

FINAL

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
10:00 A.M., AUGUST 14, 2013
HELENA, MONTANA**

ATTENDEES:

Commissioners: Chairman Richard Quillin, Colet Bartow, Jim Gransbery, Lee Miller, Brent Roberts and Anita Scheetz. Fredricka Hunter was excused.

Staff: Ken Adams, Jennifer Birnel, Troy Blandford, Christie Briggs, Allan Cox, Sara Groves, Evan Hammer, Jim Kammerer, Stu Kirkpatrick, Cara Orban, Kris Schmitz, Jennie Stapp, Marlys Stark and Scott Story.

Visitors: Kelsey Jencso, Pad McCracken, Shannon O'Brien, Mike Sweet and several representatives of Swan Valley Elementary school.

Chairman Quillin called the meeting to order at 10:01 a.m.

INTRODUCTIONS:

Scott Story has come over from Fish, Wildlife and Parks as the Database Analyst for MSL. Jennifer Birnel has accepted the position as the Montana Memory Project (MMP) Director and will begin those duties as soon as the Broadband Technology Opportunity Program (BTOP) project is wrapped up. Troy Blandford has accepted the Water Information Systems Manager position. The GIS Analyst position left vacant by that move will be used to hire a temporary technical position until the WIS position either becomes permanent or closes.

Fredricka Hunter, American Indian Student Services Director at University of Montana, has just been appointed as the new commissioner replacing Marsha Hinch, a strong OCLC proponent who served since 2007 including two years as chair.

APPROVAL OF MINUTES:

Motion was made by Commissioner Gransbery and seconded by Commissioner Roberts to approve the June 12, 2013 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

Governor Bullock, Education Policy Advisor Shannon O'Brien and other staff members visited the library at the end of June. They visited many MSL staff members during their tour of the library and the different departments.

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At the end of June, the American Library Association (ALA) made a surprise announcement regarding the support by libraries for the affordable health care act and how they would be a location for information. MSL staff quickly responded and planned a four prong support effort by looking to the ALA for nationally relevant information, forming a partnership with the state auditor's office to have a session at the fall workshop, encouraging libraries to contact insurance agencies in their area to make them aware that libraries do have meeting rooms available and providing information to locals. ALA stated that the library role is to be sure the public has access to the information as an information conduit.

The June 16 Board of Education meeting was the first with Governor Bullock. He laid out his policy and goals which focused on economic development and early literacy. He publically commended MSL for their work supporting libraries and the work libraries do to support Montana families in the role of early literacy. MSL hopes to be on the agenda of a future meeting of that board.

MSL is also working with Pad McCracken to get on a future agenda for the Education and Local Government Interim Committee meeting to discuss the State Library's role in early literacy.

State Librarian Stapp has been appointed to serve on the State Information Technology Board which is chaired by DOA Director, Sheila Hogan and State CIO Ron Baldwin. The Board includes other agency directors and agency representatives, staff from the Governor's office, legislators and representatives from the private sector. This could be a good forum to lay out MSL concerns regarding broadband in the state.

Evan Hammer has been elected to sit on the IT managers' council.

At the end of June, a new biennial contract with Natural Heritage Program (NHP) was signed which will be in affect through June of 2015. The core contract includes Montana Land Information Act (MLIA) funds for development of Montana Wetlands and Land Cover data themes. This work was originally performed under MLIA grants. The contract also some minor language changes regarding the role of MSL in hiring new manager leads and aligning IT support with ITSD and MSL services.

Jo Flick chaired the summer institute in July for the second year. This year 11 librarians, three mentors and two staff attended. The institute was facilitated by the outgoing ALA president, Maureen Sullivan. The focus was on the leadership skills librarians need and they were all assigned projects to work on over the next six months to put in practice what they learned. Reports on these projects are planned for December.

With the departure of Tracy Cook, Statewide Library Resources (SLR) is taking the time to thoroughly investigate and research the needs of the division. The goal is to increase flexibility and resources while not leaving a gaping hole when a staff member leaves. SLR intends to take a more proactive approach to how consulting is managed and will

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be training all staff to have a working knowledge of documents, standards, statistics, state aid, statewide projects, federation roles and so on. The three consultants will be well versed in particular areas but since specialty areas are needed through the state rather than in just a particular consultant's area, consultants will need to be broad based and work plans will identify specialty areas for the consultants. Less emphasis will be placed on travel in the future. Tracy's position is currently being recruited for and will close at the end of the month.

The Talking Book Library (TBL) team was nominated for the Governor's Award for Excellence this year and the MSL selection committee chose them as this year's recipient. The team will receive their awards on September 30.

Cara Orban continues to lead the effort to stand up an Adobe Content Server to provide access to e-books including local content not currently available through Overdrive. TBL recorded books are not able to be incorporated due to the laws that govern those books.

PROGRAM WORK PLANS HIGHLIGHTS:

Each program has prepared a work plan based on the long range plan which they use to document their goals for the year and how they align. One thing that will be done in the future is to figure out how to review accomplishments of the past year's work plan.

State Librarian Stapp highlighted one of her own goals which is chairing the library district taskforce which will be seated next month with a meeting in September and a goal of drafting legislation this winter.

Agency goals include the ongoing web presence update, modernizing web tools, documenting the need for the water systems manager, updated Library Information Services (LIS) archive information, hiring for the updated outreach and electronic resources librarian position, the Adobe e-content server, SLR cross training, sharing statistics information, TBL continuing digital transition and establishing the patron center among many more.

FY'13 MONTANA STATE LIBRARY CLOSING BUDGET:

Increases include the TBL trust account expenditure for the Public Outreach Project (POP), an increase in Library Services Technology Act (LSTA) authority based on the spending level with the grant award staying the same, additional content purchased with other funding, one Natural Resource Information System (NRIS) contract that came up and general operation movement as the budget was closed out. Any funding sources showing a balance will be brought up in the first quarter report for FY'14.

Motion was made by Commissioner Miller and seconded by Commissioner Roberts to approve the MSL FY'13 closing budget as presented and the motion passed.

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FY'14 MONTANA STATE LIBRARY OPENING BUDGET:

This report just contains HB2 information which is the beginning budget but not finalized yet. There might be proportion changes although the bottom line is solid. The major increases in the budget are listed but minor increases such as the fixed costs are not.

Motion was made by Commissioner Bartow and seconded by Commissioner Gransbery to accept the MSL FY'14 opening budget as presented and the motion passed.

LSTA FY'13 BUDGET:

The delay in the final award amount determination as well as the final word on the pay plan for state employees to determine the personal services budget made presenting the final budget later than usual. This budget reflects the LSTA five year plan and previous approved budgeted amounts as well as new proposed change with the firmer figure. This has been approved by the Network Advisory Council (NAC).

Motion was made by Commissioner Scheetz and seconded by Commissioner Bartow to accept the LSTA FY'13 budget as presented and the motion passed.

BTOP FINAL REPORT AND STAFF RECOGNITION:

Highlights of the final BTOP report include that 478 computers were purchased, wait times for computers decreased in some cases from over one hour to less than one minute and a lot of technology training provided. Final reports were presented to each library highlighting their individual library achievements in the program. Tools for libraries in the future were also provided. Focus on e-rate should be continued.

Due to the effort and accomplishments of the BTOP staff Donci Bardash, Jennifer Birnel, Sarah Elkins and Central Services staff Carol Churchill and Kris Schmitz, a resolution was drafted to recognize their significant effort and achievement.

Motion was made by Commissioner Roberts and seconded by Commissioner Miller to adopt the resolution recognizing the staff efforts for BTOP and the motion passed.

Recess for lunch at 12:02 p.m. and reconvene at 12:42 p.m.

GOVERNOR'S REPRESENTATIVE:

Shannon O'Brien, the Education Policy Advisor for Governor Bullock spoke to the meeting and read a statement from the Governor. That statement is attached to the minutes.

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PUBLIC LIBRARY STATISTICS TASK FORCE REPORT:

The goal is to make the collection of the statistics consistent. The taskforce recommends opening up the collection earlier. Changes will need to be made in the directory in order to make it easier to enter statistics and to add better definitions and examples of the types of data collected. The task force clarified definitions for certain federal data elements and recommended removing certain local data elements that were no longer relevant. Broadband data collection will be added officially next year. A fall workshop session will be held to educate librarians on the changes and the tools and resources available to them.

NAC REPORT:

The council met at the Bozeman Public Library for their annual retreat. They approved the minutes from the previous meeting and then focused on their work plan and identifying what the top priorities of the council should be. Work was also done on developing the definitions of pilots/projects/programs, on the courier expansion, increasing awareness of NAC purpose and goals and so on. The next part of the retreat was used to discuss new pilots, projects and programs.

Ideas brought forth were a mentoring pilot for the MMP, improving library service through technology, a pilot application for electronic resources across the state and discovery methods, community development and partnerships and many more.

MSL TRUST REQUESTS

TBL would like to use trust funds for their annual volunteer appreciation event. The requested amount is \$2,500.

Motion was made by Commissioner Roberts and seconded by Commissioner Gransbery to approve the trust request for the Talking Book Library Volunteer Luncheon and the motion passed.

The Governor and Mrs. Bullock donated \$5,000 of remaining inaugural ball funds to the Ready2Read program. Chairman Quillin read the donation letter which is attached to the minutes. The funds were deposited to the trust account. Sara Groves would like approval to use that \$5,000 towards expenses for the Ready2Ready Rendezvous held in Bozeman this year.

Motion was made by Commissioner Bartow and seconded by Commissioner Miller to approve the trust request for the Ready2Read Rendezvous in Bozeman and the motion passed.

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MONTANA SPATIAL DATA INFRASTRUCTURE (MSDI) CLIMATE THEME REVIEW:

Stu Kirkpatrick explained the idea of a MSDI theme layer and the required process to adopt a new theme layer such as the request currently in front of the commission. The application to adopt climate as a theme layer was approved by the Montana Land Information Advisory Council (MLIAC) and passed on to the commission for final approval.

Mike Sweet and Kelsey Jencso from the Montana Climate Office at the University of Montana were both present and gave a quick summary to the commission about climate data, how and where it is currently collected, disseminated and so on as well as future plans to manage the data from collection on.

Motion was made by Commissioner Bartow and seconded by Commissioner Roberts to accept the MLIAC's recommendation to approve climate as a MSDI theme layer and the motion passed.

MLIA FY'13 GRANT HIGHLIGHT:

As a method of educating the commission members about GIS and the many things that the MLIA grants can be used for, an attempt will be made to have a grant applicant highlight at each commission meeting. John Mercer and Angie Williams from the Swan Valley Elementary School which received a grant in FY'13 and several students were present to explain how the grant was used in their school.

The grant came about because they realized that nobody in the school knew anything about GIS. They purchased ArcGIS and had several people involved to teach them how to use it. The students used mapping for many school projects. The students that attended showed their own projects that incorporated research into a natural disaster and then producing both a paper and a presentation using ArcGIS.

Not only has the program benefited the school and the students, but it has also spread out into the community so that more are aware of the benefits of GIS and also use it for various projects themselves such as one mapping historical points of interest in the area.

ELECTION OF COMMISSION OFFICERS:

Commissioner Miller, seconded by Commissioner Gransbery, nominated Commissioner Quillin as chair and nominations were closed. Commissioner Quillin will be chair.

Commissioner Gransbery, seconded by Commissioner Roberts, nominated Commissioner Miller as vice-chair and nominations were closed. Commissioner Miller will be vice-chair.

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COMMISSION GOALS AND OBJECTIVE:

The draft plan was prepared using comments in the June meeting and the FY'13 work plan. Education on GIS and focus on broadband are key elements of this plan.

Motion was made by Commissioner Roberts and seconded by Commissioner Bartow to approve the FY'14 commission work plan and the motion passed.

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS/ANNOUNCEMENTS:

There were none offered.

ADJOURNMENT:

The chairman adjourned the meeting at 2:22 p.m.

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State Library Commission Meeting
Talking Points for Shannon O'Brien
State Library, August 14, 2013

Good afternoon Mr. Chair, Commissioners, Superintendent Juneau, Librarian Stapp, and guests. I am sorry I cannot be with you today. On behalf of the State of Montana, I am grateful for your service to our local communities and the many services you provide for our citizens. As you may know, my administration is committed to better jobs, better education and more effective government for our state. Montana State Library plays a key role in all three of these priorities.

I had a wonderful opportunity to tour the Montana State Library earlier this summer and learned a great deal about the many programs you are providing to our state, including the Montana Heritage Program, GIS Mapping and the Audio Library—just to name a few.

The First Lady and I are particularly grateful for *Ready 2 Read Initiative*, in which thousands of parents are learning how to best help their young children be school-ready and successful in life. Early learning is critical for the economic development and strong workforce in our state, and libraries are essential in outreach for our youngest population. I understand that we have seen significant increases in attendance in your youth programs, and I encourage you to continue to prioritize these early learning initiatives and to join forces with your local Best Beginning's Advisory Council to engage local communities in early learning.

Our State Library's extra efforts in expanding broadband technology has helped 42 communities gain faster internet connections, more access to computers in remote areas, and training for citizens and librarians in using mobile devices to make communication and information seeking more efficient. Thank you to Jennifer Birnel and Kris Schmitz for taking the lead in this effort.

Again, thank you for your good work, and thank you to Librarian Stapp for her great leadership.

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STEVE BULLOCK
GOVERNOR



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6/14/13

In February, Lisa and I joined 3,000 Montanans to celebrate a bright future for Big Sky Country at the Governor's Inaugural Ball. The event was particularly meaningful because we were also able to raise money to help nonprofits expand their good work in our state.

Enclosed is a \$5,000 contribution to Ready 2 Read, made from the Surplus Inaugural Ball funds. We are proud of the work you are doing and hope this helps continue your efforts. Best -