

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

**Attendees:**

**Commissioners:** Gail Staffanson, Al Randall, Caroline Bitz, Bruce Morton, Linda McCulloch, Cheri Bergeron, Toni Broadbent

**Staff:** Karen Strege, Darlene Staffeldt, Barbara Duke, Christie Briggs, Janet Hunter, Anastasia Burton, Tracy Cook, Duane Anderson, Sue Jackson, Bruce Newell, Kris Schmitz, Sue Crispin, Dave Stagliano

**Guests:** Debbie Schlesinger, Bonnie Williamson, Myrle Tompkins

**Announcements and Introductions**

Sue Crispin introduced Dave Stagliano to the Commission. She said that historically Heritage programs have focused on land species, but Montana's program wants to do a much better job on providing information on aquatic ecosystems and species. To do that, Heritage hired Stagliano, who is an aquatic ecologist and also a specialist on aquatic macro invertebrates.

**Minutes Adoption**

Randall asked that page two, second paragraph to be changed to read, "the best way to help all libraries and all federations was to save the statewide databases for the citizens of Montana." On page 3, the second paragraph of the NRIS report, the word "with" should be added after improved. Morton moved to accept the minutes with the noted corrections made. Broadbent seconded the motion and it passed unanimously.

**State Librarian's Report**

Strege reported that Dorothy Laird, director of the Flathead County library is retiring.

Kurt Cylke, the director of the National Library Service for the Blind and Physically Handicapped, visited the digital recording studio in TBL. Strege, Morton and Staffeldt met with Cylke to discuss NLS's plans to digitize their recording process.

Strege received an award notice earlier this week that the State Library has been approved for another Gates Foundation grant of almost \$200,000. The grant is comprised of three different programs: the first is to replace hardware and software in Montana's poorest public libraries, the second is to offer higher broadband connectivity in Montana's poorest libraries, and the third is training. The Networking Task Force, with the Commission's approval, will choose grant recipients based on a competitive process.

Strege will be traveling to San Diego in January for the ALA Mid-Winter meeting, which is being held in conjunction with COSLA. While at the meeting, Strege will attend a seminar on living in a post-CIPA world, has a breakfast planned with the director of the Web Junction Program and will again be meeting with Kurt Cylke. Strege will also attend an OCLC round table discussion for state library directors.

**TBL**

Briggs handed out ornaments that TBL staff made for volunteers and commissioners.

Janet Hunter from TBL and patron Myrle Tompkins demonstrated the OTIS player that is being tested as part of the Lobe Library study, which will run through June of 2004. TBL has five players that hold

about 17 hours of playtime. Books are downloaded from the Internet to a computer and then to the small, handheld OTIS players. When a patron returns the books, they are erased from the player and new books are downloaded. Tompkins, who started using the services of TBL in 1985 and is taking part in the study, demonstrated the functions of the OTIS. She said at first she was skeptical about the size of the function buttons, but once she was familiar with where they were situated, it was not a problem. She said the sound quality is very good and she likes the fact that you don't have to stop and turn a cassette over. The battery is also very easy to change. The patrons involved in the project will be asked to fill out a survey and Briggs will share that information with NLS.

TBL received permission in October to reorganize its physical space. The main reception desk is now staffed by a staff member or volunteer from 9-5 every day. A dedicated patron area is available for walk-ins who want to use assistive equipment and a data entry work area is exclusively designed for use by volunteers.

Five Telephone Pioneers from the Qwest shop, where they had been located for over 30 years, have moved into the machine room in TBL. The Telephone Pioneers are responsible for repairing the cassette machines.

Strege commended Briggs for taking the leadership role in making all these changes in TBL.

Randall commented that there are still many people out there who do not know about the Talking Book Library and its services and wondered if there are ways to get the word out. Briggs replied that they had hoped to launch an advertising campaign this November with public service announcements on television and radio, but because of all the transitions and changes taking place, it wasn't possible at this time. There is a campaign package available from the National Library Service that Briggs and Burton are going to review, but it has to be run in November.

### **Digital Library**

Jim Hill is on medical leave for 10 days, so Duane Anderson gave his report.

NRIS acquired new digital aerial photos, they now have coverage for about 98.5% of the state and are waiting on USGS to complete that layer. Staff has spent quite a bit of time working on an EPA grant proposal with DEQ regarding the coordination for the development and gathering of a brand new statewide aerial color imagery layer. The hope is to secure funding to provide for the coordination of a very large data acquisition effort.

NRIS worked hard throughout the summer as part of the IMLS grant to improve the data discovering and access tools for GIS data. All GIS holdings are now in a searchable database dictionary. Staff also spent a lot of time building a PDF map series for users who do not want to learn an interactive applications or do not have access to GIS software. The GIS data bundler was also deployed. This is an enhanced tool for GIS data access.

The 2<sup>nd</sup> annual web service survey was completed in October. The summarized results are available on the website. There were about 50% fewer respondents this year, but again the comments were mostly very positive with nearly 80% of respondents saying NRIS services were important or very critical to their business needs.

All the hardware and software for the SAN has been received and an appointment will be made with the Dell technician to come and install it. This takes the hardware infrastructure to the next level of availability and robustness.

NRIS is in the final stages of wrapping up the recruitment for a new web application developer, whose salary will be paid half by FWP and half by the Library.

Crispin commented on the decline in mediated requests for Heritage. She said the decline was expected as more information is available on the web and now calls are more for value-added information and clarification purposes.

Crispin said that the Heritage newsletter now comes out about three times a year. It is published to let people know what Heritage is doing and what resources are available on the web. The emphasis is on the many partners and agencies that make use of Heritage's data and on the behind the scenes work that goes on before the data is available on the web.

The Montana Animal Field Guide, a joint project between FWP and Heritage as one component of the IMLS grant, has been completed and is available on the website. It is an extensive web-based field guide to all the state's animal species designed primarily for biologists and land managers as a technical resource. There will be a media roll out next week with local press present to make people aware that the resource is available.

Staffeldt reported that the LISD component of MSdL has worked closely with Dennis Richards to complete the federal document clean up project before Richards retires. LISD introduced some new classes, including "How to Evaluate Websites" and a combination class that includes NRIS and Heritage in the general overview class.

## **MLN**

Bruce Newell reported that OCLC enrollment is up a bit from last year. Interlibrary loans have increased substantially, particularly in the academic libraries. There is a new pricing structure this year, making it possible for even the smallest libraries to receive copy-cataloguing assistance to help them build a strong local catalog with access to ILL tools for as low as \$200 per year.

Newell worked with the members of the Montana Shared Catalog, the Networking Task Force and members of the Montana library community to come up with a business plan for the Shared Catalog. The Shared Catalog members adopted the plan when they last met. The members like the idea of the Shared Catalog being run by the State Library as a statewide project. The plan for next year's growth is to look at smaller libraries and to identify one large library to add to the Shared Catalog. The more large libraries that can be added, the more the Shared Catalog can move toward being financially independent.

Newell explained the statewide, digital, cooperative reference package tentatively called Ask A Librarian. A number of libraries will answer reference questions via Internet chat or email from patrons of any of the participating libraries. This will allow patrons to get services where they are and when they need them and will improve the quality of reference services around the state. OCLC's Question Point is being looked at as the application for the project. Newell hopes to have the service available to patrons by early spring.

Newell demonstrated the new MLN website which has a new, easy-to-use menu system. All of the links from the MLN website have been moved to the home page to make it easy on the patrons and save them time. There is also a link labeled "magazines" which takes you directly to the Gale resources with no multiple jumps. Newell thanked Jon Nehring, Mike Price and Jim Knight of the Gale Group for their work on the website.

More public, academic and special/institutional libraries subscribed to Gale this year compared to the two previous years, but schools are down about 50. Newell is working with Cheri Bergeron to call the schools that subscribed in the past to determine if they just didn't get the word about renewing their subscriptions, because school and academic libraries typically use the service most heavily.

## **LSTA Reports**

Congress still hasn't finalized the LSTA budget, and the senate will not take action on the federal omnibus budget bill until they reconvene in January. The amount of funding in the bill for Montana is approximately \$150,000 more than we received last year. Strege suggested that the commission have a retreat before the next meeting to discuss how to distribute the extra funds and the possibility of establishing an LSTA Advisory Council. Strege will have staff recommendations by the time of the retreat. Strege reminded the commission and staff that federal requirements specify that the money has to be spent in accordance with our long-range plan.

## **Election of Officers**

Morton nominated Randall to serve as chairperson for the next year. Bitz seconded the nomination. Broadbent nominated Staffanson to serve as vice chairperson and McCulloch seconded. The vote was unanimous for Randall and Staffanson to serve another year.

## **Commission Policies**

The Leave of Absence Without Pay policy has not been changed much. It matches the state's general policy and state law. Strege added the phrase "considered by the State Librarian on a case-by-case basis" because it reflects current practice.

The Reduction in Force policy also has few changes as it is in harmony with state policy and current law. Morton commented that an "or" should be added after points 1-5 for clarification and point 6 should be changed to read "there is any other reason that the Commission requests the State Librarian to do so." He also suggested the "and" in the second line of the second paragraph be replaced by "or."

There have been no changes in the federal Drug-Free Workplace Act that was adopted in 1988, so Strege made no significant changes to the Library's policy. She did take out specific references to the ARM rules in case the numbers change and added a reference to the Employee Assistance Program, which provides drug and alcohol counseling information to state employees. Strege will include drug awareness and information about the EAP on the agenda at the next general staff meeting.

The Record Keeping Policy was changed by deleting references to the old human resources system and replacing it with a general term. Specific phone and room numbers were also deleted.

The final version of the Trust Policy, which was discussed at the past two Commission meetings, is in the notebook. Strege sent an edited version to Commission members about two weeks ago asking for any further comments, but didn't receive any. Morton did say he would still like the State Library to pursue the possibility of a Friends Group for the Library. Strege said she would consult with the Library's attorney and get a current opinion to present at the February meeting. Included in today's notebook is the original bill that established the Montana State Library Trust in 1995. If the Commission decides to go ahead with a Friends group, a new policy will likely need to be written.

## **Commission Goals and Objectives**

Bitz reported that she is serving on the advisory council for the PEEL scholarship awards. She also visited a talking book library at the Braille Institute in Anaheim, California and was given a tour by a blind employee and a blind volunteer. They were excited to hear about the digital recording studio in Montana's TBL.

McCulloch is running for Superintendent of Schools again. Randall expressed his appreciation at having OPI represented on the Library Commission. McCulloch said the No Child Left Behind campaign has kept her busy. She is also serving on a 28-member committee that was formed by the legislature to renew schools and they are holding meetings every two-three weeks through September to talk about

every aspect of schools including school funding. Their goal is to make recommendations to the Education and Local Government Committee by September. Strege added that McCulloch was very helpful in suggesting members for the PEEL committee.

Broadbent hosted Sheila Stearns, the new Commissioner of Higher Education, at her home and they talked about her agenda with education. Stearns makes an articulate case for how economic development starts with education. Strege said she hopes to invite Stearns, who is the person who appoints the university representative to the Commission, to a meeting to speak for a few moments about the importance of libraries in the university system. Broadbent also mentioned the Institute on Money and State Politics, which is an entity that collects information on how politicians obtain and spend money. The information is free at this point and is a valuable resource. Strege said she would find out more about the Institute and pass the information along to Commissioners.

Staffanson said she has spoken with librarians in Lambert.

Morton reported that he sat in on the meetings with Kurt Cylke. Two weeks ago Morton attended a luncheon at which Robert Martin, the Director of the Institute of Museum and Library Services, presented an award to the Bozeman Public Library. After the luncheon, Martin toured the Museum of the Rockies and the university library. MSU Libraries is in the process of negotiating with St. Vincent's Healthcare Library onto the OMNI-MSU catalog. In October, three stained glass panels chosen in a national competition and funded by the state's "Percent for Art" program as part of the library renovation project were installed in the Renne Library.

Randall has been involved with the Future of Federations conference committee. He's also working on a subcommittee on finance for that group. Randall reminded everyone that one of the Commission goals is to attend federation meetings and encouraged members to do so when possible.

### **TBL Evaluation**

The TBL evaluation is the result of a meeting held in August. Strege, Staffeldt and the staff of TBL reviewed the objectives and programs that are in the long-range plan and agreed on what has been done, what went well, what still needs to be done and what changes need to be made. Since TBL is a relatively small department with few staff, the process was uncomplicated and much of what they said they would do has been done. They recently redesigned their work area to meet space needs and found more space to shelve the overflow of cassettes. Staff also came up with some new ideas for promotion to make more people aware of TBL's services and made it easier to get them signed up by making forms shorter and accepting fax signatures. The use of the Web-based catalog has increased from 1% to 17% of all requests TBL receives. Strege said she was pleased with Briggs's and Staffeldt's leadership roles in TBL.

At the next meeting, the LDD evaluation and Mary Bushing's evaluation of LISD will be presented.

### **Federation Annual Reports**

Schlesinger reported that Broad Valleys concentrated on direct grants to libraries, supporting OCLC and subsidizing Montana Shared Catalog costs. She said the bottom line is federations are operating on bare bones budgets and need more money. Randall said he was pleased with the amount of continuing education activity that went on in the federation. Schlesinger said they focus a lot on CE, and that CE is critical in a state like ours. Unfortunately, when budgets are cut, CE is one of the first areas that suffers.

Williamson said that the Pathfinder Federation also concentrated on CE. They brought everyone together for two full-day workshops as well as the two advisory board meetings. There was good attendance at the workshops by school librarians. Williamson said she wrote a grant to the Montana

Committee for the Humanities and was able to give direct grants to federation libraries for their summer reading programs for the previous two summers.

Cook reported that the Golden Plains Federation focused on direct grants to libraries. Some libraries used the grants to upgrade their Internet connections. Fort Peck Community College opened a small branch in Wolf Point and the public library is acting as a library for the branch. The federation used the rest of the funds to send people to MLA for CE and to purchase posters that talk about the importance of libraries, even in the age of the Internet.

Staffeldt reported for the remaining federations. Sagebrush used most of their money to pay OCLC costs for all member libraries. They also did direct grants, mostly for computer upgrades. Randall, Staffeldt and Staffanson all attended Sagebrush's fall meeting where Mary Bushing presented a great workshop.

South Central awards direct grants to libraries based on set goals. Money was spent on technology, shared resources and workshops.

Tamarack also gives direct grants, which libraries used to send staff members to MLA and to pay for Infotrac. They have the bulk of the libraries in the shared catalog, so they used some money to help libraries with those costs. Tamarack also worked on their collection management policy.

### **Federation Coordinator's Report**

There is a Federation Futures Task Force meeting tomorrow and Staffeldt encouraged the Commission members to call and join in the discussion.

### **PEEL**

The State Library received a grant for over \$200,000 from IMLS to help attract Montana residents to the library profession. The grant will be used to provide \$20,000 Professional Education Employment for Librarians (PEEL) scholarships for six people to attend graduate library school. As part of the grant, two libraries will also be given a stipend to help offset costs if they hire one of the newly trained librarians.

Jackson reported that the PEEL Advisory Committee met last week review a draft application, the criteria for awarding the scholarships and the best way to recruit applicants with the limited budget available and asked for the Commission's approval on what has been drafted.

For recruitment, the committee recommended that a high-quality brochure with a Native American appeal be produced and distributed to colleges and other venues likely to attract people to the library profession. The Nevada State Library also received a scholarship grant, so we may coordinate some of the recruitment and promotional materials with them. The committee also suggested that a web page be designed. A poster will be created and distributed electronically to career offices and libraries.

The committee also discussed scholarship eligibility requirements. The applicants must be Montana residents who have already made application to an accredited library school and must start as full-time students in the summer or fall of 2004 because the grant funds must be expended in three years. The committee made the difficult decision to exclude students already enrolled in MLS programs from eligibility because the purpose of the grant is to attract new people to the profession. The committee hopes to award two of the scholarships to Native Americans, although they will not get a preference. The recipients of the scholarships will sign a legal contract agreeing to work in a school, tribal or public library in Montana in a professional level position for at least two years after receiving his or her degree, or be obligated to repay the scholarship money. The decision about whether to have a similar contract drawn up requiring that the libraries receiving the stipends commit to retaining the new

employees past the two years will be made at a later date. It is hoped the application materials will be ready by Friday so they can be distributed. The deadline for submitting applications is March 26. The committee will meet April 1 to review the applications and make recommendations for selection to the Commission for their final approval.

Morton said the preference issue is a sensitive one and he expressed his concern that there could be legal implications if there is not anything in the application materials that implies a commitment to Native American applicants. It might be viewed as a "bait and switch" if qualified Native American students apply but do not make the top six. Jackson replied that while they will be recruiting heavily in Native American populations, there has never been a statement made that preference would be given to Native Americans. Strege said Ellen Swaney from the Commissioner's of Higher Education Office was invaluable in offering her input on the topic and Strege feels the process is as fair as it can be. Strege said she would ask the Library's attorney for an expedited opinion.

### **2004 Commission Meeting Dates**

The Commission meetings for 2004 will be on the second Wednesday of every other month, except for the February meeting which will tentatively be held in Chico on Saturday, February 21 from 1:00 - 5:00 pm, with a retreat from 1:00 - 4:00 on the 20th and from 9:00 - 12:00 on the 21st and the April meeting, which will tentatively be held in Bozeman on the evening of April 25 in conjunction with MLA. Strege will check with the organizers of MLA to see if that is an option. She added that the Commission typically sponsors a reception at MLA and that would be on Monday the 26th.

### **Action Items**

Broadbent made a motion to accept all the Federation annual reports and Bitz seconded the motion. It passed unanimously.

Morton made a motion to accept the PEEL grant draft as presented with the exception of section 4C. Broadbent seconded the motion and it passed unanimously.

Bergeron moved to accept the 2004 meeting dates with the February and April dates being tentative. Staffanson seconded and it passed unanimously.

Bitz moved to accept the amended Commission policies and Bergeron seconded. It passed unanimously.

Morton made a motion to have Strege draft a letter expressing gratitude to Dennis Richards expressing the Commission's gratitude and appreciation for his service to the State of Montana. Staffanson seconded the motion and it passed unanimously.

### **Library Literature Sampler**

Strege made mention of the articles about the award Bozeman Public Library received from IMLS. The Jordan Tribune published a picture of Reymer, Randall, Clara Smith and Strege when they visited the Garfield County Library in October. The Library received a lot of good publicity on the IMLS grant award.

Schlesinger stated that the \$1.5 million remodeling project at the Lewis and Clark Library started this Monday and will continue through August 1.

The meeting adjourned at 2:05 pm.