

DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:00 A.M., JUNE 4, 2014
HELENA, MONTANA**

ATTENDEES:

Commissioners: Colet Bartow, Jim Gransbery, Aaron LaFromboise, Bruce Newell, Brent Roberts and Anita Scheetz. Anne Kish was excused.

Staff: Ken Adams, Christie Briggs, Allan Cox, Jackie Crepeau, Maya Daurio, Evan Hammer, Jim Kammerer, Stu Kirkpatrick, Sarah McHugh, Alana Mueller-Brunckhorst, Cara Orban, Kris Schmitz, Jennie Stapp, and Marlys Stark.

Visitors: Brett Allen, Honore Bray, Nanette Gilbertson, Judy Hart, Kris Harrison, Kate Lewis, Nancy Schmidt, and Sonja Woods.

State Librarian Stapp called the meeting to order at 9:02 a.m.

APPROVAL OF MINUTES:

The adjourn time of the April minutes should read p.m. rather than a.m. **Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to approve the April 9, 2014 minutes with the noted correction and the motion passed with Commissioners LaFromboise and Newell abstaining.**

Motion was made by Commissioner Roberts and seconded by Commissioner Gransbery to approve the May 23, 2014 minutes as presented and the motion passed with Commissioners LaFromboise, Newell, and Scheetz abstaining.

STATE LIBRARIAN'S REPORT:

The Executive Planning Project (EPP) request has been submitted and the receipt acknowledged.

The OCLC contract will be discussed more fully later in the meeting. OCLC had wanted a "named group" contract which was a departure from MSL mission and goals to make services available to all Montana libraries and was, therefore, not an option to which we could agree. Staff met with Bruce Croco from OCLC who agreed to reduce the amount by just a bit more than \$36,000 with additional growth clauses in place.

Montana Shared Catalog (MSC) continues to streamline their policies as decided during the fall membership meeting. All user sharing groups have been moved to the same policies. Members will continue to see and reap the benefits of these actions.

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The Makerspace kits have shown to be very popular and are booked out through next spring. Cara and Jennie attended the academic symposium which focused on how libraries can be more involved with the maker movement. One of the main speakers mentioned the MSL kits and was very pleased with the work being done.

A third companion series, Montana Wilderness Companion, designed for wilderness recreation and produced in partnership with Fish, Wildlife & Parks (FWP) is ready to launch. The launch is part of the promotion of the 50th Anniversary of the Wilderness Act celebration through the share your story campaign and uses many of the MSL GIS abilities.

Jo Flick has been assigned to work on the Continuing Education Connector Grant through Chief Officers of State Library Agencies (COSLA) by Institute of Museum & Library Services (IMLS) to help develop a national curriculum for all librarians across the country. It makes sense to combine resources and share training resources. A handful of librarians from Montana are on the coordinating committee and the first jumpstart will be in July.

Diane Gunderson retired at the end of April. Erin Harris has been selected for that position. The Reader's Advisor position description is being updated then will open for recruitment. Christie Briggs and Erin attended the National Library Services (NLS) meeting and were introduced to several new resources.

After about one and a half years, Natural Heritage Program (NHP) has completed a major migration of hardware and data that has allowed them to provide more efficient upgrades through web application tools, MapViewer runs on all browsers and is faster. There is a new observation entry feature and Tracker application will be turned off.

The Geographic Information Systems (GIS) data list is now available through the EBSCO DiscoverIt System which is the first time they are all combined.

Library Information Services (LIS) has been revamping their goals and vision since most print materials no longer need to be handled. Catalogue records with online links to digital versions need to be included. A search group within Montana Shared Catalog (MSC) has been created called the state government information center. Behind the scenes this search group can be added to the collections of any MSC library. The MSC partner group voted to adopt this search group into their search group for all partner libraries.

The FY14 work plan summaries are in the packets in place of standard reports. The reports in August will be the FY15 work plans with updates to goals and priorities. A continuing challenge is how to measure the impact of services and plan for the impact and value of services. FY15 will focus more on the goals of the work plans. Attempts will be made to identify how to document or measure the success of those goals and commission ideas are encouraged.

Colorado State Library will be scheduling a workshop on measuring impact of services that Sarah and Jennie will attend and a commissioner will be welcome to attend also.

The state has finally chosen their content management system so that MSL can make the move to that system also. There are many very good reasons for making this switch including the ability to host in the state environment.

State Librarian Stapp acknowledged the work of Richard Quillin whose latest term on the commission is up. Richard served two terms as chair and an appreciation card was passed around to sign. Richard will receive a commemorative item with the card also but that item has not been purchased yet.

In the foyer of the building, the Women's Centennial Suffrage Exhibit is being exhibited. This was funded and created by the University of Montana through a grant the state library supported and is presented by the law library and the state library. Jo Flick is working on circulating the exhibit throughout the state.

FEDERATION FY'15 PLANS OF SERVICE:

Judy Hart for Broad Valleys, Brett Allen for Pathfinder, Sonja Woods for Sagebrush, Kate Lewis for South Central and Honore Bray for Tamarack were all able to attend the meeting to point out highlights of their federation plans of services. Janeen Brookie for Golden Plains was unable to attend so Sarah McHugh stood in for her. There were no major changes to any of the federations' plans of service from previous years. Tamarack requires that at least one trustee attend at least one of their two yearly meetings and that has been successful and they have changed their bylaws so proxy votes are no longer allowed. During the Golden Plains report, Commissioner Scheetz mentioned that the Fort Peck Tribal Library has been asked to become a branch of the Richland County library and would absorb their collection and continue providing services to their patrons. Kate Lewis is retiring next year. Nancy Schmidt from the Laurel Public Library has been selected to be the new South Central Federation Coordinator.

Motion was made by Commissioner Scheetz and seconded by Commissioner Gransbery to approve the Plans of Service as presented and the motion passed.

NETWORK ADVISORY COUNCIL (NAC) REPORT:

The Commission approved the use of LSTA funds to support the courier project at their March meeting. Currently participating libraries have all signed individual agreements with Critelli. An advisory group has been formed and they met with Cara and Sarah to discuss three possible options for courier administration. The MSC Partners Group also met to discuss courier administration. They voted to request that MSL solicit responses through a request for proposal and that MSL administer a contract for statewide couriers services funded primarily through a cost share formula yet to be developed. This request was approved by the NAC and is being recommended by the NAC for Commission approval.

Motion was made by Commissioner Newell and seconded by Commissioner Bartow to spend the funds as recommended and the motion passed.

The NAC would like to reserve \$38,693 of LSTA FY14 monies to put towards any potential FY15 OCLC group services gap.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Scheetz to approve the NAC recommendation as presented and the motion passed.

MONTANA SHARED CATALOG BUDGET UPDATE:

MSC approved an additional FTE in October and approved the funding for that position when they met in May so MSC will be recruiting soon for a FY15 position.

MONTANA GIS COMMUNITY STRATEGIC VISION:

The strategic vision is a substitute for going through a strategic planning effort. One of the main complications is that technology changes so quickly a plan becomes outdated before the end of the period is reached. Jennie and Stu Kirkpatrick compared all the goals from the 2010 plans and found that most goals had been addressed and those that weren't, were of low importance. Some of those are ongoing goals. They categorized them in the strategic plan into funding, stewardship, literacy/education and policy goals.

MONTANA LAND INFORMATION ACT FY'15 GRANT RECOMMENDATIONS:

The committee recommendations follow the land information plan guidelines for the funding amount and all the additional recommendations have been met at this time. The council approved the recommended grants and the commission is being asked to approve the grant package over all.

Motion was made by Commissioner Newell and seconded by Commissioner Roberts to accept the recommendations as presented and the motion passed.

STATE NETWORK OVERVIEW:

Kris Harrison, Bureau Chief for State Information Technology Services Division (SITSD) presented to the commission on the state broadband network and stressed that disaster recovery is of major importance to SITSD, reflected in the two data centers being placed in Helena and Miles City.

Jennie pointed out that our internet speed is among the lowest in the nation with only one library in Montana having one GB speed which they got by utilizing a grant. The BTOP program did help to increase speeds. Suzanne Reymer does help libraries apply for the e-rate program also.

BYLAWS REVIEW:

The state librarian has outlined some proposed changes to the bylaws and will be requesting action on those changes to be taken in August. The changes are intended to

allow all members to serve as officers and to allow Jennie to chair when neither the chair or vice chair are present.

Commissioners also suggested that the Robert's Rules of Order item should be edited to remove the terminology 'the most recently revised' and just attach an addendum with the motions standards.

Research needs to be conducted as to whether the state librarian as the leader of the agency can chair the governing commission. A suggestion was received that perhaps the oldest serving member could serve as chair if the other two can't make it. Another suggestion would be to have the state librarian or her designee act as chair and that would cover if there are any directional issues addressed in a meeting.

One final question is to whether a designee can serve as an officer. The bylaws with suggested changes will be presented in the next meeting with answers to these questions and a decision will be made at that time as to the final wording.

COMMISSION GOALS AND OBJECTIVES:

Jennie updates the work plan each meeting as goals are reached or steps are accomplished throughout the year. Commissioner Newell suggests that the updates should include not just what was done but what that accomplished. Commissioners Bartow and Newell will help Jennie work on the FY15 work plan. Commissioner Scheetz suggested that an item on the work plan would be to have a small library come to a meeting to talk about how MSL affects that library. Other suggestions were to broadcast the meetings and have end users come in and talk about how the library and its services affects them.

Commissioner Roberts reported on his attendance at the National Library Legislative Day, the meetings with the congressmen and staffers and the SHLB coalition conference, all of which he attended in Washington D.C.

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS & ANNOUNCEMENTS:

There were none.

ADJOURNMENT:

The chairman adjourned the meeting at 1:54 p.m.