

Approved as presented at the  
October 15, 1997 Commission meeting

**MINUTES**  
**MONTANA STATE LIBRARY COMMISSION**

**William K. Kohrs Memorial Library**  
**501 Missouri Avenue**  
**Deer Lodge, Montana**  
**August 14, 1997**

**ATTENDANCE**

Commissioners Present: Chair Michael Schulz, Cheri Bergeron, Mary Doggett, Rosemary Garvey, David Johnson, Dorothy Laird, Hal Stearns

Commissioners Absent: None

State Library Staff Present: State Librarian Karen Strege, Allan Cox, Darlene Staffeldt

Guests: Abe Abramson, Greta Chapman, Bill Cochran, Delores Drennen, Adele McIntyre, Steve Owens, Emory Robotham, Nancy Silliman, Lloyd Wallin

**CALL TO ORDER:**

Meeting was called to order at 10:00 a.m., following a tour of the William K. Kohrs Memorial Library. Former Commissioner Lloyd Wallin and Trustee Steve Owens welcomed the Commission to Deer Lodge and the library.

**APPROVAL OF  
MINUTES**

Doggett moved approval of the June 18th minutes, adding that the date mentioned for the federation coordinators' meeting should have been June 17th. Bergeron seconded. Minutes were approved as amended.

**ADMINISTRATIVE  
RULES**

Strege said the intent of administrative rules is to implement a statute. Many of the library administrative rules are policies rather than procedures or are merely a restatement of statute. Strege reviewed the administrative rules from the standpoint of what should be deleted, not to recommend specific changes or language that may need to be added.

Strege talked about ARM 10.102.1101 through 10.102.1149, which outline standards for public libraries. She pointed out that the standards are outdated and unenforceable. Her recommendation is to repeal the entire section. MLA' Public Library Division is currently working on new public library standards.

Commissioners asked that they be kept apprised of the proposals being made by that division.

Sub-Chapter 61 outlines procedures for the state documents depository program. Strege said the rules are outdated and suggested revisions will likely be made by a group of depository librarians who are meeting in September.

Doggett offered to serve on the Law Revision Task Force.

**STATE LIBRARY/  
SCHOOLS**

Strege said she had asked legal counsel to determine whether the State Library has a responsibility to provide assistance and advice to school libraries; the answer was no. Strege recommended, however, that Commission policy should include a statement that the State Library will provide assistance regarding multi type library cooperative efforts. Laird suggested the Law Revision Task Force review and make a recommendation on the State Library/school libraries relationship. Schulz will assist Strege with drafting a policy statement prior to the next Commission meeting.

**FY 1997 LSCA**

Staffeldt reminded the Commission that the matching funds for the FY 1997 LSCA Title II grant to the Twin Bridges Public Library had been tied up in litigation. In May the Commission voted to not extend the grant and to reopen the application process. The process had a short time frame because the funds must be committed by September 30, 1997. Four applications were received and reviewed by a subcommittee chaired by Bill Cochran. Cochran summarized the review process and the substance of each grant application. He said the subcommittee recommendation was presented to the Advisory Council on August 13th and unanimously accepted. That recommendation is to fund the Flathead County Library System at \$35,000 (pending approval of the project from the Federal Project officer) and to fund the Dillon City Library at \$65,000, or at the requested \$100,000 level if the Flathead County Library System project is not approved by the Federal Project officer. They recommend no funding for the Three Forks or Anaconda projects at this time.

**ADVISORY  
COUNCIL  
NOMINATIONS**

Strege presented a draft policy for the solicitation of nominations for Advisory Council membership. The policy stresses public participation in the nominating process, and advertisement of vacancies through "Big Sky Libraries" and the resources of MLA.

**FY 98 NRIS  
BUDGET**

Cox reviewed the proposed operating budget for the Natural Resource Information System (NRIS). He reminded the Commission that NRIS has a performance-based budget for which the legislature appropriates funds in lump sums for each objective. The proposed budget is a breakout of where the appropriated funds are

anticipated to be spent. There is \$350,000 in a category for Legislative Contract Authority. Each time a contract is negotiated, the amount of the contract is subtracted from the LCA and added to individual budget categories.

Strege pointed out that each state agency in the Capitol Complex annually pays \$4.616 per square foot in rent to the Department of Administration. This was in response to a question asked at the June Commission meeting.

Commission Minutes

August 14, 1997

Page Three

**FEDERATION  
COORDINATORS'  
REPORT**

Drennen said the coordinators met on August 13th for discussion on the LSCA Title II applications, the new policy at Parmly-Billings Library to accept ILL requests in writing only, and the upcoming October 16th retreat with State Library staff. Doggett said she appreciates seeing the written reports from the federations and asked if coordinators could submit them for each meeting even if they are unable to attend.

**FCC DISCOUNTS** Strege reported that State Library staff have approved 40 technology plans for public libraries, thus enabling them to apply for FCC discounts. It may be September before the actual application forms are ready. Several telephone companies are challenging the discounts in court. The Public Service Commission is drafting rules for Montana's interim discount. They are proposing libraries must be open 30 hours per week to qualify. Strege said she has asked them to change that requirement to 20 hours. Strege has been appointed to Montana's E-rate Committee.

**FOLIO PROJECT** The State Library has purchased Folio software and a dedicated server to enable electronic access to all state documents. The software automatically indexes all documents. Policies for Folio are currently being drafted.

**MLA** Staffeldt said the MLA Board met July 31st and heard reports of lots of activity from all divisions. Upcoming conferences will be: 1998 - Missoula; 1999 - Big Sky, joint conference in June with MPLA; 2000 - Billings; 2001 - Kalispell; 2002 - Great Falls.

**FEDERAL FUNDING** The House version of LSTA contains \$6 million more than the previous appropriation for LSCA; the Senate version contains \$10 million more. The Senate version includes \$1 million for a Montana Information Consortium. The Chief Officers of State Library Agencies are not, however, supporting the Senate version, because much of the increase over the LSCA amount is designated for specific states and projects.

**TETON COUNTY** Strege informed the Commission that the Supreme Court has ruled that the public libraries in Teton County were not legally established and therefore the county need not provide funding. Legal counsel for the State Library has advised that these libraries are not eligible to receive state aid either. The establishment of libraries in Teton County will be put on the spring ballot. There is a similar situation with the public library in Heron.

**LAW REVISION AND NETWORKING TASK FORCES** Strege shared the lists of members of the Law Revision and Networking task forces. The first meetings of these groups will be October 28th and September 10th respectively.

**SPACE** Strege said the solutions to the physical space problems at the State Library include both short-term and long-term components. She said one of the short-term solutions is to move some of the NRIS staff to the Talking Book machine room and the staff lounge. Those displaced functions will occupy the current conference room, which will move to the north wall on the west end of the first floor. Strege agreed to bring cost estimates to the October meeting.

## **ACTION ITEMS**

**Administrative Rules** Johnson moved the adoption of the proposed recommendation pertaining to the administrative rules. Laird seconded.

Laird moved to amend the motion to retain 10.102.5102 through 5104. Bergeron seconded. Amendment passed unanimously.

Johnson moved an amendment to retain the Sub-Chapter 11 rules. Laird seconded. Amendment passed unanimously.

The Commission then passed the original motion, as amended, by a unanimous vote.

**State Library and Schools**

Doggett moved, "that the State Librarian draft a policy concerning the relationship between the Montana State Library and Montana school libraries to be presented to the Commission for discussion at its October meeting." Laird seconded. Motion passed unanimously.

**LSCA Title II**

Laird moved "that we accept the recommendation of the Advisory Council in the August 13th memo." Bergeron seconded. Motion passed unanimously.

**Advisory Council Nominations**

Doggett moved "we accept the draft policy for nomination of Library Services Advisory Council members as amended to omit the reference to the April meeting (as written by Dr. Strege and copied in our August Commission handbook)." Garvey seconded. Approved unanimously.

**NRIS Budget**

Johnson moved "that we approve the NRIS budget for the 1998 biennium as presented." Bergeron seconded the motion, which passed unanimously.

**STATE LIBRARIAN'S REPORT**

Strege announced that the contract with the Nature Conservancy was successfully negotiated and signed by August 1st. The Talking Book Library has received permission from the State Purchasing Bureau to procure Keystone software for automating the Talking Book collection. Kris Schmitz has been designated the State Library Employee of the Year. Cox announced that Karen Strege will serve on a state GIS Executive Committee. Staffeldt said Melody Ballard resigned in late July to move to Alaska, and Vicki Terbovich has resigned effective August 25th.

**COMMISSION RETREAT**

The Commission will hold a retreat near Helena on October 14th. A facilitator has been hired to assist with a decision-making workshop. Lois Fitzpatrick will lead a goal-setting exercise. Johnson asked for a discussion of library foundations. Schulz requested some time be spent on library standards.

**ANNOUNCEMENT**

Abramson told the Commission that Diane Frankel of the Institute of Museum and Library Services will be in Missoula October 2-4, 1997.

**ADJOURNMENT**

Meeting was adjourned at 2:45 p.m.