

**Montana State Library Commission**  
**Helena, Montana**

**December 7, 1999**

**Attendees:** Mike Schulz, Mary Doggett, Rosemary Garvey, Al Randall, Cheri Bergeron, Dorothy Laird, David Johnson

**Staff:** Karen Strege, Darlene Staffeldt, Amanda Broadwater, Kris Schmitz, Sue Jackson, Jim Stimson, Bruce Newell, Bob Cooper, Sue Crispen

**Guests:** Delores Drennen, Emory Robotham, Debbie Schlesinger, Marlene Palmquist, Bridgette Johnson

**Introductions and Announcements**

Chairperson Mike Schulz called the meeting to order and thanked Karen, Jim, and Darlene for hosting the dinner and reception at the Staffeldt home the previous night.

Mary Doggett moved to accept the minutes as presented. The motion was seconded and carried.

**State Librarian's Report**

Karen Strege reported that the State Library had hosted a resource sharing meeting, with all Mountain Plains and Pacific Northwest Association state libraries being invited. Outcomes of this meeting included agreements to pursue digital standardization, sharing of non-bibliographic information, creation of a regional buying group to pursue continuing education and library education in the western region. Other outcomes included network resources and reciprocal ILL processes.

Strege noted that the Gates Foundation has scheduled statewide grant writing workshops for all eligible public librarians on January 11, 2000. The workshop will be held via MetNet videoconferencing, with ten sites in Montana, as well as sites in Idaho. Gates has determined six libraries ineligible, but MSL hopes to work with the census information bureau to determine poverty level and eliminate all but one library from the list.

***LISD Reorganization***

Darlene Staffeldt, Karen Strege, and Suzy Holt are working to revise position descriptions (PDs) for all positions in this department. A consultant has been hired to develop the professional position descriptions, and Staffeldt, Strege, and Holt are writing the clerical PDs. The PDs will be sent to Administration for classification in mid January, and staff is currently updating their resumes. MSL fully intends to match existing staff skills and abilities with those required in the new positions, when possible. Communication is taking place to eliminate as much anxiety as possible.

***NRIS Strategic Plan***

Jim Stimson noted that NRIS has been processing a high level of requests, and working on outreach activities, including the newsletter *Optimolocus*, introduced at the last commission meeting. NRIS was also invited to be at the conservation district's regional meetings, which was an honor. Further, the state's geographic information council recognized that NRIS is the state's clearing house for spatial information, and adopted the Metadata standards, which NRIS promoted.

NRIS reviewed the Heritage Program's strategic plan, information from MSL, and information from previous efforts to determine whether the current mission accurately portrays the goals of the program, identify the market audience, and determine methods of effectively serving patron needs. Stimson summarized the resulting goals, and identified the series of actions to be taken to achieve those goals, noting that an implementation strategic plan to guide the program for the next 2-5 years is still taking shape.

**E-Rate Report**

Staffeldt noted that the E-rate report prepared by Suzanne Reymer consisted of a brief update of all three years. Library participation is high, with some libraries that opted out of the program in year two taking part. To date, 49 libraries have filed for year three, and of those, all filed electronically.

**First Quarter Financial Report**

Kris Schmitz reported that the new system still has yet to be perfected, with much of her report still being manually calculated. Schmitz noted the changes in the report, with grant money being moved to separate budgets for approved projects, and expenditures for task forces being separated, as requested. Year-end projections are difficult to make this early in the year, however, the budget seems to be on track.

**LSTA Reports*****LSCA/LSTA Projects Update***

Sue Jackson summarized the LSCA report, noting that after the Dillon Library submits their final report, MSL will file a completion report, and nothing further will be reported on LSCA grants.

The 1998 LSTA Internet connectivity project has been completed, and the reports were interesting, with librarians enthusiastic about the advantages they and their patrons are enjoying.

The 1999 LSTA project, the Madison County LIP, is going well. Currently, the advisory board is working on an agreement with one of the schools to provide public access. Each of the four existing libraries will expand evening and weekend hours, in response to the survey conducted. They are also working on a model for consolidation, and continuing to educate the public in hopes of building support for the ballot item.

### ***Advisory Council Report***

The Advisory Council met on November 9 and discussed services to state institutions in great depth. Jackson provided the report to the council, but no staff recommendation was made. The council recommended that MSL set aside the already earmarked \$8,000 for FY2000, and the resultant reaction (or lack thereof) would serve as a measure of interest. Further, the council recommended the formation of an ad hoc committee to study the issue and develop a recommendation of criteria for disbursement of the funds.

Strege reported that the council was unable to form a recommendation regarding the groups future, and decided to turn the issue back over to the commission. The governor reappointed the current council until May 2001, at which time the commission will need to make a decision whether to ask the governor to again reappoint members to that advisory body.

The commission decided to postpone the decision to reappoint the council, and directed MSL to develop an outline of the study to be conducted regarding institutional library services. The money for those programs will not be disbursed until after the council conducts the study and provides a recommendation at the June commission meeting.

### ***Montana Library Network (MLN)***

Bruce Newell distributed a corrected spreadsheet and gave a presentation outlining the project's goals, long range plan, and expenditures.

Commissioner Al Randall suggested creating a school-wide consortium to acquire federal funding for this project, and gave tips for success in obtaining that grant.

### ***FY2000 LSTA Budget***

Strege reported that MSL has not yet received notification of this grant. She noted that there is a significant carry-over from the FY99 grant, due to many factors, and summarized the budget.

Strege proposed the Lake County Improvement Project, similar to the Madison County project, for approval by the commission. She explained that due to higher population and lower per capita funding, the existence of non-legally established libraries, larger number of participants, and the lack of a county library system, that this project is projected to cost more and take a longer period of time to complete.

### **Federation Coordinators' Report**

Debbie Schlesinger reported that the federation coordinators had discussed federation plans for the Year 2000 conversion and for implementing the rules for HB125, and were requesting that MSL hold a one-day retreat to familiarize librarians with those new rules.

### **Federation Annual Reports**

Staffeldt presented the South Central and Broad Valleys federations annual reports, noting that the other federation reports were approved in October.

### **LSCA Contingency Funding**

Strege summarized the policy, and recommended that a procedure statement would be more appropriate.

### **Law Revision Task Force**

Strege reported that the group had looked at various ways of apportioning state aid to libraries, and is working on making a budget request. Strege predicts a bill for statute clarification will be brought for commission approval.

### **Administrative Rules**

Strege reported that work on rules to implement the standards has just begun, with no hearings being held yet. The draft rules are being reviewed by MSL's attorney, and an update on the status of those rules will be available at the next meeting.

### **Commission Goals and Roles**

A subcommittee consisting of Bergeron, Schulz, and Randall was formed to discuss goals and roles of the commission, Schulz reported. To date, the group has compared the goals to laws and bylaws, and exchanged email to discuss. An update will be provided at the next meeting.

### **Commission Reception at MLA**

Laird reported that arrangements for the Friday night reception include dessert, wine, and champagne, with the possibility of a jazz music accompaniment. Commissioners agreed to contribute a total of \$300, with a minimum \$30 contribution per commissioner.

### **2000 Commission Meeting Dates**

Strege summarized the meeting dates and noted that meetings occur on the second Wednesday of every other month, beginning in February. Strege recommended visiting a library on the hi-line, for the customary meeting away from Helena. After receiving an invitation to Lewistown, the commission also considered holding the August 2000 meeting at the Lewistown Public Library.

### **Action Items**

#### ***South Central and Broad Valleys Annual Reports***

Johnson moved to accept the plans as presented. Randall seconded the motion, and the motion carried.

#### ***Contingency Funding***

Doggett moved to accept the contingency funding plan as presented. Garvey seconded the motion, and the motion carried.

#### ***First Quarter Financial Report***

Laird moved to accept the financial report. Johnson seconded the motion.

#### ***LSTA FY2000 Budget***

Doggett moved to accept the budget as outlined on the first page of MSL's memo. Johnson seconded the motion, and the motion carried.

#### ***Lake County Project***

Bergeron moved to accept the Lake County Library Improvement Project for one year with a possibility of continuance of a second year after the fulfillment of MSL's performance requirements and approval by the Commission. Garvey seconded the motion, and the motion carried.

#### ***2000 Meeting Dates***

Laird moved to accept the dates as presented. Bergeron seconded the motion, and the motion carried.

### **Library Literature Sampler**

Strege summarized the articles included, noting that Dillon Public Library got some good press, and the Missoula Public Library received an award.

### **Other Business**

#### ***Election of Officers***

Schulz noted that the commission needs to elect a Chairperson and Vice Chairperson to serve for the next year, and opened nominations for Chairperson.

Laird nominated David Johnson for Chairperson, and Bergeron seconded the motion.

Randall moved to close nominations, and Doggett seconded the motion. The motion carried unanimously. David Johnson was congratulated as the new Chairperson.

Schulz opened nominations for vice Chairperson.

Rosemary Garvey was nominated for Vice Chairperson. The motion was seconded by Schulz, and Randall moved to close nominations. Doggett seconded the motion, and nominations were closed. Garvey was congratulated as the new Vice Chairperson.

Schulz recognized Delores Drennen for her service to libraries and attendance at commission meetings, and wished her luck in her future endeavors.

**Meeting Ajourned**