

DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., OCTOBER 13, 2015
HELENA, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Chairman Colet Bartow, Connie Eissinger (online), Anne Kish, Aaron LaFromboise, Bruce Newell, Brent Roberts and Ken Wall.

Staff: Sara Groves, Evan Hammer, Bryce Maxell, Sarah McHugh, Cara Orban (online), Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Honore Bray (online), Janeen Brookie, Jeff Doud, Judy Hart, Nancy Schmidt and Debbie Wellman (online).

Vice-Chair Kish called the meeting to order at 9:30 a.m. Chairman Bartow was scheduled to arrive later.

INTRODUCTIONS:

Bryce Maxell was introduced as the new lead program manager for the Natural Heritage Program (NHP).

Jeff Doud was introduced as the new Agency Legal Service Bureau Attorney replacing longtime attorney Jim Scheier.

APPROVAL OF MINUTES:

Commissioner Newell noted that references to online attendance should be changed to via phone due to the technical issues in August. Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the August 12, 2015 minutes as corrected and the motion passed.

Motion was made by Commissioner Wall and seconded by Member Roberts to approve the June 23, 2015 Executive Session minutes as presented and the motion passed with Commissioner Newell abstaining.

STATE LIBRARIAN'S REPORT:

Talking Book Library (TBL) has received a verbal acceptance for the position of circulation manager from an applicant from California. He is currently here visiting and we hope to have a signed acceptance soon.

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Bryce Maxell has accepted the position of the NHP program lead. NHP will need to fill his previous position of senior zoologist. Ken Adams from Montana Shared Catalog (MSC) has announced his retirement for the end of December. His last day in the office will be December 18. Stu Kirkpatrick from GeoInfo, who had previously intended to retire at the end of December, moved up his retirement effective this week.

The Public Service Commission previously held a meeting where they declined to certify Montana broadband providers as eligible to receive Federal Universal Service funds. Schools and libraries must receive services from certified providers in order to qualify for e-rate. The inability to receive Universal Service funds, including e-rate monies, would have a significant impact through loss of funds to the state and small providers might be forced to fold. With a lot of support and testimony from the library community, the Commission revisited the question and they voted to certify all the providers.

The Governor's Office is working with the Education Super Highway for the specific purpose of supporting fiber broadband deployment for schools. There are a lot of interested parties and community movements are probably the most helpful in moving things forward. Goals should be established recognizing what is adequate for libraries as well as desired, what is possible and what blocks are hindering progress such as technical or financial. Extreme listening is encouraged to find out what are the actual needs not the perceived needs.

The digital library reorganization continues to move forward. The leads have been identified and MSL will be going through a recruitment process for the open position of Information Products lead. Leads will get additional supervisory training. All digital library staff had a retreat with Mark Scow to discuss the process. A cross training plan will need to be developed and there will be single points of contact for references in the future. Some employees will undergo a physical move and the web presence will be evaluated. The budget is created and is in the fiscal report.

Several of the commissioners attended listening sessions for the Library Development Study Task Force and the sessions are about half way completed. A survey monkey with the same questions used during the listening sessions is also available. The task force will meet November 19 to formulate their recommendations. Top items of discussion included the courier and database issues with very little revenue increase topics.

The fall workshop had 152 attendees which is about 30 more than the last couple of years. Less funding went to the workshop but the necessary format changes seem to be beneficial. The Ready2Read Rendezvous has been held and in December Sara will provide a report on that and an event she will attend in November called Mind in Making. She will be required to provide additional training to libraries after her attendance.

MSL received \$5,000 from the Ivan Doig estate for the courier project. A decision on how best to apply the funds will be made by courier advisory council.

FY '15 PROGRAM WORK PLANS:

All the programs have completed and submitted their work plans for this fiscal year. Central Services has a combined report which includes central services, IT, communications and marketing, and the State Librarian this year. Updates will be submitted each year with program managers providing a verbal summary of the year and accomplishments in June.

FY '16 FIRST QUARTER FISCAL REPORT:

This report includes the digital library narrative which replaces the NRIS, projects are brought in for reporting, trust fund authority is moved in for expenditures, LSTA funding is estimated and will be brought up as grants are approved, and the LSTA '14 year is almost finalized.

Motion by Commissioner Newell and seconded by Commissioner Wall to approve the FY '16 first quarter fiscal report as presented and the motion passed.

FEDERATION FY '15 ANNUAL REPORTS:

In addition to the submitted report, coordinators for the federations highlighted items they thought of particular interest. Judy Hart, coordinator for Broad Valleys; Janeen Brookie, coordinator for Golden Plains; and Nancy Schmidt, coordinator for South Central were able to present their reports in person. Judy stressed that continuing education was very important to both staff and trustees and that there are still a lot of director transitions in her federation. Sarah reminded the commissioners that Judy is retiring so this is her last report. Janeen reported that this year is the first year for a long time in which they didn't have any teachers attend MLA. Nancy reported that Denton has become eligible for funding again since they have attended the last meetings. Also they gave eight grants to school librarians to attend conferences and trainings.

Debbie Wellman, coordinator for Pathfinder; and Honore Bray, coordinator for Tamarack both attended the meeting online to present their reports and answer any questions.

Sonja Woods, coordinator for Sagebrush was unable to attend but did send a message through Sarah thanking MSL for what they do and highlighting that all their libraries are now MSC members.

Motion was made by Commissioner Roberts and seconded by Commissioner Kish to approve the Federation FY '15 annual reports as presented and the motion passed.

RESOLUTION OF APPRECIATION FOR ATTORNEY JIM SCHEIER:

Due to the many years of service that Jim Scheier provided to MSL, this resolution of appreciation is proposed to be sent to him. The resolution was read into the record and a copy is found at the end of the minutes.

Motion was made by Commissioner Eissinger and seconded by Commissioner LaFromboise to adopt the resolution as read and the motion passed.

TABLET TRAINING LAB USE POLICY:

The proposed policy was presented in August and there have been no changes from that draft.

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

MONTANA STATE LIBRARY TRUST REQUEST:

MSL wishes to use \$5,000 of the funding which came from the Moran estate and was designated to be used for statewide library resources in order to purchase an additional six laptops to complete the purchase of two replacement labs.

Motion by Commissioner Newell and seconded by Commissioner Wall to approve the request for \$5,000 for six laptops and the motion passed.

DRAFT STATE LIBRARY ADMINISTRATIVE RULES UPDATE:

Attorney Jim Scheier identified a change that was needed in ARM regarding the deferral process for a library that can't meet a standard. The rule as presently written only allowed deferrals for one standard rather than all standards as intended and as is applied in practice. The rule change will provide needed clarification aligning the rule to standard practice. In addition, part of the rule which allows an education standard exemption no longer applies so that rule will be removed.

The rule will be published the next publishing date and assuming a hearing does not become necessary, the comment period will close in time to bring the adoption proposal to the December meeting.

MONTANA STATE LIBRARY MARKETING ANALYSIS:

Sara Groves offered a presentation to the commission on how she spent her marketing budget of \$10,000 and how she felt each effort went. She believes that social media seems to be the best option in most cases considering the amount spent and noticeable benefits.

Recess at 12:17 for lunch, reconvene at 12:47.

COMMISSION GOALS AND OBJECTIVES:

The commissioners discussed the early literacy texting program and posters available. State Librarian Stapp and Commissioner LaFromboise reported on their attendance at the Research Institute for Public Libraries conference. Desired outcomes are important to identify as well as how to get there. A cultural thinking shift is required to focus on desired outcomes and how to gather data to evaluate achievement of desired outcomes. The commission will receive outcome reporting for the reorganization. The library development task force focus is on desired outcomes while the staff and commission will focus on how to get there. A proposal form draft will be used as a dashboard for ideas. The Chief Officers of State Library Agencies will meet next week in Jersey and the RIPL staff will be doing a condensed session there. There will also be another RIPL conference in 2016.

FY '16 COMMISSION WORK PLAN REVIEW:

Commissioners are invited to send any additional ideas about meetings or goals to Jennie. Items listed on the calendar include a meeting of the Education & Local Government Interim committee on December 7 and 8. The next commission meeting is December 9. The April meeting held in conjunction with the MLA conference will be April 6 and will include a strategic planning process discussion. The commission workshop is tentatively scheduled for April 7.

PUBLIC COMMENT:

There were none received.

ADJOURNMENT:

The meeting adjourned at 1:51 p.m.

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*Resolution Honoring Jim Scheier, Retiring Attorney,
Agency Legal Services Bureau, Attorney General's Office*

Whereas, For the past 32 years, Jim Scheier has tirelessly and faithfully executed the laws of Montana as an attorney with the Montana Attorney General's Office;

Whereas, Jim has applied his extensive legal knowledge to understanding the laws that govern Montana libraries, becoming Montana's foremost expert on Montana library laws;

Whereas, Jim has freely shared his wisdom and expertise with the Montana State Library and the libraries we serve;

Whereas, Jim has gone above and beyond the call of duty to attend the Montana Library Association Conference to directly advise librarians on legal circumstances; and,

Whereas, Jim has served as a patient and trusted advisor to the State Librarian, State Library Staff, and the State Library Commission;

Therefore that the Montana State Library Commission
be it 1. Honors Jim Scheier for all his years of work;
resolved 2. Thanks Jim for his service; and
3. Wishes Jim all the best in his retirement.

Colet Bartow, Chairman

Adopted by the Montana State Library Commission
October 13, 2015