

State Library Commission Meeting Minutes

April 14, 1999
Helena, Montana

Attendees: Mike Schulz, Mary Doggett, Richard Johnson, Cheri Bergeron, Dorothy Laird, Hal Stearns, Rosemary Garvey

Staff: Karen Strege, Darlene Staffeldt, Amanda Broadwater, Bob Cooper, Sue Jackson, Duane Anderson, John Finn

Guests: Janice Bradley, Debbie Schlesinger, Lois Fitzpatrick

Introductions and Announcements

Chairperson Schulz welcomed attendees, and asked if anyone present would like to address the commission.

Approval of Minutes

Laird moved to approve the minutes as presented. Garvey seconded the motion,

State Librarian's Report

Strege reported that the Gates' Foundation state application has been approved, and all eligible public libraries are able to take part. Strege suggested making the formal announcement during the June commission meeting, and reported that the governor has agreed to participate in the announcement. Commissioners decided that the announcement and meeting should be held at the Lewis & Clark public library in Helena in June.

Strege reported that Doggett, Johnson, Strege, and Lois Fitzpatrick are attending ALA Legislative Day in Washington, DC on May 4-5. Information regarding Montana library issues will be distributed prior to the meetings with the legislators. It was suggested to bring up the issue of the complexity and complication of applying for the E-rate discounts, and Strege agreed this is an important issue.

Bruce Morton, Dean of MSU's library, invited Strege to participate in a grant with the library and MSU Extension program. Morton wrote the grant which is to hire a trainer to train extension agents on information literacy, and those agents can in turn train public and school libraries. MSL should know by the end of the summer

whether the grant will be awarded. Strege thanked Morton for taking the initiative on this grant, and doing much of the legwork and writing of the grant.

Strege reported for Malone that at least eight libraries have received E-rate reimbursements. More libraries are applying this year than last year, and much of that success is due to Malone's encouragement and assistance. Some telephone providers are going to provide future reimbursements in the form of a credit on the phone bill rather than an actual reimbursement check to libraries.

Strege distributed sketches of a proposed vertical banner to be posted outside the 6th Avenue doors of the State Library. The banner would result in a significant change in the look of the building, and it would be the first one on the capital complex, and potentially some criticism. The commission decided to pursue the banner idea, and Strege will use her judgment on the final cost.

Strege distributed copies of the member list for the Law Revision and Networking task forces, and recommended the commission invite all participants to commit to another two-year term. Strege suggested adding an OPI member to the Networking task force, and noted that since Al Randall is retiring, he will no longer represent school libraries, but could represent public library trustees.

Jim Stimson reported that NRIS now has a verbal agreement from Ted Chase to fill the vacant GIS coordinator position. Chase will be starting on June 28.

Darlene Staffeldt reported that Birdie Blanton in the Talking Book Library is retiring on April 30. Roberta Gebhart is taking a lateral transfer to fill Blanton's position, and Gebhart's previous position will be posted and filled. The Information Services Division has just finished the shelver interviews and is now conducting reference checks. Malone is still working two hours per day until the end of April, while we recruit for that position.

Strege noted that the terms for Commissioners Laird and Stearns will expire in May. The Governor is looking favorably at reappointing Laird, and is seeking nominees from the northeastern part of the state for Stearns' successor.

Legislative Update

Strege noted that a final written report will be presented in the June meeting. The district library bill was defeated. The bill to allow libraries to ask for a mill levy exceeding a one year period, sponsored by Rep. McCullough, has passed both houses and is awaiting the Governor's signature. Effective July 1, 1999 is the bill sponsored by Johnson that gave the commission rule-making authority.

The request for \$400,000 for the electronic database was approved. One decision package affecting NRIS brought back the equipment funding, but did not

restore the 3% increase in Heritage program contract or the \$1500/year for maintenance contracts.

A global amendment to decrease all agency travel budgets by 12% was taken out, and our previously reduced travel budget has been restored.

Strege noted that some libraries are having trouble with their E-rate discounts. MSL received a check for \$13,000 but can not spend the money because it was received in a different year than that the money was originally spent, and as a result, MSL has no authority to spend it. We are asking the governor's budget office for authority to spend this money on one project, such as a one-year demonstration subscription to the encyclopedia service, to show libraries that value of that service. Schmitz is in front of the committee asking for this authority, and hence, the reason for the financial report delay.

Advisory Council Reports

LSCA/LSTA Projects Update

Jackson reported that all of the agreements are in place for those libraries that participated in Phase 1 of the LSTA project. This money has to be expended by September 30, so the remaining funds are being closely monitored. All projects seem to be going well, except for the Dillon library, which will need to finish replacing their basement before they can install the equipment, which they have already purchased. Libraries are using the money for a variety of things, including providing training for their patrons. There are six agreements for Phase 2 to upgrade from dial-up to direct access. The balance for the project is estimated at about \$80,000.

For LSTA FY99, the commission approved funds for a library improvement project in Madison County. The Advisory Committee has had their first meeting and has a second meeting planned for April 20 in Virginia City. The information seems to be flowing well, they have a lot of enthusiasm, and some exciting plans taking shape, which is very encouraging.

Reauthorization of Advisory Council

Staffeldt reported that the commission needs to reauthorize the Advisory Council. Two positions are available on the council – those of a Public Library Representative, and a person who can not use traditional library services. The governor needs to have a list of nominees/recommendations from this group by July in order to re-appoint and appoint for the two vacant positions.

Review of Commission Policies and Bylaws

Strege presented an updated and reformatted copy of the commission's bylaws, for consideration. Recommendations made include leaving the EEO policy in

force, and deferring the other two policies, due to the amount of work that needs to be done.

Networking Task Force Report

University System ILL Subsidy

Strege reported that the task force's recommendation regarding the ILL clerk payment was to direct Strege to work with the Deans during the next year regarding the whole ILL system.

Montana Library Network Director Search

Strege reported that the interview team met and interviewed the two candidates, and evaluated a presentation from each. Bruce Newell was offered the position and has accepted. Newell is slated to start on May 10, and his first duty is to initiate a planning process for the network.

Database Purchase Guidelines

Since this is a one-time project, Strege recommended adopting guidelines rather than actual administrative rules, and asking the networking task force to work out those specifics. The task force debated at great length and decided that for those opting out of the project, their match funds should be limited to a list of "approved" materials, as well as requiring those libraries to contribute a funding match.

Strege reported that the RFP has been let, and the networking task force is meeting at the end of the month to evaluate the presentations.

Federation Plans of Service

Staffeldt presented two plans of service for action, including the Sagebrush and Broad Valleys. These will be considered for action later.

Federation Reports

Janice Bradley distributed and summarized a networking task force report received from Bonnie Williamson, and advisory board meeting agenda from the Pathfinders federation, and minutes from the coordinators' meeting.

Bradley reported that the group had discussed a mentoring program for federations, including giving to new library directors a packet of helpful information. The MSL Library Development team is currently revising the trustee manual, but will be turning next to this kind of packet.

Bradley created a sheet outlining how each of the federations spend their money, and time lines for the reporting and granting periods. Bradley noted that some of the libraries deposit their money in bank accounts which don't satisfy the state requirements.

Commission Rules – Interlibrary Loan Program and Standards

Strege reported that the rules regarding ILL were adopted last year, and become effective July 1 of this year. As a direct result of the adoption of these rules, St. Vincent's library has opted not to participate in the ILL program anymore, and will be charging for items loaned. Strege would like to discuss the program, and noted that the library is very close to the \$10,000 cutoff, and wanted to iterate the potential for making a 50% payment, as with the other libraries being granted an exception.

Standards

Staffeldt noted that the reason a lot of the libraries not meeting the standards is because librarians are not certified. That standard does have a 3-year compliance period, however, so many of those will be in compliance. The standards subcommittee has not yet worked on drafting rules for the implementation of these standards.

Commission Goals and Objectives

Schulz distributed a sheet of brainstormed ideas, and the resultant list of related potential goals and objectives, as modified by Lois Fitzpatrick.

Water Information System Presentation

Duane Anderson provided a presentation on the mission, goals, etc, of the Water Information System program. He noted that most of the services are Internet based, and provided a demonstrative tour of those pages.

Financial Report

Kris Schmitz summarized the financial report, and noted the small change on the report due to the accepted accounting practices, and extending a credit limit from \$1000 to \$5000 in the equipment area.

Action Items

Financial Report

Bergeron moved to accept, and Doggett seconded the motion to accept the financial report.

Reauthorization of Advisory Council

Garvey moved to authorize the Advisory Council for another 2 years and conduct study during those two years, for future recommendations. The motion was seconded and approved.

Commission Policies and Bylaws

Johnson suggested replacing the second sentence with "All travel for commission members shall be approved by the commission." Laird moved to approve the bylaws as amended. Johnson seconded the motion, and the motion carried.

Federation Plans of Service

Bergeron moved to approve Sagebrush's plan of service. Doggett seconded the motion, and the motion carried.

Garvey moved to approve Broad Valleys' plan of service. Laird seconded the motion, and the motion carried.

Literature Sampler

Strege summarized the articles provided, and said "Happy Librarian's Day" as wished by Debbie Kramer.

State Librarian Evaluation

Schulz reminded the group of the upcoming librarian's evaluation and asked for volunteers to do this in August.

Meeting Adjourned