

**Montana State Library Commission  
December 10, 2003  
Helena, MT**

**AGENDA**

- 9:00 Call to Order  
Introductions  
Open Time for Persons to Address the Commission  
Approval of Minutes – **Tab P**
- 9:10 State Librarian's Report – **Tab Q**
- 9:20 Statewide Library Resources Updates – Staffeldt  
Demonstration of the OTIS player
- 9:40 Montana Digital Library Updates - Hill
- 10:00 LSTA Reports – **Tab R**  
Montana Library Network – Newell  
2004 Budget – Strege
- 10:15 Election of Officers
- 10:25 Commission Policies - **Tab S - ACTION**  
Reduction in Work Force  
Leave Without Pay  
Drug Free Workplace  
Montana State Library Trust  
Record Keeping Policy
- 11:00 Commission Goals and Objectives – Randall
- 11:10 Evaluation of the Talking Book Library and Library Development Department - Strege
- Lunch**
- 1:00 Federation Annual Reports – Staffeldt – **Tab T – ACTION**
- 1:15 Federation Coordinators' Report – Hamlett
- 1:30 Institute of Museum and Library Recruitment and Education Grant (Peel)– Strege - **Tab U - Action**
- 2:00 2003 Commission Meeting Dates – **Tab V – ACTION**
- 2:10 Action Items  
Federation Annual Reports – **Tab T**  
Peel grant – **Tab U**  
2004 Commission Meeting Dates – **Tab V**
- 2:30 Library Literature Sampler – **Tab W**
- 2:35 Other Business & Announcements  
Adjournment