

**Montana State Library Commission
Meeting Minutes for December 11, 2002
Helena, MT**

Attendees:

Commissioners: Ralph Atchley, Bruce Morton, Al Randall, David Johnson, Gail Staffanson, Cheri Bergeron

Commissioner

Absent: Rosemary Garvey

Staff: Karen Strege, Darlene Staffeldt, Kris Schmitz, Jim Hill, Sue Jackson, Barbara Duke, Bruce Newell, Bob Cooper, Tracy Cook, Suzy Holt, Christie Briggs

Visitors: Bridget Johnson, Mike Hamlett, Scott Darkenwald, Director of Administration, Brian Wolf, State CIO, Pam Harris, Department of Commerce, John Tubbs, Department of Natural Resources

Ralph Atchley was acting Chairperson in Rosemary Garvey's absence. Atchley called the meeting to order at 9:00 am.

Adoption of Minutes

Darlene Staffeldt pointed out that the October minutes should state that she and Sue Jackson attended the LSTA coordinators meeting in November, rather than December. David Johnson motioned to adopt the minutes with the change made. Bruce Morton seconded the motion and it passed unanimously.

State Librarian's Report

Library staff is concerned about the federal budget. There are 11 large appropriation bills still to be resolved in Congress. The federal government is running on a continuing resolution until January 11. The speculation is that Congress will then put all the bills together into an omnibus budget bill, which should pass at the end of January. Strege noted that it is very discouraging to work with this uncertainty in the federal funding.

The Museum and Library Services Act, which authorizes LSTA was not passed by the 170th Congress. The Act does not expire until next year, but it was hoped that it would be passed a year early. Reauthorization is different than appropriation in that it puts the act on the books but doesn't have anything to do with the funding. The Commission will be presented with a accurate budget in February.

ALA Legislative Day is May 12-13 in Washington, DC. Strege will be attending the Western Council and BCR meetings, so Staffeldt will represent the State Library in Washington. There is money budgeted for one commissioner member to attend. A decision will be needed by the February meeting.

The Uniform Commercial Information Transactions Act (UCITA) is a bill that is being promoted by software industries in the states. UCITA has been passed by two state legislatures and proponents of the bill are now targeting what they consider "backwards states," which includes Montana. A Montana coalition including the Department of Justice, the Consumer Council, the State Law Library, MLA and ITSD will band together to oppose this bill. UCITA is complicated, but it involves licensing agreements.

The Montana Library Association's Legislative evening will be January 14 at the State Library and is sponsored by MLA, BCR, the Montana Association of the Blind and the Nature Conservancy. There will be a dinner, drinks and performances by the Queen City Belles. The Commission is invited to attend.

The commission reception for the staff will be in the staff room after the meeting. The winner of the Name That Baby contest will be announced.

The Digital Library plans continue. Program managers have formed a team that has met twice, facilitated by the State Law Librarian, Judy Meadows. The team will meet again on December 19 and will then give its final report to program managers who will decide on the next steps.

Bette Ammon from the Missoula Public Library attended The National Book Festival in Washington, DC. The Festival took place on a weekend in which the snipers were active in the DC area, but attendance was high and children loved the grizzly bear stamp. Ammon's husband took a video of the event if anyone would like to see it.

Strege requested three weeks of leave without pay for the upcoming calendar year. The Commission approved the same amount of leave last year, but Strege has not yet used any of it, although she may use two days before the end of the year. Strege did use some FMLA leave in FY02. Program managers have said they have no problem with the request for LWOP. The LWOP would probably not be taken in the months the Legislature is in session. Strege has a grandchild due in June and she expects to take 2 weeks off then. The request was added as an action item.

Program 1

Suzy Holt, Supervisor of the Library and Information Services Division, gave a brief update on a survey, similar to one done in 2000, that was recently completed. The purpose of the survey is to determine if the Library is serving the information needs of state employees. Over 774 responses were received from 24 agencies, which included a mix of users and non-users. 372 respondents asked to be put on the monthly update list to receive emails about training and services at the Library. The list now includes over 900 people. One new question this year asked state employees about the impact of using the Library on their work, and a large majority of the respondents agreed or strongly agreed that the Library is an essential resource in their work, it improves the quality of the decision-making in their agencies, and it saves them time. The most unexpected finding is that 90% of respondents said using the State Library has contributed to cost-savings to the state. Holt plans to look into this area more closely. A full report will compare 2000 and 2002 results and will be presented at the next regular commission meeting.

Staffeldt reported that LISD has spent the last month working on the collection to bring it more in tune with the digital library concept in anticipation of the merger with NRIS. Staff has been busy deselecting or weeding books, some of which are being given away to other libraries throughout the state and some of which are being recycled. There are still titles available and Staffeldt encouraged Commission members to take books back to the libraries in their areas. Those that are left will be passed on to the consultants to distribute.

The Library Development Department has been extremely busy. The trustee training was very successful. Tracy Cook has been training some individual boards in her area.

The Talking Book Library has been busy with the holidays.

Program 7

Jim Hill reported on the ongoing negotiations between NRIS and ITSD to define their respective roles in regard to GIS and geospatial information dissemination. NRIS and ITSD have worked with a facilitator to draft a Memo of Understanding (MOU). The major issues have been resolved and the process should be completed soon. In the MOU, NRIS is formally recognized by ITSD as the portal for access to geospatial data in Montana. ITSD also acknowledges that MSL needs to carry out certain functions, such as web development, applications development and database development and management, in order to make the dissemination possible. In turn, NRIS is more formally recognizing ITSD's role in the coordination of the creation and maintenance of geospatial data in Montana. Some final issues are being completed and then the MOU will be put in place in hopes that ITSD will act in accordance with what has been laid out. One issue that is mentioned in the MOU but not yet resolved is contract oversight. SB131 gives ITSD quite a bit of oversight authority in regard to information technology issues in Montana and they have interpreted that to mean that they have the authority to review all interagency agreements that NRIS has with its state and federal partners because they relate to IT. NRIS feels that contracts that do not specifically deal with the acquisition of hardware or software but deal only with content do not need to be approved by ITSD. The issue is being negotiated outside the MOU and Strege will send a memo to Brian Wolf stating MSL's position. The next step is to take the MOU to the NRIS Advisory Committee for review. When they're satisfied with the document, it will be brought back to the Commission for final approval before the legislative session starts, probably in a conference call in the next 2-3 weeks.

Atchley asked how the merger could be affected by the MOU. Hill said there is still the fundamental question of ITSD's role in information dissemination. He feels as MSL implements a digital library, there will be some bumps in the road and a lot of issues to resolve with regard to how MSL and ITSD interrelate and share functions and duties related to the dissemination of electronic information.

Randall asked how ITSD relates to MSL now. Strege explained that ITSD's role is to oversee hardware and software purchases that impact the State network and determine if the purchases are cost effective and meet state standards. Strege's position is, and MSL's lawyer agrees, that ITSD's legislative authority does not extend to content. SB 131 was just passed during the last legislative session, so it is very new and there is no real history to base things on.

Morton asked whether any consideration had been given to seeking support from other state agencies. If ITSD is allowed to do this to MSL, it may well go after other agencies, too. Strege said that she has had informal discussions with the Department of Justice and the Office of Public Instruction about some of their problems with working through content issues with ITSD, so there is some concern in other agencies.

Johnson questioned whether amendment of the legislation had been considered. Strege said she had not considered that. She added that she regrets not having asked for an exemption from SB131 as universities and OPI did. This session is probably not a good time to consider an amendment, but the next session may be.

The Governor's budget office did not approve ITSD's attempt to takeover NRIS. Scott Darkenwald, the Director of Administration, has assured Strege that his agency will not take the issue to the legislature without the Governor's approval.

On November 20, NRIS hosted GIS Day at the Library. The event gives NRIS a chance for outreach and recognition in the community. Forty children from Smith School came to learn about GPS and GIS technology. A seminar about accessing water rights through the NRIS

interactive mapper and an open house were also part of GIS Day. The event received attention from the media and praise from the Smith students and teachers.

LSTA

Sue Jackson reported that FY01 projects are being wrapped up. Two projects had small balances, and that money was transferred to other projects. All FY01 grant award money has been expended, so none will revert back. Bette Ammon reported local contributions of \$274,000 and in-kind hours totaling 12,240 for the Montana shared catalog project.

The summer reading program manuals are ready for distribution. Jackson asked that anyone who can take them for their area libraries do so to help cut mailing costs.

The trustee workshops were very successful. This was the first time it was done in several years and 73 people attended. Pat Wagner remained after the workshop and answered questions posed by Suzanne Reymer. The session was videotaped and will be available for viewing as soon as the tape has been edited.

Since the 2003 LSTA funds have not yet been awarded, new projects have not begun.

Bridget Johnson thanked Jackson for the bus tours to library districts in Wyoming and Idaho that she organized. Johnson said it was so valuable to learn about the pros and cons of library districting and she got a lot of useful information from the tours.

Library Improvement Project

The project in Lake County is completed, but the situation is still being monitored. A petition to form a Lake County library district is circulating in hopes to get enough signatures to place the issue on the ballot.

The Lake County Bookmobile has been parked intact because, although money was raised to pay the month-to-month lease on the van, there aren't enough funds to pay a driver. There is a campaign to get the bookmobile back on the road. Grants are being written and businesses approached about funding.

Early in the Library Improvement Project, a survey of Lake County residents was taken to determine their need. Many people felt they had little or no access to non-print materials, so some demonstration CD projects were done. Marilyn Trosper purchased CDs with LIP funds, barcoded them and added them to the shared catalog, and then designed a system to circulate them countywide.

MLN

Bruce Newell reported that he just came back from consulting with the Washington State Library, which is now under the Secretary of State's office, and is again fighting to survive. Newell said he is very proud of what MSL has done as a team and he feels there is no state that does as well as Montana in providing services.

Newell attended a great meeting hosted by the Parmly Billings Library for the new libraries coming onto the shared catalog.

The Montana Shared Catalog is being upgraded from the 2001 to the 2002 version.

LSTA Tentative Budget

Congress has not yet passed the 2003 budget, so the LSTA numbers provided are tentative. The award projected is \$753,176, which is the same amount as received in 2002. Expenses are expected to stay steady. The budget presented today is in the deficit mode, but there are a couple of ways to rectify that. One would be to fund the Summer Institute with a Gates Grant. The other way to balance the budget is through the SIRSI license. The SIRSI license is sold in increments per bibliographic item. MSL's license is for 500,000 items, and we are now at about 420,000 items in the database. When the other libraries are added to the shared catalog, our items will probably number about 560,000 meaning we would have to purchase the next increment from SIRSI, which will provide a license for up to 1 million items. Newell is drafting a letter to SIRSI asking that they prorate the additional licensing cost, so for every 100,000 items we add to the catalog we would pay about \$15,000. The commission can tentatively approve the LSTA budget as presented and then look at it again when congress passes the budget. Strege did request a draw from IMLS of 25% of the amount we received last year, and we should receive that soon, but that money will be used for administrative costs. It was decided that there was not enough information to act on the LSTA budget at this point. Action on approving the budget was postponed until the February meeting.

ITSD Discussion

Scott Darkenwald, Director of the Department of Administration, and Brian Wolf, Chief Information Officer for the State of Montana, attended the commission meeting to discuss the Memorandum of Understanding being drafted by ITSD and NRIS.

Atchley thanked Darkenwald and Wolf for coming and for their work on the MOU.

Wolf thanked the commission for the opportunity to speak to them. He said that there is a lot of history involving ITSD and NRIS and the geospatial issue, but he believes the process of working on the MOU has been a helpful one. He assured the Commission that he and Karen would work together to build a cooperative relationship between the Library and ITSD.

Atchley said he sees NRIS as being an integral part of the State Library and separating the geospatial function from NRIS and moving it to ITSD would hurt the library. He asked Wolf how he saw that as being an ITSD role rather than a Library role. Wolf replied that if NRIS and ITSD are not duplicating activities, then they're doing what they're supposed to do. It's important that the dollar is being spent only once and the legislature needs to see that.

Darkenwald said that he is trying to ensure that there aren't redundant efforts and he feels confident that there aren't. Wolf added that the MOU lays out the roles and functions of each group and how they will work together to achieve their goals.

Atchley asked Darkenwald and Wolf if they interpreted SB131, which describes ITSD's function as overseeing the purchase of hardware and software and associated services, to include building and maintaining databases and cataloguing information. Wolf responded that ITSD doesn't build databases. He explained that ITSD is trying to establish standards in part to have a positive impact on spending; it's more cost-effective not to support several different databases. ITSD is not the custodian of the data, and he doesn't believe the Library is either. There is a gray area in deciding when data becomes information, and Wolf feels we need to decide who is responsible for what and determine whether they are good stewards of the data. ITSD needs to establish data modeling standards for the State of Montana.

Atchley said he believes the two agencies can build the database together, with ITSD managing the hardware and software and MSL managing the data.

Randall commented that he realizes ITSD is highly involved in some of our projects and help to make them work and that kind of cooperation is appreciated. He feels the charge of the Library is to present information to other agencies and to the people of this state. As information is increasingly disseminated electronically, he hopes to have ITSD's support so the Library and ITSD are not in competition with each other.

Darkenwald explained that one of the things that SB131 did was to create a state CIO. Wolf has a unique role, in that he is the state CIO and the Administrator of ITSD, and Darkenwald commented that he's not sure yet if that is the best way to do this. He added that his agency would work with MSL completely in whatever way they can to make this work well. He thinks NRIS does a lot of great stuff and has a great history. He has a lot of regard for Strege and what she does and he feels MSL and ITSD can get beyond the challenges they have faced if they continue to talk together.

Johnson asked whether there was any legislation planned for this session regarding the GIS issue. Darkenwald hasn't heard of any, but he said Royal Johnson has asked about GIS and if we're spending the same dollar two or three times by having GIS data collected at more than one site. Wolf needs to be prepared to answer questions about this because the legislators will be looking at everything in the upcoming session.

Morton added that it's important to look at the dollar invested in the resource, but that can't be the only criteria. The performance of the agency also needs to be considered. Agencies need to consult with people when decisions are being made so they are not based on assumptions.

Darkenwald commented that there has been a lack of communication in so many agencies and between agencies. He has spent a lot of time reevaluating how D of A communicates with people and is working on improving relationships. Morton remarked that ITSD and D of A have a legacy of not being trusted partners. Darkenwald said he is acutely aware of this and understands that there is some history to overcome. Wolf said that the issues need to be put on the table so they can be worked out, just like ITSD and NRIS have been doing.

Strege thanked Darkenwald and Wolf for coming and said she looks forward to many more years of a productive relationship.

Commission Goals & Objectives

Randall reported that InfoTrac training was provided in his area and he thanked the State Library for assisting.

Morton reported that from 2-4 pm on December 19, Roland Renne Library will host an open house to celebrate its year-long renovation.

Legislative Report

Legislative Services is writing its response to the Governor's budget proposal and it will be publicly available at the end of the month. MSL's legislative fiscal analyst has said that there will be at least one issue with the statewide license for the periodical database. The questions are whether federal money can be used to purchase the database and if libraries can pay for it themselves or increase substantially the amount they pay. This are not new issues. Strege is prepared to discuss the proposals and explain why the proposed options are not possible. When the legislative budget book is released, Strege will send Commission members the MSL portion of the budget. Strege encouraged Commission members to invite legislators to their local libraries to show them InfoTrac and tell them about ILL and federation funding.

Morton asked if InfoTrac is branded? If it's not, it should be because otherwise it becomes part of that amorphous thing that everybody refers to as the Internet. Newell said he would check into that.

Our budget hearing will probably be held during the second full week of the session. Strege and Barbara Duke are working on a Powerpoint presentation to present to the subcommittee. There are no bills of concern to the Library to report on at this time. There are a few out there that are placeholders, but nothing has been drafted yet.

Election of Officers

Randall made a motion for Atchley to be chairperson for 2003. Morton seconded the motion and it passed unanimously. Johnson nominated Randall to serve as vice chairperson in 2003. Bergeron seconded the motion and it passed unanimously.

Commission Meeting Dates

The meeting dates proposed for 2003 commission are:

February 12 – Helena
April 23 – Butte
June 11 – Bozeman
August 13 – Helena
October 8 – Miles City
December 10 – Helena

The April meeting will be held in conjunction with MLA and the organizers are excited for the Commission to come and have set aside room for the meeting. Mike Hamlett invited the Commission to Miles City to see the renovations of their library. The Commission chose to go to Miles City in October. Morton invited the Commission to Bozeman in June.

Federation Coordinator's Report

Bridget Johnson reported that this will be her last meeting as Federation Coordinator. Mike Hamlett will take over as the new Federation Coordinator Spokesperson. Some Federations met this fall to decide what they were going to do now that federation funding was cut. Johnson thanked the State Librarian and staff for being active in attending South Central's meetings and explaining what the budget cuts would mean for the Federations. Other Federations chose not to meet because of the cuts. Most Federations have taken the cuts in the direct grants to libraries. Atchley asked what the general feeling in the library community was and Johnson explained that people don't blame the State Library for the cuts because they understand that the legislature and the Governor's office are responsible. She added that it's the smallest libraries that will be hit the hardest because even the little amount of money they get from direct grants can be a large part of their budgets.

Federation Annual Reports

The Federation annual reports for July 2001 through June 2002 were presented to the Commission. Staffeldt reported that the Pathfinder Federation does a lot of Federation-wide activities. They tested AllData this past year and have done a lot of cooperative purchases. Sagebrush used their federation funds for cooperative purchases of OCLC and InfoTrac. Atchley questioned why Golden Plains had \$3,500 in postage costs. Staffeldt explained that they use federation money to help libraries cover the costs of interlibrary loans.

Administrative Rule Changes

Strege explained that in a previous meeting the Commission approved some changes in the agency's administrative rules. A public hearing will be held on December 17 at 9:00 am to adopt the changes. Strege does not anticipate that anyone will attend the hearing because the changes are non-controversial, mainly clarifying some rules and eliminating redundancies. Agencies are required by law to review their administrative rules every two years.

Randall questioned why the rule pertaining to Library Services and Construction Act grants is being repealed. Schmitz explained that there is no LSCA anymore, so even if new construction funds became available, they would be administered under a new act. Strege said that she hopes the Library gets enough federal and state money at some point to be able to make grants available to all eligible libraries and she assured the Commission that if that happens she will recommend an open and competitive process for applying for the funds.

There will be a full report about the hearing at the February meeting.

Action Items

Randall moved to accept the Federation annual reports. Staffanson seconded the motion and it passed unanimously.

Bergeron made a motion to support Strege's request for leave without pay. Johnson seconded the motion and it passed unanimously.

Staffanson made a motion to accept the Commission meeting dates and places for 2003. Bergeron seconded the motion and it passed unanimously.

Library Literature Sampler

There are several articles and letters about the Billings bond issue that was unfortunately not approved by the voters.

Montana Magazine used statistics provided by the State Library in an article printed in the November/December issue.

Beaverhead County voters approved a levy to support services in the Dillon library.

The addition of an elevator at the Hearst Free Public Library was approved by voters.

And there is information about NRIS's GIS Day.

Other Business & Announcements

On behalf of MSL staff, Strege thanked the Commission for their support and work during the last year. A reception hosted by the Commission will follow the meeting.

The meeting adjourned at 1:55 pm.