

State Library Commission Meeting

February 19, 1998

Attendees: Dorothy Laird, Chair, Mike Schulz, David Johnson, Cheri Bergeron, Rosemary Garvey, Hal Stearns.

Guests: Debbie Schlesinger, Greta Chapman, Delores Drennen, Janice Bradley, Lois Fitzpatrick, Emory Robatham, Bonnie Lovelace, Jim Heckel, Bernadine Abbott Hoduski

MSL Staff: Karen Strege, Darlene Staffeldt, Kris Schmitz, John Finn, Dana Ruby, Diane Gunderson, Fred Gifford, Jim Stimson, Christie Briggs, Magi Malone, Sue Jackson, Amanda Christen

Call to Order

Chair Dorothy Laird called the meeting to order. Laird thanked everyone for coming, and former Chair Mike Schulz for his continued assistance. Laird announced that Mary Doggett was not able to attend.

Introductions

Karen Strege introduced Amanda Christen, and thanked Jim Stimson and Fred Gifford for sharing the position as co-directors of NRIS.

Darlene introduced the last technology consultant to be added to staff, Dana Ruby, and also Christie Briggs in her new role.

Chair read a note from Allen Cox.

Open Time

Lois Fitzpatrick welcomed the commission to the library, and thanked all for coming.

Janice Bradley reported that the board of directors voted at the monthly meeting to table funding option which was to put fee on taxable dwellings on the November ballot. Before the education could begin, some had concerns, and the issue was tabled. Hopefully, this will be revisited before long.

Laird reported some agenda changes, which would facilitate a conference call during discussion regarding the Pathfinder Federation Headquarters. The state library long

range building plan is an agenda addition, and information on that issue was distributed in a separate mailing.

Minutes Adoption

Strege asked members to consider the issue of keeping audio tapes of commission meetings. She reported that after minutes are transcribed, there is no legal obligation to keep the audio recordings, and noted that after adoption, the minutes are the official record and transcript. Strege asked how long commission members felt was ample time to keep and store past meeting audio records.

Mike Schulz moved adoption of the minutes without changes, and the motion was seconded by Cheri Bergeron. Upon unanimous vote, the minutes are adopted.

Discussion followed regarding the length of time to keep audio tapes, and whether the historical society would want the tapes. Strege will find out whether the historical society wants the tapes. Members decided that tapes should be kept no longer than two years.

Financial Report

Schmitz reported that we are now halfway through the fiscal year. The LSTA grant award has been received, and allocation thus far was listed in the report. Some of the grant is still uncommitted at this point. Schmitz included a budget statement for the networking consultants, but because they are part of an LSTA grant, it cannot be included specifically in the MSL budget, because the fiscal year runs differently than the state fiscal year.

Schmitz reported that setup costs for consultants could exceed anticipated expense, and we may have to revisit this budget.

Schmitz reported that Program One has had a couple of changes in their revised budget column due to new software acquisitions. Funds allotted by the legislature were not adequate to cover expenses in purchasing and bringing the software online, so the additional funding came from the trust.

Discussion followed regarding requirements for accessing trust money, donor mandates on money, spending guidelines, and long versus short term costs and benefits.

Schmitz reported that another change in Program One involving the networking task force and advisory council, per this committee's original motions on that LSTA grant. Schmitz noted that the figure on the report is a biennial figure, and currently is being used to fund the Law Revision Task Force. The unused balance will carry into 1999.

Schmitz reported that in Program 7 only two new contracts were brought up this quarter, and neither brought in legislative contract authority. The second one was used for the Metadata Coordinator, which is up and running now, after working with Administration=s Information Services Division (ISD).

State Library Remodeling and Long Range Building Plan

Strege reported that remodeling of the State Library began at the end of January. Serrati Construction had been selected by General Services to do the work, which occurs mostly at night and on weekends. Strege reported that most of the work is currently happening upstairs, and the new conference room will be ready by February 26. Work in NRIS should be finished in about three weeks. Strege commended the contractor for their diligence in communication and clean-up after the crew.

Christie Briggs confirmed that General Services has been very good to work with, as well, and the Talking Books have been very minimally affected by the construction.

Strege reported that with all the new changes in the library, the staff would like to have a party and considered a casual potluck. However, the next commission meeting takes place during National Library Week, and Strege suggested that the commission consider a more formal open house, and invite the governor, perhaps to proclaim National Library Week. Strege agreed to start arranging the open house.

Long Range Building Plan Proposal (LRBP)

Strege reported that the Department of Administration changed the deadline for applications from March 1 to February 20. MSL spoke with Larry Fasbender in the Attorney General=s office. Both agreed that adding a partial third floor to the building is a high priority. Both will designate this as a number one priority for the for the next legislative session. This letter will go to General Services Division (GSD), Strege reported, and placed on a priority list. After prioritizing, GSD will let parties know of their standing on the list, and allow some refinements and adjustments.

Discussion followed regarding the impact of the current remodeling project on the long term building initiative, building appearance after addition of third floor, and amount of square footage to be gained by each agency.

Schmitz reported that the insurer is discussing increasing the fees by approximately \$15,000 per year, because of the lack of sprinkler system in the building. Sprinklers would have to be installed throughout the entire building, and would cost \$240,000 to install it.

NRIS Advisory Council

Bonnie Lovelace reported that a special meeting was held in January to discuss the budget. Lovelace noted that the RIT funding is projected to have a \$1.5 million shortfall, which will affect NRIS. The council made a list of recommendations that were given to Karen to consider, however, it was important that Karen be allowed to act as a director, and make decisions as an agency director.

Strege noted that the meeting was very productive, with the focus on the value of NRIS and how to fund it. Still in progress are decisions, and a plan, however, the consensus was that NRIS should have stabilized funding.

Federation Coordinators= Report

Delores Drennen reported that the Federation Coordinators met the previous day, and her report is written from events that transpired in that meeting. Drennen noted that a number of things were discussed, including making the LaserCat subscription available at a reduced price, the report of the Law Revision Task Force regarding presentations at the legislature, the Networking Task Force, and other related issues.

Drennen reported that the South Central Federation members will make adjustments due to the change in headquarters. The first draft of library standards will be ready at the federation meetings, and the next draft will be ready for the MLA, giving a six month calendar for finalization of those standards.

Drennen reported that the next Federation Coordinators meeting will be in Whitefish on August 11, and thanked Dana Ruby for his assistance in converting and printing the document needed for this report.

Federation Plans of Service

Staffeldt reported that she is currently working with federations on their plans of service, which will be ready for review in April. Staffeldt noted that there will still be ample time for decisions to be made, and appeals within the process, if necessary.

Reports from Technology Consultants

Magi Malone reported that she is currently working on two main projects: LSTA Internet connectivity and the E-rate, in addition to keeping in touch with the South Central and Sagebrush Federation libraries.

Discussion followed regarding the most exciting part of the job, percentage of time spent working with libraries (50%), and the E-rate workshops taking place.

John Finn reported that he has been involved in choosing a new vendor for the Montana Access Project, and that the committee is prepared to make a recommendation. Finn reported that three vendors were interviewed, and all three went well. Because MCN had the best presentation, services, and prices, the recommendation will be to award the contract to MCN.

Dana Ruby reported that he has visited a few libraries and got to meet some of the other librarians. Ruby has been making calls of introduction, and has been trying to find out information about current usage of LaserCat. Ruby hopes to travel more, and will be attending the E-rate workshops with Malone.

Discussion followed regarding which federations Ruby is serving, percent of time spent with libraries so far (25%), and whether all the consultants need to attend each commission meeting.

LSCA/LSTA Projects Update

Sue Jackson gave an update on the efforts of the Sheridan public library to remodel their building, and reported that bids would hopefully be out by March 1. At the Dillon City Library, the representative from the State Historical Preservations Office seems hesitant to change the building, but has given preliminary approval for remodeling, and saw no adverse effects on the building. One problem, Jackson reported, is that the grant will not be awarded until the final plans are approved and the historical preservation approval is secured, but the board is reluctant to spend the money for plan finalization without guarantee of the grant receipt.

Jackson showed members a copy of the LSCA final report, and encouraged interested members to look through it.

Jackson reported working with Malone to prepare a letter of invitation and application for the Internet connectivity project. The deadline has closed for applications, and 22 of the 30 libraries are interested in participating.

Discussion followed regarding those libraries declining to participate, whether the preservation office required any major changes, and past difficulties with modifying historic buildings.

Networking Task Force

Strege reported that none of the recommendations are in final form, but felt that the commission should know the idea of each being drafted. The task force's next meeting will take place in March.

Strege noted that the proposed changes in ILL reimbursements may be able to be done by administrative rule. Currently, reimbursement is made quarterly through the first three quarters, and the last quarter distributed by dividing the money remaining by the number of transactions. Strege reported the difference in funding under the proposed new reimbursement.

It was noted that ILL statutes would need to change if some types of loans were made ineligible.

Strege reported that the survey results are being compiled, and many are interested in a statewide subscription to an electronic periodical index. The MSL is considering including this in the EPP process.

Commission Goals

Schulz reported that the Commission has crafted three draft mission statements, which will be combined into one complete mission statement. Although it is not being released yet, the Commission feels positive about the drafts, and began to define a direction for the Commission.

Discussion regarding methods of collecting feedback, potential for holding a working meeting, and the importance of keeping the document current and applicable.

Special Request to Address the Commission

Hal Stearns distributed a guide of Lewis & Clark's Montana Journey pamphlets. Stearns reported that the information is going to be part of Montana curriculum, and encouraged members to get involved.

Federation Plans of Service

Laird noted that the commission has already accepted the resignation of the Great Falls Library as the Pathfinder Federation Headquarters. Strege reported that the Havre Hill County Library is interested in becoming the new headquarters, and referred members to her memo recommending acceptance of Havre Hill as the new headquarters. Bonnie Williamson joined the meeting via conference call.

Discussion followed regarding whether the library will re-evaluate after one year and the kind of staff available in the library.

Bergeron moved to accept proposal for Havre Hill to be federation headquarter for one year. The motion was seconded by Garvey, and the motion passed unanimously.

Review of Commission Policies

Strege distributed copies of a draft policy seen earlier by the commission, which resulted in a request for a book of all commission policies. Strege noted that with the resignation of the past administrative assistant, MSL had not ample time to construct such a reference, but noted that this book is a priority and will be presented by the April meeting.

Strege reported that the draft policy concerning library federations was put out on Wired MT, and received a few comments, but specifically noted that *Abiennial* means every two years, and suggested changing the language to *Asemi-annual* to reflect true intent. It was suggested that spending and disbursement of federation funds might be clarified more, but we have no recommendation on that. In addition, the definition of *Alibrarian* was requested.

Discussion followed regarding the number of librarians with MLS degrees, commission policy, spending and disbursement of funds, whether a change in statutes would also be required, alternative language suggestions, concern regarding profession devaluation without requirement of an MLS.

Members began to discuss the comment regarding the disbursement of federation funds. Discussion regarding potential language followed, and it was agreed that Strege should work on this issue more.

Law Revision Task Force

Strege reported that the task force is not ready to make recommendation for statute changes, and that the group is looking at how the rights of minors are protected in statute. Strege reported that a subcommittee has been appointed, consisting of Bill Cochran, Karen Strege, and two attorneys who will look at it on a *pro bono* basis to help with research and review for legal content.

Strege reported that she had drafted changes to part of the Montana library laws that deal with elections for library levies, and noted that currently, libraries can only ask for an election for a one year period if they want to exceed their statutory maximum. The task force will look at what Strege has drafted.

Strege also drafted some law establishing ways for communities to create district libraries, and this draft will be reviewed closely by the Law Revision Task Force. Laird noted that due to scheduling conflicts, another commissioner will need to attend the task force meeting on behalf of the commission.

WLN

Staffeldt reported that at the WLN meeting, attendees were excited about Blackwell's table of contents for books added to collections, and started a new group to look at cataloging. The next board meeting is May 8.

MLA

Staffeldt encouraged members to attend as many events as possible, and noted specifically the group on Government Affairs. Staffeldt reported members of MLA will be encouraged to talk to two people in their respective communities who do not currently know about the library and its services. Staffeldt noted that there is an update on the State Library on Friday, May 1, and one of the commission members should be there to speak.

Standards

Strege distributed two letters and a table of standards of other states. Strege reported that some conference calls have been held to discuss and revise the standards. The call participants have made good suggestions and participation has been high.

Strege reported that she is fielding a number of questions from various venues regarding standards.

Strege summarized the table of state standards, noted that only 22 states have responded to her request for information as of yet, and confirmed that a revised version will be provided to commissioners at the next meeting.

ALA Legislative Day

Strege reported that she plans to attend, and asked which commissioners plan to attend.

Laird noted that the events take place in Washington, D.C. and are scheduled for the purpose of lobbying legislators on the importance and issues of libraries, and encouraged those interested to attend.

E-Rate

Malone reported that in early December, she attended an E-rate workshop in D.C. Malone reported workshops have been scheduled for each federation and that after

talking to a US WEST representative, MSL is getting rave reviews on their education. Malone explained that two forms must be filled out, and gave the Internet sites at which the forms can be filled out:

[www.slcfund.org], [neca.org], and [eratehotline.org].

Strege reported that some legislators are critical of the E-rate program, and even our own Senator Burns has expressed concerns regarding bureaucratic waste. Strege noted that it would be a disappointment if the issues got defeated based on these allegations rather than on the basis of how this will help schools and libraries. Strege suggested speaking with Senator Burns on the importance of libraries and schools before the ALA day in Washington.

Action Items

Financial Report Garvey moved to approve the second quarter financial report. The motion was seconded by Schulz and carried unanimously.

State Library Long Range Building Plan Schulz moved to authorize Strege to support the addition of a partial third floor of the state library. Bergeron seconded the motion. The motion was clarified to read as follows: Approving the third floor addition and authorizing the State Librarian to sign the letter to Bill Bayless. The motion carried with no opposition.

Federation Policy Postponed, pending review of revisions and additions.

Library Literature Sample

Strege noted the article about the Stearns family's donation of shelves to the library, and the passing of Alma Jacobs.

State Librarian's Report

Strege reported that after the December meeting, Allan Cox resigned to go into private business, and that within a week of retiring from MSL, Sandra Jarvie had a part time job. Mary Jane took another position in state government. Strege reported that MSL currently has the NRIS Director, the Network Administrator position, the Volunteer Coordinator position, and two GIS Programmer Analyst positions open currently, but MSL has high hopes of being fully staffed soon.

Strege noted that Staffeldt has been promoted, and Briggs has been promoted to Jarvie's vacated position.

Other Business

Laird noted that each commissioner will be able to go to MLA, with MSL paying for registration and room charges. Laird encouraged commission members to visit the MSL booth during the times exhibits are open, and scheduled times should be worked out between the commissioners, rather than times assigned.

Announcements

The next goal setting meeting will take place April 14.

The next commission meeting is scheduled for April 15.