris started with the state in May of 1983 for the Historical Society. She joined the Library in 1989 for 2 months and then came back in 1992 and has been here every since. Since Kris has been here we have received close to 100% perfect audits.

## **MINUTES:**

Additions or corrections for the April minutes include a name change from Bernandine Abbot to Abbot-Hoduski. The State Librarian will review the meeting tapes and send a revised paragraph regarding Dave Ewer's comments out to Commissioners Hinch and Moody. The Network Advisory report will be revised to mention how important the Online Computer Library Center

# DRAFT

(OCLC) payments are at both the state and national levels. **The April minutes are tabled until August to allow time for these changes and additions.**

**The May minutes were approved as presented.**

## **STATE LIBRARIAN'S REPORT AND UPDATES – Staffeldt:**

### 1. Special Districts Bill Draft

A sub-committee of the Local Education committee is working on a bill draft which would affect special districts. The purpose for this bill was to standardize the many different special districts with consistent rules and methods of governing and establishing boundaries.

Currently the draft legislation includes public library districts and that would result in taking away the library boards' control and would not be a viable option for Montana's libraries.

The next meeting of the sub-committee is July 29th in Bozeman. The commissioners will receive a copy of the comments from Cooper and Staffeldt. A letter will be sent to the sub-committee from the Commission if the July draft isn't acceptable. The draft needs to be killed before the session. If it passes the sub-committee it could still be killed in the committee. If the public library language is still in the draft during the session there will be a lot more to do in the session.

### 2. Mill Levies

The library mill levies passed for the Lewis and Clark, Thompson Falls, and Glendive Public Libraries but did not pass for the Sheridan Public Library.

### 3. Public Library Statistics

Statistics for public libraries are being put together on the Montana State Library (MSL) website by Stacy Bruhn with help from others. This is a very useful tool that libraries can use to build their own annual report from their statistics. They can pick which attributes they want, can go back as far as there are statistics, can print a historical report, compare to libraries, etc.

If desired, there will be a demonstration in a future meeting.

### 4. Executive Planning Process (EPP) Update

At the April meeting there was a list of starred items presented which included legislation for changing the Information Access Montana Act and Public Library Construction, repurposing the interlibrary loans (ILL) reimbursement program monies and digitizing the State Publications collection.

More information regarding the Access request needs submitted before a decision will be reached. The public library construction request was disapproved which means MSL can't carry it forward; but the Montana Library Association (MLA) does have it on their legislation agenda. The Governor told all agencies that no one-time-only requests should be submitted. This includes the digitization program, courier service, training labs, and so on. It is possible that he is looking at the topics and deciding whether to allow them to come in. At this time, nothing else has been heard.

### 5. Staff Openings

# DRAFT

An applicant for the Content Specialist Librarian for Natural Resources has verbally accepted the position and should start on June 23rd.

The strongest candidate for the Content Specialist Librarian for State Publications moved to California at the last moment rather than Montana so that position is being readvertised.

Interviews are being set up for the two GIS positions openings.

## 6. Talking Book Library (TBL)

TBL is getting ready to kick off their summer reading program with the same theme as other libraries, 'catch the reading bug'.

### **Commission Policies – Kammerer/Staffeldt:**

#### 1. Circulation Policy - Kammerer

Marjorie Smith explained that the draft has been updated so that it is more brief and to the point. There was also one addition which involves scan on demand.

Employees and officials do need a library card to borrow materials. If they don't have one, staff will offer them one.

#### 2. Collection Development Policy - Kammerer

Changes to this policy were significant but were mainly the result of moving from print to a digital environment as digital resources were not mentioned in the existing policy. Other additions included a mention of Archive Montana, an explanation of digitization, and a mention of which databases we contract for or have purchased.

The policy is centered around 3 areas, professional development library materials, state and federal publications and natural resource information about Montana. Collections are in those 3 areas and organization is done using the Dewey Decimal system for everything except Federal documents.

Policies are reviewed every 2 or 3 years so any specific language can be adjusted.

The cost per view formulas used to determine the value of the electronic journals and whether to reorder was not clear. Due to budget constraints the library can only keep a certain number so it is decided based on need, usage and cost. The wording of the policy will be corrected in this area to be clearer.

#### 3. Interlibrary Loan Policy (ILL) - Kammerer

The main revisions to this policy were formatting, such as using more concise language and adding bullets instead of paragraphs.

The reason ILL is not offered to the public is because the mission of MSL is to serve state employees not the public. Serving the public would be 'stealing patrons' from the public library.

### **COMMISSION MSL BROADBAND PAY PLAN:**

This is a state mandated plan based on the state template. Jim Kerins helped MSL staff work on the plan to adjust it for our individual needs and requirements. It lays out how bonuses,

competency raises, and so on may be dealt with by allowing several options and also states that if there is no available money, nothing is done. It also allows different methods based on whether there is one time only money available or ongoing money. All possibilities are covered and laid out.

Competency raises, market adjustments and many other things are allowed as flexibility is built into the plan. The MSL goal is to have the competency evaluations completed by June 30<sup>th</sup>.

The 2006 biennial labor market analysis is on the web site but 2008 has not been accepted by the Governor's office and posted yet. The Department of Administration does the analysis. The departments look at it to decide if they need to raise wages.

## **2008 PAY INCENTIVE DISTRIBUTION STRATEGY:**

Since there will be some money available for the final pay period of this fiscal year from vacancy savings and some that the Legislature approved, it needs to be decided how that money will be spent. This strategy uses guidelines from the Broadband Pay Plan discussed earlier. The Pay plan must be adopted before this strategy can be implemented.

## **DIGITAL LIBRARY REVISED PLAN:**

This plan has been out since January with several revisions including input from both the public and the governor's office. There are still more areas to address. Some issues are more to do with what the public perceives rather than what is the intent. If the OTO funds don't become available, the January 1, 2010 date of full-text access may be optimistic. The governor's office has previously indication favor to the OTO request.

The digitizing currently being done is helping staff to learn more about the collection and is doubling the current collection. During the May meeting the commission approved staff to move ahead with some digitization pieces. Staffeldt would like the commission to reaffirm that purpose. Also approval is needed to move forward with spending any funds on digitizing.

The plan is to use the fiscal year 08 money which has been gathered along with pre-identified 09 funds to help pay for this. The contract with Internet Archives is in the final stages. This information will be accessible anywhere. However there needs to be a clear mandate to spend funds to get those documents scanned.

MSL has been working with other state agencies on this issue and requesting their input. However it needs to be more empathized that not only does MSL fill a leadership role in many things but it works close with others in all aspects.

Commissioner Moody felt that the commission should look at the memo of understanding (MOU) between the Historical Society and MSL because he thought that was commission level rather than administrative.

## **FEDERATION PLANS OF SERVICE AND FEDERATION UPDATE:**

1. Broad Valleys – John Finn for Judy Hart

# DRAFT

The federation consists of 20 libraries, of which 18 are public and 2 are school libraries. They have 4 program areas, continuing education/annual meeting, continuing education grants, technology, and books discussions kits. All funds are distributed equally.

## 2. Golden Plains – Janeen Brookie

This federation has 6 total libraries, 5 public and 1 academic. The 4 program areas are continuing education, technology, resource sharing/reference, and community outreach. They are making a concerted effort to get some school libraries to join the federation. The funds are distributed equally other than the college, which only received money for continuing education.

## 3. Pathfinder – Brett Allen

15 public libraries are in this federation. They have 3 program areas, meetings/workshops, resource sharing/reference, and library/librarian enrichment. The funds are generally distributed equally. They had one new librarian use the continuing education funds.

## 4. Sagebrush – Renee Goss

There are 18 libraries in this federation. They have 3 program areas: continuing education, training and travel; technology and resource sharing; and communication, public relations, and consultation. Funds are distributed equally based on travel. They are trying to certify everyone, not just the directors. They are also trying to bring schools into the federation. They have started a blog and will send a link out for everyone.

## 5. South Central – Kate Lewis

This federation is made up of 15 public libraries. They have 2 program areas: continuing education and travel; and technology and resource sharing. The funds are distributed equally considering mileage. They are trying to bring in some school libraries and to get wireless connectivity in all libraries. Several of them are having 100 year anniversaries.

## 6. Tamarack – Honore Bray

This federation has 18 libraries, 13 of which are public libraries, 2 special libraries, and 3 school libraries. They have 6 program areas: meetings; training and professional development; technology; expanding and sharing collections; planning for building improvement; and multi-type libraries. Funds are distributed equally other than a mileage allotment. Any remaining funds go to book kits.

### **PUBLIC COMMENT:**

There was no public comment presented.

**Recess at 12:22 p.m. Reconvene at 12:58 p.m.**

### **MONTANA HERITAGE PROGRAM UPDATE - Crispin:**

Sue Crispin discussed the program highlights, the user survey, and the budget.

The Tracker program which was developed by the Natural Heritage Program (NHP) in Montana has an upgrade which is just about to be released. There are many new and improved features. The site has been changed to match the MSL website and is much more efficient. There is more labeling, detail, choices and data. There are photos available but only in the amphibian

inventory at this time. There are 700 registered users who have logged over 4,000 hours of use in 9 months with over 2,000 new sightings recorded.

The user survey had 3 objectives: assess use and satisfaction with the service and products being provided; detect any significant changes since 2005; and get input on improvements needed. The survey was posted on the website and sent to 700 partner and agency staff. It will be left open for 3 to 4 weeks.

In the budget, the core program has about \$623,000/yr. It was created by legislation in 1998 with the NRIS program. It fulfills a statutory mandate to compile and serve info on Montana's biological resources. There is 10.5 FTEs between major science positions, IT and administration. In addition there are both regular and seasonal employees that conduct research projects.

The program runs through a contract with the University of Montana (UM) and conducts research through UM. Core funding is up to 52% from 28%, research is up to 48%. Funding comes from MSL, partners and UM. MSL is the majority source of funding, 71%. The entire program is built on the NRIS library of spatial data and doesn't exist without that link. 25% of the funding comes from partner agencies. These have an interest in particular programs but are not provided special services. The remaining 3% comes from UM. The program is \$100,000 short of having the core functions fully funded based on a target prepared 4 years ago. For example, the field guide should be updated and improved but there isn't the funding to do it at this time.

## **ACTION ITEMS:**

1. Circulation Policy

**Motion by Allen to adopt, motion carried.**

2. Collection Development Policy

**Motion by Smith to accept with the proposed changes, motion carried.** The policy will be available in the August materials.

3. Interlibrary Loan Policy

**Motion by Moody to adopt as amended, motion carried.**

4. MSL Broadband Pay Plan

**Motion by Smith to adopt as presented, motion carried.**

5. 2008 pay incentive distribution strategy

**Motion by Allen to approve as written, motion carried.**

6. Digital Library Revised Plan

**Motion by Moody to direct the state librarian to proceed with the digitization of state publications, motion carried.** This issue will be further discussed at the retreat.

7. Federation Plans of Service

**Motion by Smith to accept all the plans as presented, motion carried.**

## **CALENDAR:**

Smith spoke on the Washington trip for the ALA meeting. She felt the time on Capital Hill was very well spent. The representatives spent a lot of time explaining appropriations so she felt nothing is going to actually move this year. Staffeldt has had some enquiries on the materials that were left so that shows interest. The training by ALA was superb with interesting speakers, including Lisa Graves. They toured the Library of Congress which was very thrilling.

Smith also reported on the tribal conference at the Bozeman public library. She was only there for part of the time but there were about 100 people in attendance and she thought it went over very well.

Anyone wanting to attend the October Federation meetings can let Staffeldt know and someone will arrange a pickup to ride together. Dates are posted on the website.

## **OTHER BUSINESS & ANNOUNCEMENTS:**

Happily, Smith has been reappointed to the commission.

The October meeting is in the works.

**Next meeting is scheduled for August 13th in Helena. The retreat will also be in Helena and will be on August 12th.**

## **ADJOURNMENT:**

**The meeting adjourned at 2:13 p.m.**