

**Montana State Library Commission Meeting Minutes**  
**August 18, 1999**  
**Sheridan Public Library**

- Attendees:** Mike Schulz, Mary Doggett, Al Randall, David Johnson, Cheri Bergeron, Dorothy Laird, Rosemary Garvey
- Staff:** Karen Strege, Darlene Staffeldt, Amanda Broadwater, Kris Schmitz, Bob Cooper, Bruce Newell, Sue Jackson, Sue Crispin, Suzanne Reymer
- Guests:** Delores Drennen, Marlene Palmquist, Debbie Schlesinger, Susan Brown, Julie Ward, Kelly Elser, Paula Gilman, Doris Fisher

**Introductions and Announcements**

Mike Schulz welcomed attendees and thanked the Sheridan Public Library staff and friends for hosting the meeting.

Schulz introduced the commission, including newest appointee, Al Randall.

Schlesinger announced that since Janice Bradley, former federation coordinator representative to the commission, has resigned, she will be reporting for the federations, for the present time. Additionally there are two new coordinators in the federations.

**Minutes Adoption**

Shiell Anderson's name should be spelled correctly.

Doggett moved to accept the minutes as amended. Bergeron seconded the motion, and the motion carried.

**State Librarian's Report**

***Long Range Plan Evaluation***

Karen Strege distributed the NRIS part of the report and noted the long range plan evaluations that have been completed for the Talking Books Library and Library Development Department.

House Bill 2 passed in April and requires state agencies to establish goals and objectives, and to put them on our web site. The State Library will feature these goals and objectives predominantly on the front page of the current web site.

***Library and Information Services Department (LISD) Review***

Darlene Staffeldt reported that the state library had conducted a number of focus groups including people in agency executive positions, agency librarians, and LISD staff. Each group went through strength/weakness discussions and came up with recommendations. LISD hopes to have a preferred future statement prepared for the October commission meeting, as well as a draft long-range plan with some organizational structure.

***BCR Membership***

The State Library purchased a membership to this buying group that negotiates discounts on the purchase of library materials, excluding the Gale Group product. MSL is advertising this membership and its advantages to the public to allow other libraries to take part.

***E-Rate***

Suzanne Reymer reported that the program is currently in wave six and more waves will be forthcoming. This is the second year of the program, and libraries are scheduled to get their discounts from their providers, rather than a check for the discount.

Suzanne will be attending a two-day workshop in Chicago that will give updates on the program and familiarize her with the upcoming changes on the forms. Suzanne will also distribute via WiredMt any future wave information.

***NRIS Long Range Plan – Heritage***

Sue Crispin reported that the Heritage program has undergone a planning process to determine what the program was focused on, what needed to be done, and how to implement those changes. Four major groups who rely on this information were identified, and after soliciting input from them, the program identified some goals, including dissemination of the information, and the quality and accuracy of this information.

**LSTA Reports*****Madison County LIP Advisory Committee***

Bob Cooper reported that the LIP project in Madison county has been meeting, soliciting information, distributing press releases, and moving the project ahead.

Doris Fisher, chair of the LIP project advisory committee, reported that the committee has conducted a survey which was mailed to all registered voters. Of those, 14% responded. Generally, patrons seem satisfied, but areas of improvement that were identified included more books, more computers, and more hours. The group is now determining how to best spend the money in

appropriate ways, and the kind of structure to recommend to the county library board and county and city commissions, for a more unified library system.

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

Sue Jackson reported that the deadline for the LSTA phase one project is September 30. Two libraries reverted the money, but the balances remaining in the other libraries will be spent by that deadline. The phase two project is continuing, with Fort Benton, Choteau, and Virginia City already completed. The remaining money in the 1998 FY budget will be spent to fund the Fall Workshop, for which 50 people have already signed up.

### ***Montana Library Network***

Newell reported on his activities, which included visiting the various communities, determining priorities for the network, and putting those priorities into the plan. Other activities include negotiating an even bigger buying group with bigger discounts, as well as negotiating a fixed price so that smaller libraries can still participate. Newell asked for comments and feedback on the plan, and noted that in November, the networking task force is going to be getting ready to actually start spending money.

### **Review of Commission Bylaws and Policies**

Strege summarized the policies up for review and reported that the changes suggested for the Information Services and Collection Development policies were implemented, and the mission statements are now the same. Upon final action, MSL will provide commissioners with an updated set of all policies.

### **FY1999 AND FY2000 Financial Reports**

Kris Schmitz summarized the end of the FY1999 financial report and noted that commissioners will see the same things as the opening budget for FY2000. Total reversion to the general fund for Program 1 was about \$17, and for NRIS the reversion was about \$4000. The new software is still making reporting a problem, however, bills are able to be paid.

### **Networking Task Force**

Newell reported that the task force met at the end of June, and has plans to meet again on September 9.

### ***Database Purchase***

Staffeldt reported that the database purchase project has been a huge success, with only four libraries choosing money in lieu of the database. Of these four, one

was a public library, and three were school districts. The training will be held in September at six different locations.

### **Law Revision Task Force Report**

Strege reported that the group met on August 6, with Commissioner Schulz replacing Commissioner Doggett in order to represent Universities to the task force. The group worked on the rules that govern the distribution of base grants the composition of federation advisory boards, and the resultant drafts were distributed in the second mailing.

Strege suggested two changes on the Library District Law, including the addition of a clause that requires \$2 million market value for formation of a district. This is consistent with the requirement for community college districts, and would preclude the formation of numerous very small districts. The other change was to require a ten percent rather than a five percent of a community's voters on a petition to form a district.

The task force received a request from a Bozeman citizen who felt that she should not have been denied access to her child's library records. The task force determined that no changes in the law were necessary, and that Montana's laws are consistent with those in other states. Strege was asked to write a response to the requesting citizen to inform her of the task force's recommendations.

The task force has brainstormed ideas for desired outcomes of state aid, which they asked a sub-committee to consolidate into a unified statement.

The group will meet again on September 28, and hopes to have draft rules for HB 125 available by the October commission meeting, as well as a detailed legislative agenda proposal in February.

### **Public Library Standards Administrative Rules**

Staffeldt summarized the rules, noting that the subset of standards made mandatory by the commission was outlined in the rules. All previous referrals to standards in the rules are being repealed because they were not tied to state aid, and to avoid confusion and redundancy. The hearing is set for September 10, and written comments will be received until September 17, 1999.

### **Commission Goals and Objectives**

Schulz summarized the history of the group's work on developing goals and objectives, and in development of a mission statement, and asked members to

think about whether to discontinue this item, as it doesn't seem to be progressing, or if a subcommittee would be a more appropriate vehicle for this item. The group decided to meet at noon the day before the October meeting to read the background material and discuss future progress, if any, on these commission goals.

### **Action Items**

#### ***Information Services Policy***

Bergeron moved to accept the policy. Doggett seconded the motion, and the motion carried.

#### ***Collection Development Policy***

Johnson moved to accept the policy. Laird seconded the motion, and the motion carried.

#### ***FY1999 Financial Report***

Garvey moved to accept the report. Randall seconded the motion, and the motion carried.

#### ***FY2000 Financial Report***

Doggett moved to accept the report, with a separate ledger sheet detailing task force expenses in the future. Bergeron seconded the motion, and the motion carried.

### **Library Literature Sampler**

Strege summarized the contents of the sampler, and noted articles of special interest.

### **State Librarian Evaluation Process**

Schulz reported that the State Librarian had requested this segment of the meeting be held privately, and as presiding officer, he determined that the meeting would be closed at this time, then dismissed the audience.

Upon the audience reconvening, Laird reported that the State Librarian evaluation was a positive one, and the commission is very pleased with her performance. Laird moved to grant a 5% salary increase to the State Librarian. Johnson seconded the motion, and the motion carried.

### **Other Business**

Delores Drennen announced her retirement from the Miles City Public Library, and also as the federation coordinator.

Schulz thanked the Sheridan Public Library staff and friends on behalf of the commission for hosting the meeting and providing refreshments and the noon meal.

Commissioners finalized plans for visiting other community libraries in the area, and adjourned to conduct those visits.

**Meeting Adjourned**