

**Montana State Library Commission
Meeting Minutes for June 12, 2001
Helena, MT**

Attendees

- Commissioners:** David Johnson, Linda McCulloch, Rosemary Garvey, Al Randall, Ralph Atchley, Bruce Morton
- Commissioners Absent:** Dorothy Laird was on her way to the ALA conference in San Francisco.
- Guests:** Debbie Schlesinger
- Staff:** Karen Strege, Darlene Staffeldt, Suzy Holt, Bob Cooper, Barbara Sawitzke

Meeting called to order at 1:15 p.m.

Announcements and Introductions

Chairperson David Johnson called the meeting to order and introduced the two new commission members, Ralph Atchley and Bruce Morton.

Ralph grew up in Arlee and graduated from the University of Montana. He served 12 years active duty in the Army and now lives in Malta with his wife, who is originally from Stephenville and is also a graduate of the U of M. He became interested in libraries through a local board member and thought serving on the Montana State Library Commission sounded interesting. He replaces Mary Doggett of White Sulphur Springs.

Bruce was selected by Dr. Richard Crofts, Commissioner of Higher Education, to serve a three-year term on the Montana State Library Commission. Bruce replaces Michael Schulz of the Western Montana College Library. Bruce has been a librarian for 27 years and has been at MSU for 17 years, the last eight of which he has been Dean of Libraries. He is a native of New York, but grew up in Pennsylvania.

Karen Strege introduced Barbara Sawitzke who took Amanda Broadwater's place as Administrative Assistant. She has been at the Library two months.

Darlene introduced Debbie Schlesinger, Broad Valleys Federation Coordinator, to the new commissioners.

Dorothy Laird was not able to attend the June Commission meeting as she was on her way to attend the ALA conference in San Francisco. Karen and Bruce will also be attending the conference and all will give a summary at the August meeting.

Johnson welcomed Mark Sherouse from the Montana Humanities Council who gave a presentation about the Festival of the Book.

Mark was at the State Library in December of 1998 to announce that the Montana Committee for the Humanities was becoming the Montana Center for the Book. Mark came to the commission meeting today to give a progress report and to talk about this year's Festival of the Book.

The umbrella under which everything else fits is the Montana Committee for the Humanities, a state-affiliated national endowment which is basically a grant-making entity. It provides grants for public programs in the humanities for conferences, workshops, lectures, seminars, media programs, research, websites and any other vehicle that can be used to convey the humanities, which include history, literature, philosophy, religion and jurisprudence. Humanities are the things that make life worth living.

There is also a Speakers Bureau, which is the largest in the state. It features 100 topics on Montana history and literature and does about 250 presentations a year throughout the state. It also includes a small media collection, mostly videos that deal with Montana.

The Montana Center for the Book is an affiliate of the Center for the Book in the Library of Congress. Its purpose is to promote literature, libraries and literacy. It has approximately 41 state affiliates. Montana joined in about 1990. In 1998, The Center for the Book was moved to the Montana Committee for the Humanities. Since then, it's been used to promote libraries, literature, literacy, books and reading. It produced the Montana Literary Map, which came out about a year ago. It also sponsors a nationwide writing contest for high school and junior high children titled Letters About Literature, which invites kids to write to an author living or dead about a book the student has read and what it has meant to them. A national winner is chosen and statewide winners are provided with a small cash gift.

Montana's Festival of the Book was started last year. Humanities Councils and Centers for the Book are very often sponsors for book festivals and there are quite a number of them around the country. So, although book festivals are nothing new, it's new to our state. The first one in Montana was held last year and it was surprisingly successful. There was a very gratifying turnout of about 4,000-5,000 people. Nearly all events were free and open to the public. The Festival was enormously successful and the Committee is excited about doing it again. The format this year is similar to last year, except that it will cover three days. The Festival will again be held in Missoula on Thursday, Friday and Saturday, September 6-8. Once the Festival is established, it will be moved around to locations throughout the state. Activities will take place at the same downtown venues as last year and there will be the same mixture of readings, signings, panel discussions, exhibits and demonstrations. The Festival is intended for the general public. It is not an academic conference or a writer's conference, although academics and writers will be there.

One of the purposes of the Festival is to promote libraries. Library panels and library issues are dealt with. Last year there were several programs through the Missoula Public Library on the topic of Harry Potter and literature for children. There was a panel on first amendment issues and the topic of filtering. The Committee is very open and very eager to promote library issues and take them to the public for discussion and education. The

Committee is very concerned that the Festival be a statewide deal. It will be moved around but benefits should occur all around the state. This year a series of mini-grants have been initiated for mini-festivals around the state. Any library, literary group or nonprofit organization can apply for a \$1,000 grant to do one. The Committee is hopeful that public libraries around the state will be involved in putting on such festivals. The gimmick for this year's Festival of the Book is a literary contest called Happy Tales. The idea is to rewrite the ending of a work of literature so that it is happy.

Linda McCulloch commented that she missed the Festival of the Book last year, but that's all anyone in Missoula talked about for months afterward.

Debbie Schlesinger commented that the State Librarian picked an excellent consultant group for the LSTA evaluation. Debbie had a one-on-one interview with Bill Wilson and was very impressed by his professionalism and by the questions asked and the follow-up questionnaire sent out.

Minutes Adoption

David Johnson asked if there were any changes or corrections to the minutes. Linda McCullough moved to approve the minutes from the April meeting. Al Randall seconded the motion and the motion carried.

State Librarian's Report

Karen Strege gave a report that Mary Doggett prepared regarding the time Karen, Mary, Suzanne Goodman and Mike Schulz spent in DC during the ALA Legislative Day. The group met with Dennis Rehberg and Senator Conrad Burns and a senior legislative assistant to Max Baucus to talk about library issues. Discussions involved the reauthorization of the federal library program, the Library Services and Technology Act. Suzanne gave a plea for support of ESEA, a federal education act, for diverting some of the money from the act into materials for school libraries. That subsequently passed the Senate and is now in the House. They also discussed copyright issues and gave their support to Dr. Robert Martin, former State Librarian of Texas, to head the Institute of Museums and Library Services.

Strege reported on a new opportunity from the Bill and Melinda Gates Foundation. A year ago the foundation came to Montana and installed high-end computing equipment and software in most of Montana's public libraries. The offer this time is to write a training program to expand the training component of the original grant. The foundation has offered approximately \$53,000 to implement a training program within the next 18 months, beginning in August. Strege has been working with a team including Darlene Staffeldt and Sue Jackson to write a grant to determine what types of training need to be provided and what venues they need to be provided in. The current plan is to offer three days of training in three different locations in the state using the same trainers and the same curriculum at each site. The training would take place in Missoula in June, in Bozeman in July and in Billings in August. Professional trainers who are knowledgeable about library technology would be hired. The training will probably be done in the summer of 2002.

Strege reported that SB 149, legislation to allow communities to form library districts, passed. An appointment has been made to go to Big Sky in August to discuss with the people there the possibility of becoming a library district. A guide to establishing library districts was prepared and will be mailed out soon.

The Big Bill, HD 124, which changed the way state and local governments transfer money, passed. Librarians and trustees are being encouraged to attend workshops being offered around the state to explain the changes.

SB 140, which would have changed Montana's Library Records Confidentiality Act, did not pass, but during the testimony it became apparent that there was a lot of misunderstanding about the law. Strege put out a guidance sheet for public libraries to explain things. While researching the guidance sheet, Strege found out that school libraries are in a different category and she needs to talk to the Superintendent of Public Instruction about library records confidentiality.

Jim Hill reported that SB 131 creates a Chief Information Officer, which will require the Library as an information agency to develop a plan for the future. The Library will submit its plan to the Department of Administration, which will review and comment on the Library's hardware and software purchases and possibly staffing issues.

Strege spoke about a federal law that is affecting schools and public libraries around the state. The Children's Internet Protection Act was an amendment to the education budget. It passed through the senate and house and was signed by Clinton. Strege believes the act is difficult to read and interpret. The State Library came up with an information sheet to help public libraries understand the law. CIPA affects the e-rate applications. Many public libraries apply for e-rate discounts for telecommunications services. This year when applying, libraries must check one of three boxes: 1) Not Compliant, but they plan to look into it. The library will have to keep documentation about steps they are taking to become compliant: talking to the board, doing research, attending ALA conference sessions on CIPA, etc. 2) Have installed filters on all public access machines and adopted an Internet use policy based on community input. 3) The library receives discounts for phone services only, so CIPA doesn't apply. Libraries are also obligated to follow CIPA if they receive LSTA funds, but that will not be effective until July of next year.

Bob Cooper commented that he has had over a dozen calls thanking the State Library for guidance and clarification since the informational sheets went out. Many people were relieved to hear they can make nonfinancial commitments and still be in compliance for this first year. This act affects federal money only; it doesn't affect ILL money. The ALA, ACLU and other groups have challenged CIPA in federal court and it is hoped that the court acts on the case by the end of December. Strege stated that in her opinion, CIPA places a lot of burden on school and public libraries to install filtering software that is not yet perfected and restricts a lot of sites that are constitutionally protected.

There are no financial reports on agenda this month. In August, Kris will have the final report for fiscal year 01 and the set-up for 02.

Program One Updates

Staffeldt extended thanks from Christie Briggs to Dorothy Laird for taking care of an outreach presentation in the Kalispell area for Briggs while she was out with back problems.

Staffeldt expressed her appreciation of the Utah State Library, which is providing free to our state library a number of twin vision Braille books, which are being made available to a number of TBL's younger readers who are learning Braille.

Staffeldt gave an update on the certification program of the public library standards. Two years ago the commission passed a set of 26 standards for public libraries to meet to enable them to provide better services to the public. Eight of the standards were tied to state aid. July 2001 is the deadline for public libraries to meet the standards. Letters were sent in mid-April reminding the libraries what standards they still need to meet and including a certification status form they could return to verify they had met the eight standards. At this point, 65 of the 79 public libraries have met the standards and are certified. Libraries were given the opportunity to apply for a deferral, if necessary, in which they could explain why it is a hardship for them to meet a particular standard thus far and what steps they will take to comply by next year. Four deferral requests have been received, and two of them have been responded to. A deferral was given to Drummond for hours of operation, but a deferral was denied to Stephenville for certification for the library director because she simply needs to enroll before August 25 to meet compliance. The other two deferrals are for Cut Bank for hours and Red Lodge for certification for its director. Those deferrals haven't been decided yet. Ten libraries didn't send the certification forms back in by the June 1 deadline. All were contacted by phone and it is expected that they will send the forms in this week.

Program Seven

Jim Hill reported that he had to issue a Reduction In Force letter to Kris Larson, a long-time staff member. She started out as a GIS technician and 4 years ago took a position as the Metadata Coordinator doing outreach and education. The position was funded fully by a contract with the Information Services Division of the Department of Administration. The funding for the position ends June 30, so Kris will be leaving as of the end of the month.

NRIS is currently recruiting for a Manager of User Services and Support, a new section created to address some problems NRIS has with outreach and education and training users how to use the tools available to them. This is the second recruitment for the position and applications are in. They will be looked at this week and the position should be filled shortly. The web manager position has been filled. It is a shared position with SLR. A lot of the web development that's been done has been in a haphazard manner. This is the first time a professional web developer has been hired, and although NRIS is proud of their site, they're hoping to resolve some of the serious problems of standardization throughout and making the interface easy to use for non-technical staff. John Nehring, who is currently working for Microsoft, has been hired for the position. He is coming to Helena because his wife has taken a position with the VA hospital. He will start in August.

The Legislative Audit Division has conducted an audit of Geographic Information Systems services throughout the state. There have been a lot of questions about what GIS is and why it's being done in several different places. There is a lot of misunderstanding about the fact that it's merely a tool used to manage information. The audit should go a long way in educating the legislative staff to the uses of GIS and why it is needed throughout the different agencies. NRIS uses GIS technology throughout all of its operations, so they are mentioned in the audit more than once. The audit seems positive. There will be some recommendations made about how state agencies can coordinate GIS services.

Hill noted that the State Library is becoming more dependent on the web platform for data assimilation, management and dissemination. State agencies, including the Library, are also more often becoming the target of hackers. The Library's website has been hacked, but to date it hasn't been serious. Typically, what it amounts to is electronic graffiti, which is fairly easily corrected. However, the NRIS and Library website security will be tightened up in an attempt to manage such problems.

LSTA Reports

Staffeldt modeled the t-shirt from the Summer Institute, which was held in Butte at the Montana Tech campus June 10–15. Thirty-five library directors and assistant directors spent the week getting leadership, computer and web training and participating in a variety of activities. This is the second Institute held. Last year's was in Billings. The librarians feel the Institutes are a good source of information and education, and the feedback has been positive.

Staffeldt presented the recommendations from the Networking Taskforce after screening by the Review Committee for this year's Montanaiana Grants. In order to encourage smaller libraries to apply for grants this year, workshops were offered on submitting grants and libraries had the opportunity to submit grants early for review by staff members, who would then make suggestions for changes or improvements. The MLN staff is looking into purchasing some software that could be put on the MLN Gateway to assist libraries in writing grants. Two of the seven Montanaiana Grant projects were recommended for funding at \$5,000 each. One project, out of Lewistown Public Library, is to digitize 400 photographs of Central Montana. The other one is a Montana authors database out of Mansfield Library at the University of Montana.

Did a number of things this year to encourage smaller libraries to apply. The numbers of grants this year was down considerably from last year even though previous applicants were called and encouraged to apply again and assistance was offered in writing grants.

Randall questioned whether it would be possible to extend the deadline in order for the other grants to be improved and resubmitted. Staffeldt responded that the timeline would be a concern because the money has to be expended by September 2002 and they like to give grant recipients at least a year to complete their projects. Morton asked whether the underlying philosophy behind the program was to give libraries the experience of dealing with technology or to give e-access to Montana topics. Staffeldt and Cooper explained that although libraries gain technological knowledge and skills from the projects, the emphasis is on getting Montana content on the gateway.

Debbie Schlesinger recommended coming to a consensus about what projects to do and then using LSTA funds to hire someone to do them. Staffeldt said she would take Schlesinger's recommendation to the Task Force.

At the last commission meeting it was decided not to renew the Advisory Council, at least for this year. That left a small balance of LSTA funds. The Commission had previously decided that any leftover money would go to the Montana Library Network project. Staffeldt requested that \$2,500 of that money be used to contract with Cindy Christin, the youth services librarian at the Bozeman Public Library, to provide statewide coordination of the summer reading program. Five years ago the Library was forced to cut funding to statewide children's services. Now there are some resources available and a person willing to coordinate a summer reading program. While it won't solve all the children's services issues around the state, it will allow some coordination to provide some needed services. The money would not be used to create a position; Christin would be on a one-year contract only. Next year the program will be reviewed to see how the state responds and to decide if the contract should be renewed. Christin is also willing to take some of the phone calls dealing with children's services that Staffeldt and her staff now handle.

Staffeldt reported that there are enough libraries enrolled to meet the OCLC contract. Numbers for the Gale database aren't finalized yet.

Madison & Lake County Library Improvement Project

The state library has a continued concern for those counties that don't have organized systems of libraries. Efforts have been made through library improvement projects to target certain counties that have problems in providing quality library services because they don't have a system of libraries in place. These counties have been targeted for assistance in consolidating their municipal libraries into a county system and in passing a supporting levy to fund the libraries. Madison County was the first county targeted last year. Work was done with the four existing library communities to bring an issue before the voters to consolidate the libraries. The State Library used \$40,000 to assist the local planning group, the Library Improvement Project Advisory Committee, to design projects to demonstrate the value of countywide library services and to educate the voters on the value of a countywide system. There was a lot of support from the local libraries, which struggle from year to year with budget constraints. A number of projects demonstrating library services were designed. A petition was put on the ballot. Voters passed the consolidation issue but didn't pass the supporting levy. The county commissioners and the county library board of Madison County are now in a difficult position. They are going to attempt to educate the voters to the importance of the consolidated library system and attempt the levy again in 2002. The LSTA project has officially concluded there, but the State Library is still providing consultation services at the county library board's request.

A similar project was started in Lake County this past year. This is a 2-year project with a total of \$100,000 granted to it. Lake County is about three times the size of Madison County, so it is a more complicated project in terms of politics and populations served. Currently there are three public libraries and two community libraries in unincorporated areas of the county and the project is designed to consolidate them. The Salish-Kootenai

College and Charlo High School have also been included in the project. Employees have been hired to do OCLC cataloguing and to open county libraries to residents to have access during the summer. A contract is being considered to have a circuit trainer travel through Lake County doing patron classes on accessing the Internet. Flyers have gone out to county residents promoting the library services that nobody seems to know about and emphasizing the summer reading programs. There is also a plan to help Lake County libraries have a web presence. A web page with a link to each library as well as to the LIP project is in the works.

The Sanders County Bookmobile may contract with Lake County to serve some of the rural areas that currently lack service. The Ronan city library has a Winnebago system that will be put on the web where it will be available to residents of Lake County. The web component of this is being supported by the LIP Project. Countywide drop boxes where residents could return books from any of the libraries in Lake County are being considered. Another thing being considered is the purchase of a Nautilus subscription, which is a book rating service that is available online and is complete with remote access.

Long Range Plan

In 1997 the commission adopted a plan, which included all activities funded by state and federal funds, for the agency. A 5-year evaluation is required of libraries receiving federal funding, so at the beginning of the year an RFP was done for an evaluation study. Himmel & Wilson from Wisconsin were the evaluators chosen. They came to the State Library in May to do on-site interviews. Six focus groups about public library services and MLN were held around the state. They also met with two groups of Talking Book Library clients here and in Billings. After they returned to Wisconsin, Himmel & Wilson posted an online survey for academic and special librarians and one for school librarians. They then sent out a written survey to public librarians. Responses to the online surveys have been very good from schools and academics and public librarians are starting to return the mail surveys. All the interviews are completed and some excellent suggestions and ideas were received. Although Himmel & Wilson's report is not completed, they did summarize some of their findings. Confidence in the State Library is at a high level. There are some concerns in Eastern Montana about the survival of their libraries, and those concerns will need to be addressed. The full report, which will be available in August, should accurately reflect the opinions and thoughts of a large portion of Montana library patrons.

Federation Reports

Debbie Schlesinger announced that the Lewis & Clark Library is opening a new branch in East Helena in September. It will be a fully functioning branch located in the East Valley Middle School.

Commission Goals & Objectives

Randall reminded the Commission of the goals and objectives they had set at their retreat in Billings in October of 1999. Those goals include having a better understanding of all facets of the state library system, bringing unity to the Montana library community, encouraging more integration between school libraries and the rest of the library community, representing the best interests of the total library system and moving the

whole library community ahead in positive ways. The Commission needs to act in anticipation rather than in reaction and it needs to be more involved and have better communication between meetings. Each commissioner should take responsibility for one issue on a continuous basis and follow through. Garvey suggested another retreat, or even a dinner meeting before a regular commission meeting, might be needed to reevaluate the Commission's long-range goals. After some discussion it was decided that a decision about a mini-retreat would be made at the August meeting.

Johnson reported that he had an email from Laird in which she commented on some things she had been doing. She made the arrangements for the reception at the MLA conference in Kalispell and although she didn't have an actual count, turnout was good and people seemed to enjoy it. She also did an article for the Big Sky Libraries newsletter and met with 20 medical office managers in Kalispell to discuss the Talking Book Library when Christie Briggs was unable to travel.

Action Items

Garvey motioned to accept the first ranked and second ranked Montanaiana grant applicants for funding. McCullough seconded the motion. The motion passed with one dissenting vote.

Randall motioned to accept the proposal to use \$2,500 of the funds left from the Network Advisory Council to contract with Cindy Christin to provide statewide coordination of the summer reading program. Morton seconded the motion and the motion passed unanimously.

Other Business

An evaluation of Strege needs to be done at the August meeting. Johnson and Randall will do the evaluation.

The next meeting will be on August 9th in Libby. The October meeting will be on the 9th, and the Federation meeting on the 10th.

The new commissioners need to give Diane Gunderson a 5 x 7 color picture of themselves.

There were new handbooks and certification manuals provided for the commissioners at the meeting.

Meeting Adjourned