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**MSL COMMISSION MEETING
8:30 A.M., AUGUST 13TH, 2008
GRIZZLY CONFERENCE ROOM
MONTANA STATE LIBRARY
HELENA, MT**

ATTENDEES:

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

Staff: Ken Adams, Tracy Cook, Bob Cooper, Sue Crispin, Sara Groves, Jemma Hackbarth, Sue Jackson, Steve Jeffery, Jim Kammerer, Kris Schmitz, Darlene Staffeldt, Jennie Stapp and Marlys Stark.

Visitors: Honore Bray and Judy Hart.

Chairman Hinch called the meeting to order at 8:30 a.m.

INTRODUCTIONS:

Jim Kammerer introduced our new Natural Resources Librarian, Steve Jeffery. Judy Hart, from the Lewis and Clark Library in Helena was also introduced as was Tracy Cook, a statewide consulting librarian from Montana State Library (MSL). New commissioner Joyce Funda is from Rollins.

MINUTES:

Commissioner Smith made a motion to accept the revised April 12, 2008 minutes as presented. With two commissioners abstaining, the minutes were approved.

Commissioner Bergeron moved to approve the June 11, 2008 minutes as presented. The minutes were approved with two commissioners abstaining.

STATE LIBRARIANS REPORT:

The 2010/2011 budget has been opened up for Kris Schmitz to begin work on and the requested money for the .5 FTE is currently in that budget. This is just a starting point and many things may change but hopefully that money will remain in the budget. If it does, the communication position (Sara Groves') could be moved to full time or moved to 3/4 time with nothing coming from Library Services Technology Act (LSTA) funds as it currently does. There are still many steps to go through before the budget is finalized around April or May.

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Jennie Stapp and Gerry Daumiller just completed the multi session management training the state offers.

The e-audio book pilot project is about ready to go with a few libraries signed up for phase one and more inquiring and/or signing up for phase two. As approved a few meetings ago, this project is funded partially by the LSTA funds and partially by local money.

The digitization contract is done and digitization of state publications is underway and has already seen some good use. The first batch of materials is back at the library and the next shipments are currently being processed.

The 'Trustee Blitz' in which Jim Connor was hired to come in and meet with boards and trustees at as many libraries as possible received good reviews and nice turnouts in May. There will be a second series in September. This replaces the formal trustee training that is done annually.

The library/area assignments for the consulting librarians has been changed from each having two federations as their area as in the past, to the state being divided up into 3 areas with fairly equal numbers of libraries in them. In addition each federation has two consulting librarians assigned to them, one as a backup.

In two weeks MSL will install software on its public computers to limit the amount of time a patron may be on the internet. They can have 15 minutes just by signing on and then the internet turns off. If they want a longer session, the circulation librarian can log them in for an hour. There have been some past complaints about the internet being unavailable for long periods of time with the same people accessing it all the time, therefore it has been decided to not allow a second consecutive session.

Jennie Stapp reported on the Natural Resource Information System (NRIS) strategic process. With less contracts being done, they have the opportunity to focus on the types of Geographical Information Services (GIS) information they will provide and what it means to truly provide natural resource information. The addition of Steve Jeffery to the staff has really helped bridge the gap between NRIS, the Natural Heritage Program (NHP) and Library Information Services (LIS) to provide a more comprehensive approach to the work being done. The first planning meeting has been held.

Bob Cooper informed the commission that Mike Price and State Library Resources (SLR) library consultants have been working on a new online program which includes a reporting system for the federations and individual libraries. This allows the individual libraries to file their portions online so the federations can access it. The workload for all individuals involved should be lightened as well as the process being streamlined and the reports more uniform. This would also allow individual libraries to report and track their accounts in smaller increments of time rather than trying to pull it all together at the end of a reporting year. MSL would also benefit by being able to track expenditures throughout the year in order to make the necessary adjustments and for planning and improving. Some of the information will only be password accessible, some accessible for all. Allotments would be put on the templates for each library. The commission would also have password protected areas to access.

Stacy Bruhn was nominated for and won the Governor's Award for Excellence for her work at MSL. She will actually receive the award in a ceremony later in the year.

FINANCIAL REPORTS:

The commission reviewed the FY08 year end budget which is the last for the first year of the biennium and is the starting point for preparing the budget for the biennium of FY10 and 11. The FY09 budget, as it came in from House Bill 2, was also looked at. Start up funds such as carryover money, federal grants, one time only money and so on will be added to the budget for the 1st quarter of 09.

RETREAT REPORT:

There were several items discussed at the retreat and 12 potential action items for future agendas were produced. A retreat needs to be a more frequent occurrence. It was decided that there needs to be more public input in commission decisions and that local legislators will be invited to future meetings. The public information officer position could go to full time if funds become available. The library needs to do a better job of marketing itself and community libraries. The MSL infrastructure produces some very good and valuable products and needs to publish that more and take the credit for what is produced. NRIS is escalating in importance and should stay as part of the library. The integrity of the information needs to be maintained and the direction it moves should be that which would benefit the most people. The services available need to be more widely known also.

FULFILLMENT TASK FORCE REPORT:

The Fulfillment Task Force (FTF) did vote to move the proposed legislation forward with one change. It was felt that the legislation is necessary to open our options and just needs to be a broad outline while the rule making process is the time to spell things out completely. Questions which were raised included how exactly the repurposing will be carried out and what exactly entails access. The FTF recommendation for repurposing was to split among the Online Computer Learning Center (OCLC) and the Montana Shared Catalog (MSC) but there was some discussion of possibly directing all the funds to OCLC. There were questions about statewide access to online databases as well as the physical library books and so on. Some databases are restricted to certain individuals so that wouldn't work. Both of these items were among issues that will be defined during the rule making process itself.

MSC OUTREACH PROJECT UPDATE:

MSC began in 2002 with 8 libraries and Mike Price and Sarah McHugh as the FTE. Currently there are 91 multi type member libraries, over 200 registered users with over 2 million uses, 3 sharing groups and now 3 FTE with the addition of Jemma. MSC is run by the membership who meets the first Friday in both May and October. A sharing group is a group of libraries that share materials between themselves and consider themselves to be a unit. These groups meet regularly. There are three committees within the membership. The first is the executive or steering committee which makes recommendations to the membership based on suggestions from MSC administration, sharing groups or the other two committees. This committee is made up of 7 representatives who are selected on a rotational basis for 2 year terms. The second committee is the cataloging committee which meets once a year. The third is the circulation committee which only meets when a policy change is needed.

MSC is funded entirely by the membership except for startup costs which LSTA grants are used for and MSL does provide 2.5 FTE, equipment, a web page and blog and they house the server.

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The budget is voted on by the membership and is within the MSL budget but the funding is separate. Currently the system used is a Unicorn product. The contract is redone every year and the system is very flexible and functional. Workflows will be upgrading soon.

PUBLIC COMMENT:

There was no public comment received.

The meeting was recessed at 12:00 and reconvened at 1:00

INTERLIBRARY LOAN (ILL) STATISTICS:

The commission reviewed the ILL reimbursements for this year. There will most likely be one more year of reimbursements before any potential legislation would take affect.

PUBLIC LIBRARY STANDARDS AND STATE AID DISTRIBUTION:

Public libraries must meet certain standards. They fill out and submit a form every year to show their compliance. 69 of the public libraries in Montana fully meet the standards. The remaining libraries have requested a referral by explaining what the problem is and how they intend to correct it. Generally they comply within the year but they have up to 3 years to meet the standards.

State aid grants are general fund monies which are going to libraries. The aid for the federations is coal tax money.

COMMISSION GOALS AND OBJECTIVES:

Commissioner Don Allen has been working with the Billings Library Foundation to set investment policies. He met with the Parmly board and gave them a commission report.

Commissioner Funda was invited to the Polson Library and spent 3 hours on a very informative tour. She is also testifying in favor of creating a public library district for the Polson library.

Commissioners Moody and Hinch went to the fulfillment task force meetings. Commissioner Hinch also went to Fort Peck and stopped at the Glasgow library. She welcomed everyone to the Choteau library on the way to the Malta meeting in October.

Commissioner Bergeron reported from OPI that the Board of Public Education has just passed a new library media and technology standards, these are contents and performance standards required of schools when they write their curriculums.

Commissioner Moody said that Fergus County and Lewistown have been negotiating on library funding and are now working on creating a new taxing district, a multi jurisdictional service district, not a library district. One redeeming quality is that property tax can exclude agricultural lands. The situation is unresolved.

State Librarian Staffeldt reported to the commission that at this time, the library districts have been taken out of the district legislation being worked on.

ACTION ITEMS:

1. FY2008 4th Quarter Budget

Motion was made by Commissioner Smith to accept that budget as submitted and passed unanimously.

2. FY2009 Operating Budget

Commissioner Don Allen made a motion to accept the budget as submitted and passed unanimously.

3. Information Access Proposed Legislation

Motion by Commissioner Don Allen to approve the information access legislation as proposed by the fulfillment task force and direct the State Library Director to proceed with the bill drafting process. The motion passed unanimously.

The State Librarian is directed to solicit comments regarding the repurposing proposal and commission intentions. Benefits of the proposal should be listed and reasons for support or non support should be requested. Jon Sesso has said that he will sponsor the bill after it goes through the sub-committee but he is looking for co-sponsors. Talking points for commission members and others to use will be produced in the future.

CALENDAR:

The December meeting has been moved to December 3rd. There is an American Library Association (ALA) meeting in May and the National Book Festival in Washington DC is September 27th. Commissioner Bonnie Allen would like to attend the Book Festival in a future year and Commissioner Funda would like to attend the ALA meeting in May. Montana Library Association (MLA) meets in Kalispell April 22 to 25, 2009.

Travel plans for the October meeting will be finalized with the State Librarian. Some members plan to take their own car.

The Governor has requested that all boards and commission try to have some meetings via telephone to save on travel. **Discussion and decision about this will be put on a future agenda.**

ADJOURNMENT:

The meeting was adjourned at 1:46 p.m.