

**Montana State Library Commission
Meeting Minutes for August 9, 2001
Libby, MT**

Attendees:

Commissioners: Ralph Atchley, Rosemary Garvey, David Johnson, Dorothy Laird, Bruce Morton, Al Randall, Linda McCulloch

Guests: Bridgett Johnson, South Central Federation

Staff: Karen Strege, Kris Schmitz, Darlene Staffeldt, Bob Cooper, Bruce Newell, Barbara Sawitzke

Meeting called to order at 9:00 am.

Announcements and Introductions

Chairperson David Johnson called the meeting to order. Darlene Staffeldt introduced Myrna Lundy, a former commission member.

Minutes Adoption

David Johnson asked if there were any changes or corrections to the minutes from the June meeting. Linda McCulloch moved to approve the minutes. Dorothy Laird seconded the motion and the motion passed unanimously.

State Librarian's Report

Karen Strege reported that interviews were held in Great Falls on August 6th and 7th for the statewide technology librarian position. Three qualified candidates were interviewed and a job offer was made to and accepted by Tracy Cook. Her last position was as a Gates trainer for the Gates Foundation. She will start at the end of August.

There has been no word yet on the training grant from the Gates Foundation. Results will be announced at the next commission meeting.

The Bozeman Public Library was successful in passing a bond for construction of a new library.

Strege met with managers in the Justice building about security concerns. Most of the buildings in the Capitol Complex have card key systems to regulate entry. General Services would like to card key the Justice building, so decisions need to be made about which doors would remain open to the public. Although there is no formal policy for dealing with disturbances in the building, the reference desk does have a procedural page to follow if an incident occurs. Barbara Sawitzke is working with the Capitol Complex Security/Disaster Preparedness Work Group to devise a safety brochure for the Library.

The other issue that was discussed with General Services concerned the Governor's Energy Reduction Policy. In order to reduce energy consumption, cleaning (with the exception of vacuuming) of state buildings will now be done during the day.

Richard Crofts, the Commissioner of Higher Education, has formed a Library Task Force for the purpose of drafting a vision statement for the libraries of the Montana University System, developing a plan to place all MSU campus libraries on one integrated library system, and establishing an ongoing process that supports collaborative efforts that will enhance the availability of information resources for students and all Montanans. Strege, Bruce Morton and Linda McCulloch are among those who have been appointed to the task force.

Program One Updates

Suzanne Reymer sent an E-rate update. In Montana, 201 schools have received \$2.3 million and 58 libraries have received \$138,000 from year four funds. Results from year five are not yet available.

All but three libraries have now been certified. The remaining three have asked for deferment letters. Drummond asked for a deferment for certifying their public library director. Since that only requires enrollment in the certification program, Strege denied deferment. Strege has approved the other two deferments. It appears that all libraries will receive state aid checks.

Program Seven Updates

Jim Hill was attending the Montana Geographical Information Council meeting, so was not present at the Commission meeting. Karen Strege gave the Program Seven report in his absence. After three recruitments, the right candidate has not been found to fill the Manager of User Services and Support position for. Hill, Strege and Staffeldt met to review the position description and choose job duties that a temporary contract worker could perform. The position will be on hold for about three months to determine if the job duties need to be revised before attempting another recruitment.

NRIS is also involved in fire prevention and suppression. Due to the lack of fires this summer, NRIS has not had to work overtime producing maps and coordinates for firefighters.

LSTA Reports

The Summer Institute was a resounding success. Participants were pleased with the workshops and mixture of activities offered. The Fall Workshop will be held at the MSU-Billings campus on September 21st and 22nd. Some of the workshops offered at this year's Fall Workshop include grant writing, book mending, CIPA, cataloguing, and Infotrac. Registration forms will be sent out in the July/August issue of the Big Sky Libraries newsletter and will also be available on the website.

The contract with Cindy Christin, youth services librarian at the Bozeman Public Library, to provide statewide coordination of the summer reading program has not yet been finalized. The contract will be signed before the next commission meeting.

MLN

At least four vendors will respond to the Request for Proposal for the Western Montana shared catalog project.

The OCLC training schedule has been finalized. The Dawson Community College library in Glendive will be the far eastern venue.

OCLC will no longer support Site Search, the primary piece of software that runs the MLN gateway, as of December 2002. The product will probably work for a period of time even after OCLC stops supporting it, but a replacement will have to be found at some point.

Madison & Lake County Improvement Project

Bob Cooper just returned from a tour of libraries in the Flathead area. He related the interesting experience of watching as a three and a half year old boy used the automated self-checkout service in the Whitefish branch to check out his books.

The Madison County Library Improvement Project is completed on the library's end, but the county is in the position of having passed the consolidation effort but not the levy. The Madison County Library Board is organizing another effort to get the levy passed in November 2002 and has asked for assistance and advice from the State Library in spearheading that effort.

The Lake County Library Improvement Project is coming to the end of its first funding year and at this point has expended \$20,000 of its \$50,000 budget. The Lake County Interim Library Board has been moving quickly to get projects up and running. They have about \$15,000 in smaller projects planned including training for patrons to use the databases and other electronic resources, Web page design, and completing the survey input data analysis for a county system model for use in educating the public. The Library Board has also launched a publicity effort to let the public know about the benefits of the LIP projects and the importance of libraries in their county. The Board is considering a plan to lease a conversion van and purchase about \$12,000 worth of materials. The Board may form a committee of librarians representing Salish-Kootenai College, the Jocko Valley Library in Arlee, the Polson Library and the Charlo High School Library to plan and purchase the collection for the bookmobile. If the bookmobile is not successful, the collection would be distributed among the libraries in Lake County. The county is discussing the possibility of a countywide library card, but a final agreement has not yet been reached.

Long Range Plan and LSTA Evaluation

Library consultants Ethel Himmel and Bill Wilson from Wisconsin presented their report on the State Library's long-range plan.

To assess the progress made on the last long-range plan and to develop a plan for the next five years, Himmel & Wilson reviewed various documents, held focus groups with two Talking Book user groups and public library staff and trustees at six locations around the state, held focus groups and individual interviews with staff at the State Library, did in-person and phone interviews with various individuals including library directors, and did mail and on-line surveys of public library directors, academic, special, and institution librarians, and school media librarians.

The consultants found that the people of Montana and the libraries of the state are well served by a competent, dedicated staff and by a talented and well-respected state librarian. The library community respects and trusts the State Library. People may disagree with some of the decisions made, but they respect that the State Library listens to its constituents and makes fair, informed decisions that are in the best interest of the library community and not just the State Library. People feel that the staff members at

the State Library and the State Librarian are willing to listen to input and respond with quality programs and initiatives.

LISD and NRIS have undergone reorganizations in the past couple of years, but it is too soon to tell whether or not the restructuring has been successful. Staff members in these departments feel the reorganizations made sense and that results will take time, but the general feeling is that the State Library is headed in the right direction.

Himmel & Wilson compiled a list of 26 recommendations for the State Library's next long-range plan. A copy of their report has been put into the official minutes of the August 9, 2001 commission meeting.

Laird commented that the report was thorough and clear and reflects Montana and the things she has heard or sensed. She found it interesting to read. She has been on the Commission for five years and has found that the members sometimes struggle with setting goals. The goals in the report are worthy of consideration and the report gives ways to approach goals differently. It supplies a good background to take to the next legislature with requests for funding.

Strege will attend all federation meetings this fall or Staffeldt will attend in her place. She would like to use federation meetings as open town meetings to develop strategies and field test ideas for LDD and MLN for the next long-range plan. A retreat is planned for August 16th with Strege, MLN and LDD to identify issues to take into the field. She is working with Staffeldt to develop a plan for TBL and LISD and with Hill to develop a planning process for NRIS. The goal is to develop a more uniform agency plan, which will be presented at the December commission meeting.

Financial Reports

Kris Schmitz presented the Commission with the 4th quarter 2001 financial report and the 1st quarter 2002 budget. The changes to the 4th quarter report include moving \$14,129 from personal services to contracted services to cover expenditures in SLR and TBL. LSTA grant money was also moved into expenditures to cover various projects. State aid administrative money was moved out of grants and into operational expenditures. In NRIS, \$3,741 of LCA authority was used to increase the contract that ended June 30, 2001 with the Department of Administration in order to pay the termination pay of the contracted employee.

Fiscal year 2002 is the first year of the new biennium. The Legislature requires that every agency budget reflects a vacancy savings cut, which is \$36,494 in program 1 and \$10,985 in program 7. There is a contingency fund for small agencies that don't have many vacancies and MSL, if necessary, will use the fund.

Statewide Library Resources will now be broken down into three departments for budgeting purposes – Library & Information Services, Library Development and Talking Book Library – rather than just TBL as it has been in the past.

Commission Goals and Objectives

Randall attended the Networking Task Force meeting in Helena in July. The Tamarack Federation Executive Board met in Missoula in July and reviewed and updated its bylaws.

Garvey attended dinner at the Summer Institute and said people were excited about it and felt that the classes were very beneficial.

Laird received \$400 from MLA to attend the ALA conference. One of the highlights of the conference was the Library of the Future, presented by the Richmond Public Library, which is in a suburb of Vancouver, BC.

Johnson appeared at the Parmly Billings Library celebration of its centennial on August 4th. Johnson spoke on behalf of the Commission to emphasize what the library had accomplished including automated cataloguing and checkout and Internet access.

Federation Coordinator's Report

All of the fall federation meetings have been scheduled. The federation coordinators will hold a daylong retreat on October 10th to develop their long-range plan. They will be working on ways of being creative in meeting the needs of multitype libraries and coming up with alternatives for involving them other than just providing money.

The Tamarack Federation Executive Board has discussed moving the federation headquarters back to Missoula. September 1st is the target date for the move.

Golden Plains has updated their web page. Small libraries would like to use federation money for book collection additions. Sagebrush and South Central had a joint meeting in spring and Bruce talked about MLN project. These federations will meet again this fall to hear about LSTA evaluation.

Action Items

Morton moved to accept the 4th quarter FY 2001 financial reports and approve the 1st FY 2002 budget. Laird seconded the motion and the motion passed unanimously.

Garvey moved to accept the Long Range Plan and LSTA Evaluation by Himmel and Wilson. McCulloch seconded the motion and the motion passed unanimously.

Randall moved to accept moving the Tamarack Federation headquarters from Libby to Missoula on Sept 1st. Staffeldt recommended waiting to make the move official until the Missoula Library sent a letter saying they were willing to accept the move. McCulloch seconded the motion with the understanding that the letter would first need to be received. The motion passed unanimously.

Library Literature Sampler

The library bond issue in Bozeman passed with 66% of the vote. Livingston and Belgrade also have plans to expand their libraries.

Other Business or Announcements

Bridgett Johnson offered congratulations on the new library directory. Commission members did mention, however, that they would like the MSL staff list put back in the front of the directory and the website address should be right on the front cover.

Meeting Adjourned