

# Montana State Library Commission Meeting Minutes

August 12, 1998

- Attendees:** Dorothy Laird, Chair; Mike Schulz; Rosemary Garvey; Mary Doggett; Hal Stearns; David Johnson; Cheri Bergeron
- Staff:** Karen Strege, Darlene Staffeldt, Kris Schmitz, Amanda Christen, Jim Stimson
- Guests:** Delores Drennen, Janice Bradley, Marilyn Trosper, Bonnie Williamson, Lenora Parsons, Connie Heckethorn, David Ellefsen

## Introductions and Announcements

Dorothy Laird welcomed attendees to the new Whitefish library, and announced that reservations had been made at Cyrano's for lunch and Grouse Mountain Lodge for dinner, and invited all to join.

Laird thanked Joey Kositzky for coming in early to open the library.

Doggett brought programs from the Montana Symphony, and more are available if desired.

## Approval of Minutes

The minutes were amended with some clarifying changes. Garvey moved to accept the minutes as corrected. Bergeron seconded the motion, and the minutes were approved as corrected.

## Advisory Council Reports

### ***LSCA/LSTA Projects Update***

Staffeldt reported that the Dillon had received final approval from SHPO, and the project can move forward.

The six basic Internet workshops conducted by the consultants received positive evaluations at all workshops.

Phase 2 of connectivity project has begun, with letters offering to upgrade current dial up access to direct access sent to 14 libraries. Costs are estimated at just over \$9000 per library upgrade.

The Sheridan public library building project is progressing well, and the library should be open in September.

***FY 1999 Projects***

Strege reported that MSL requested \$400,000 in general funds to purchase a periodical database. The governor is supportive, but asked the commission to consider alternative ways of funding, including the use of federal funds. The commission's past practice was to use federal funds for pilot projects rather than ongoing projects, however. In addition, the legislature has typically been reluctant to replace federal funds with state funds. The Advisory Council considered the governor's suggestion, and decided to ask for \$100,000 from the general fund, \$100,000 from the coal tax interest, and \$100,000 from libraries to fund this project. The governor is waiting for the commission's decision, and it is MSL's recommendation that the project be funded according to the council's suggestion.

The commission approved the Madison County consolidation project, and there is support by the interested parties. Strege will meet with county commissioners soon, and be able to give more information in the October commission meeting.

The Networking Task Force began to formulate a resource sharing project, which the Advisory Council is now recommending to the commission for approval. The project is to purchase a project manager and software for the first two years, and equipment to run the software, with the purpose of facilitating ILL throughout the state. Demonstrations to the task force and council showed that this type of software becomes a virtual catalog and offers interoperability between all types of systems. Strege estimates that implementation of this project will take three years, but said that the need for the staff person will not vanish.

**Networking Task Force Recommendations**

Strege reported that the notice of proposed changes to the ILL reimbursement were published in June, and that comments subsequently received were compiled and included in the commission notebooks. The largest problem seems to be the initial year of transition to the new method, and Schmitz and Strege discussed alternatives to assist the larger lending institutions with that transition.

**Law Revision Task Force Report**

The Law Revision Task Force passed this statement of intent in their June meeting and would like the commission's approval. The task force made a few changes to the housekeeping bill and the proposed district law, which are reflected in the drafts distributed. The draft legislation is due to the governor's office by September 1.

**Certification of the Legal Status of Public Libraries**

Staffeldt distributed an updated list of legally established public libraries, and noted that Swan Lake and Arlee were not able to supply the documentation required. As a result, those two libraries will not be receiving state aid, per the advice of MSL's attorney. Staffeldt noted that the consultants will continue to work with the two libraries to assist with legal establishment.

**Long Range Plan Evaluation**

Strege reported that the long range plans for every section but NRIS have been distributed previously. MSL hopes to have a plan for NRIS by October.

**Commission's Mission**

Strege reported that the commission's mission statement had been published on Wired Mt and in MSL's newsletter. Members discussed alternative language regarding the membership appointments, but decided to postpone final decisions until the time to take action.

**Review of Commission Policies and Bylaws**

Garvey reported that the subcommittee had met and that Strege had done much of the work already. Garvey summarized the committee's decisions, and recommended the commission accept the schedule of policy review.

***Interlibrary Loan Protocols Revision***

Some typos were corrected in this latest draft, but nothing substantive. The draft has not yet been sent out, due to the lack of commission approval.

***Exempt and Non-Exempt Employees Policy***

MSL went from having a large percentage of employees on the exempt rolls to very few exempt employees. Upon research and review of positions, the technology consultants' positions meet the requirements for exempt employees. MSL is ready to make this change, however, commission policy specifically names exempt employees. MSL is requesting the policy be modified to allow management to make the determination of exempt/non-exempt employees according to federal regulations.

***Classification Policy***

Strege reported that currently, a position can be sent for reclassification without knowledge of the state librarian. Strege requested the commission change this policy to involve the state librarian in the decision to review a position for reclassification.

## Reports

### ***State Librarian's Report***

Strege reported that Staffeldt had been given a subpoena by the FBI, requesting information about the library use of a citizen. After consulting with our attorney, he advised that the only information able to be released is whether the individual has a card.

Staffeldt reported that the TBL now has full staff and a great new volunteer coordinator. The State Fair booth was very successful due to the work by the LDD staff, and there was a lot of interest in the booth. One of the consultants has resigned and MSL is working to fill that position as quickly as possible.

Stimson reported that although the NRIS division has no coordinators, things are going well and the staff has pulled together to get the work done. Stimson hoped to have a new GIS coordinator on board by November 1, and a systems administrator hired by October 1. Duane Anderson will be joining NRIS as the WIS coordinator on August 24.

Stimson reported that ESRI, a manufacturer of GIS software, presented NRIS and other partnership agencies an outstanding achievement and implementation award. Gerry Daumiller received the award on NRIS's behalf this year.

### ***NRIS Financial Restructuring***

Stimson reported that the governor's office encouraged submitting a request for funding changes to facilitate discussions regarding that restructuring. The proposal had been to move all funding to general funding, however, the governor's office doubts that there will be enough general funds to support other programs. Dave Lewis, of the budgeting office, has requested that NRIS submit a report studying various funding scenarios, including user fees, by October. Currently, only for-profit users are charged for the information. Stimson reported that the commission adopted a policy in 1989, and noted that, included in his memo, were some suggestions to facilitate a decision by the commission. Stimson noted that a decision by the commission would be helpful for his report. Stimson summarized the options, and recommended the commission adopt the "status quo" option. Stimson noted that NRIS does not retain fees collected for use of the system, and that increased fees would not help the program in its funding restructuring.

## Reports

***Standards***

Strege reported that the second draft of the standards had been distributed previously, and that the committee had decided to write "pro" and "con" statements for those standards which would not be agreed upon. Strege noted that those statements would be available in the October meeting.

***Erate***

This program continues to be debated in congress, with debates on improving the program, even though the program is still in what they call the "problem resolution" phase.

***Federations***

Bradley reported that the federation coordinators met on August 11. Bradley noted that meeting had 100% participation, and that reports from two of the federations were available. The coordinators reviewed and took action on several policies.

The coordinators were split when considering giving rule making authority to the commission regarding base grants, and they also discussed running the finances of the federations through the state library, with three federations interested in that structure.

Bradley reported that the federations had requested to be able to submit plans of service electronically, and MSL has facilitated that, with much appreciation from the coordinators. Federations are considering ways to work together to facilitate CE opportunities and also volunteer trustee certification.

**Executive Planning Process (EPP) Update*****Budget Items***

Strege reported that of the five items requested by the state library, four have been denied. The statewide database item is still pending, and Strege encouraged anyone who feels strongly about this item to write a letter to the governor's office.

***Statute changes***

Strege presented potential changes, and noted that if approved by the commission, the changes would be submitted to the governor's office.

**FY 1998 Fourth Quarter Financial Report**

Schmitz presented the financial report, and noted only two changes under program one, which was initiated by federal standards, and which the state has now accepted. Any equipment costing less than \$5000 will be listed under supplies rather than equipment.

Schmitz noted that a mistake was made in another office which cut part of the library's general fund from HB2, however, it has finally been corrected.

### **FY 1999 Budget**

Schmitz presented the start-up budget of fiscal year 1999.

### **Action Items**

Bergeron moved to accept the Montana Interlibrary Sharing Protocol. Schulz seconded the motion. Johnson moved to amend "telefacsimile" to "electronic transmission." The amendment was seconded by Bergeron, and the amendment carried. The main motion was approved, as amended.

Schulz moved to accept the amended compensatory time policy. The motion was seconded by Garvey, and the motion carried.

The MSL position classification procedure was amended to change the second program manager to personnel officer, and to include the language, "if approved, the personnel officer will send the position description." The word "request" would be correctly spelled, and any references to gender removed, as well. Stearns moved to approve the policy with the suggested changes. Schulz seconded the motion, and the motion carried.

Schulz moved to delete policies a2, b6, b9, and b10. Doggett seconded the motion, and the motion carried.

Bergeron moved to approve the final FY99 budget recommendations and give preliminary approval for a resource sharing project. Johnson seconded the motion, and the motion carried, with the understanding that a more definite proposal will be forthcoming, and a demonstration of the software will be provided.

Schulz moved to recommend funding a statewide database license with \$100,000 from the general fund, \$100,000 from coal tax interest, and \$150,000 from local libraries, for a total of \$350,000. Garvey seconded the motion, and the motion carried.

Doggett moved to accept the recommendation from the Law Revision Task Force. Bergeron seconded the motion, and the motion carried.

New language was suggested for the commission's mission, as follows: "The seven member commission consists of 5 members appointed by the governor, one appointed by the Commissioner of Higher Education, and one member the Superintendent of

Public Instruction or their designee. Johnson moved to adopt the mission statement as modified. The motion was seconded by Bergeron, and the motion carried.

Doggett moved to accept the fourth quarter financial report. The motion was seconded by Garvey, and the motion carried.

Schulz move to accept the FY1999 budget as presented. Doggett seconded the motion, and the motion carried.

Stearns moved to approve the ILL reimbursement rule changes. Doggett seconded the motion, and the motion carried.

### **Library Literature Sampler**

Strege noted that articles covering the Whitefish library, a visit to Madison County, Havre Hill County, and Bonnie Williamson taking over in the Pathfinder Federation were included.

### **Announcements**

The October meeting will be held in Miles City. Eleanor Gray has invited everyone to her home for dinner the night before.

Thanks to all for coming to Whitefish, and to Chair Laird on behalf of the commission.

### **Meeting Adjourned**