

To: MSL Commission
From: Karen
Re: Commission Policies
Date: September 9, 2004

The following policies are due for review by the Commission. Although one of my goals was to prepare the information for the Commission so that they may finish the review, exigencies listed below under each policy prevent me from achieving that goal.

MSdL Policies

Info Services - Because of changes in LISD, this policy needs to be rewritten. I believe that the rewrite should be delayed until Tori Orr is familiar enough with operations to fully understand the policy's implications.

Distribution of State Documents – I recommend that the Commission wait to review this until MSdL has completed its plans to move to digital distribution.

NRIS Fee – Needs updating after discussions about suitability of charging service fees.

Library Development Policy

Library Federations – Currently out-of-date and bound to become more so if the Federation bill passes in 2005. I recommend delaying its revision until June 2005.

ILL Sharing Protocol – Staff will ask the Networking Task Force to review the program and the protocol. I recommend delaying a revision pending the outcome of the review.

Policies based on State and Federal Laws & Rules

Overtime/Comp Time –The Department of Labor adopted new rules regarding overtime for certain classes of employees. I understand that the state will offer guidance if any changes are needed to agency policies.

Recycling – I discussed this policy with the appropriate staff member at Department of Environmental Quality. He believes that a revision to our policy should be delayed until the state revises its policy.

Internet Services – This policy concerns the use of the Internet by state employees and is based on ITSD policies, which have not changed since the Commission adopted the agency's policy. Therefore, no change is necessary.