

Montana State Library Commission

Meeting Minutes for December 8, 2004

Helena, MT

Attendees:

Commissioners: Bruce Morton, Al Randall, Gail Staffanson, Cheri Bergeron, Don Allen

Staff Present: Darlene Staffeldt, Kris Schmitz, Barbara Duke, Jim Hill, Tracy Cook, Sara Groves, Tori Orr, Sue Crispin, Bruce Newell, Bob Cooper, Christie Briggs, Tim Metcalfe, Jamie Harmon, Jim Kammerer

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Visitors: Joan Bishop, Mary Doggett

The meeting was called to order at 9:00.

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Announcements and Approval of Minutes

Orr introduced Jamie Harmon, the new outreach access librarian. Harmon earned her MLS at Emporia State University in Kansas and has been working as a temp at the State Library for the past 10 months.

Hill introduced Tim Metcalfe. Metcalfe has been hired on a temporary basis to work on the Environmental Public Health Tracking project funded by the Centers for Disease Control through DPHHS.

Staffeldt introduced Joan Bishop, a trustee from the Lewis & Clark Public Library. Bob Cooper added that Bishop has been instrumental in helping with statewide trustee training.

Bergeron made a motion to approve October's minutes. Allen seconded the motion and it passed unanimously.

State Librarian's Report

Staffeldt announced that Toni Broadbent resigned from the Commission. Her term officially doesn't end until May 2006. Staffeldt has had conversations with Susan Ames, Martz's appointment secretary, and Patty Keebler, Schweitzer's appointment secretary. Ames has had one inquiry, but has not received an official letter of interest from anyone. Staffeldt would like the position filled as quickly as possible and have the person fill out the remainder of Broadbent's term so that there aren't too many commissioners leaving at one time. She also hopes to get someone in this general area so they're nearby if needed during the session.

There was a problem with the mechanical drawing the architect did for the remodel, so that has been fixed and sent back to Doug Olson at the Department of Administration. The request for bids will go out on December 10 and remain open for three weeks. There will then be two weeks of opening and reviewing the bids. After a contractor is chosen, there will be about two weeks needed for bonding and finalizing the contract, so it looks like construction will start about mid-February.

The students awarded the IMLS PEEL scholarships last year are currently attending classes. The Library has the opportunity to apply for another IMLS grant this year and has contracted with Karen Strege to write the grant. The deadline is December 15. The grant is basically an

extension of the previous PEEL scholarship program. The existing advisory council will be reconvened to review the applications and award ten more scholarships. We have reached a tentative agreement with the University of Washington School of Library Sciences to work in conjunction with them so all the applicants have the same application and admission deadlines, which will make the process smoother. A statewide recruitment campaign will be designed to attract Montana college seniors to the library profession. The other part of the PEEL grant will be to award stipends to Montana communities to hire the scholarship winners on as professional librarians after they have completed their MLS degrees.

Each year the State Library fills out the state library agencies survey conducted by the National Center for Education Statistics. Staffeldt thanked Schmitz and Duke and other staff for their efforts to complete the survey in a timely manner. Montana is one of only four states to have completed the survey so far this year.

Staffeldt pointed out that the Utah state librarian resigned and was appointed to the National Museum and Library Services Board of IMLS. She added that it's good to have a known and friendly face on the board that distributes LSTA funds.

Staffeldt spoke with Idaho state librarian Charlie Bolles in October. Idaho followed Montana's lead and appointed their director of library development as state librarian when Bolles stepped down and took the position as director of library development.

LDD

Cooper reported that LDD is wrapping up work on PEELI before moving on to PEELII. Sue Jackson has been out of the office for about two months, but will be back soon. When she returns, she will have to get together with the PEEL advisory committee to determine what to do with the money from two scholarships, one that was turned down and one from a person who dropped out of school before completing her degree. They also need to determine which libraries will get the stipends from PEELI.

Most of the computers are in place and upgrades have been completed in the latest round of Gates Grant awards. Jackson and the technology librarians deserve a lot of credit for making the very successful program work. Morton asked if sustainability would be an issue if the Gates Grant program isn't continued. Cooper said it might be in a few cases, but there shouldn't be a lot of drop-off because sustainability was part of the commitment in the last grant. Public usage of the computers and the Internet has really gone up since this program began. People will not want to lose the updated technology, so Cooper feels they will support the libraries in the event the Gates Grants are discontinued.

Trustee workshops were held in Missoula and Billings. Almost 60 people attended the workshops Jeannie Goodrich presented on advocating locally for libraries.

The 2005 Montana Library Directory will go to the printer in the next couple of weeks. All 750 active libraries will be included in the print version of the directory. Libraries that have updated their directory information in the last 3 years will get a full listing. Others will get an abbreviated listing. Dates indicating the currency of the information will be included in each library's data. An online PDF version of the directory is also available. Cooper said Tristen Shinnick and Mike Price have done a tremendous amount of work getting the directory updated and ready to go to the printer.

The Dillon Public Library has hired Marie Hebener from Spokane as the new library director after a long and difficult search.

Tracy Cook presented the Public Library Standards committee recommendations for the revised standards to the Commission. Cook asked that the Commission review the recommendations and then vote on the changes at the February meeting. Cook clarified that libraries have to meet all the standards for an essential listing and a majority of the standards for an excellent listing. Some of the essential standards will require training and/or additional information, so the State Library will need to step in for that. If the State Library can't provide guidelines or templates for libraries to use before the deadline, those standards will be deferred for all libraries.

TBL

Briggs reported that the LOBE library project has been extended for two years. Audible.com has switched from the Otis player to a Move-O player, which has 37 hours of playing time. TBL may stay with the Otis players because they have six of them already and the Move-O's cost about \$100 apiece.

For the first time, TBL has paid for a gift-giving ad in the Montana Senior News. Sara Groves helped with an editorial for that issue as well. Briggs and Groves are also working on a brochure for gift giving.

Briggs has been asked to serve on the National Library Service collection development committee beginning in 2005.

The Montana Association for the Blind has hired a lobbyist to support a bill to fund Newslines, a newspaper service for the blind, which costs \$20,556 per year. The National Federation for the Blind wrote a grant last year that funded the service for one year and 90 MTBL patrons signed up and have said they would like to continue to receive the service. The Library cannot afford to fund the service, but the Montana Association for the Blind wants to fund one year's worth if TBL will manage the database for the patrons who sign up through the National Library Service.

Briggs has been appointed to represent the Library on the Interdepartmental Coordinating Committee of Women.

MSdL

Hill reported that there are still several vacant positions that need to be filled. The Web manager position is still vacant and has been put on hold for the time being. The second round of interviews for the Systems Administration position will be done in December. There are some strong candidates, but none with the broad range of experience that is needed, but that is to be expected when hiring into a state agency. Duane Anderson, the GIS and Information Systems manager and database administrator, accepted a job offer in Kalispell and resigned last week. His position will need to be evaluated to decide how best to fill it. Anderson was the systems leader and the database administrator, which is too much for one person and Hill doesn't want to do that again.

A couple of people that have moved on did so because they had particular issues with ITSD and some of the policies they've implemented. As a result of ongoing tensions and loss of Library

staff members, Hill and Staffeldt met with the state Acting CIO, Jeff Brandt, and managers from ITSD and laid some issues on the table, starting with the roles, responsibilities of each agency. Library staff agree that ITSD should not have control over content of the collection. Brandt was very receptive to listening and solving whatever disagreements the two agencies have. ITSD continues to question the information technology infrastructure that resides at the Library, but for now the advantages of keeping it here outweigh moving it there. The Library is not getting the kind of technical support it should be from ITSD. Hill and Staffeldt will be meeting with Brandt and his staff again and will keep the Commission informed on whether or not their input is going to be necessary.

Hill said the configuration of the Heritage program is still being looked at. NHP is currently a contract service, but the possibility of assimilating the program in NRIS or at FWP is being considered. Initial meetings discussing those options are being held.

Orr reported that her staff worked with Groves to put together a promotional brochure customized for each of the legislative districts in Montana to mail to legislators. A self-addressed postcard will be included with the mailing so Orr can get some feedback from people about whether they found the material useful. Randall said he thought a page explaining all of the Library's services should be added to the mailing. Morton added that the mailing should say Montana State Library on the front because most legislators will have no idea what the Montana State Digital Library is.

A field guide called Amphibians and Reptiles of Montana is being offered free to all the libraries in Montana according to Crispin. The guide is being paid for with money from a memorial fund set up for Jim Reichel, a former Heritage employee who died in 1997 while working in the field. A small media event will be held on December 18 and a copy of the guide will be presented to the Lewis & Clark Library. The second author on the guide is Bryce Maxell, who was recently hired by Heritage as the program zoologist.

Crispin added that Heritage's future needs to be mapped out, but the program is too important and successful to make hasty decisions. A committee of three people from the board of trustees of the Nature Conservancy will meet to look carefully at the issues and options. No big changes will be made during the legislative session, however.

Crispin reported that Montana's Heritage Program is on the forefront of disseminating information over the Web. They are adding aquatic information to the database, and are only one of two states doing that.

Groves said that she is developing an information packet to use as a marketing tool. The pamphlet will be inexpensive to produce and easy to tailor to fit individual program's needs. A draft of all the text has been completed and is being edited. Her goal is to have it to the printer by Christmas.

A draft of the annual report is complete and being reviewed. Groves is reorganizing the annual report so that it doesn't look at departments, but instead focuses on services. She also wants to standardize the look of all the Library's publications so people will immediately know they are from MSL. The annual report should also go to the printers sometime around Christmas.

Groves is also working on the statewide marketing campaign. The campaign idea is "Your Library – How Do You Use It?" with ads featuring prominent Montanans. The goal is to develop

a statewide campaign using recognizable figures and make it adaptable to all different types and sizes of libraries.

The Big Sky Libraries newsletter is being revised. It will now be a quarterly publication rather than six times a year. The newsletter will be longer and focus on one theme affecting libraries and librarians per issue. The theme for the next issue is change and for February will be funding. There will also be a new PR corner that will feature a letter to the editor or an op-ed piece that librarians can send to their local newspapers.

January 31 is Library Legislative Day from 5:00 pm – 8:30 pm. There will be a full chuck wagon dinner and a bluegrass group will perform.

Groves is working with Hill and Staffeldt to develop her working plan. Her hours have been extended to up to 30 hours a week at least through June.

Library Services and Technology Act (LSTA)

Staffeldt said that the server move is complete and though there are still some bugs to work out, people are pleased with the change.

Newell had back surgery and has been out of the office, but in the meantime, staff has been busy with OCLC, Gale and Infotrac training.

Congress passed a federal omnibus budget in mid-November, but it's been held up for a variety of reasons since then. The budget hasn't officially been released, but it appears that we'll get \$58,000 more than in 2004. Staffeldt gave the Commission copies of the FY04 LSTA budget to remind them what was funded last year and which projects she would like to continue to fund. Discussions about where to use the extra funding will be held at the next meeting.

Federation Annual Reports

The Broad Valleys report is not available, so the Commission will receive that in February. There was no other discussion on the reports.

Alternative Pay Plan Proposal

Staffeldt presented a plan that would move State Library employees from the 060/068 pay plans to the broadband pay plan. The broadband pay plan would allow managers more flexibility in the pay they can offer employees, which will help address a number of issues. The broadband allows more flexibility in salaries, which will be beneficial in recruiting and retaining employees, and it allows managers to compensate employees for superior work. There are six bands in the broadband pay plan as compared to 22 grades the Library currently operates in. Staffeldt is working with Jim Kerins, of the Communications and Marketing Services group, to help rewrite position descriptions and do market salary surveys. A few other state agencies have already gone to the broadband, and depending on what happens in the session, all agencies may be required to transition over to the same plan over time. The Library will need to get approval from the Department of Administration before finalizing the change. The first part of the plan after getting approval would be to move employees as close to market as possible, but cap the raises at 10%. Most people will be in 75-80% of market range. Phase two of the plan would be to build performance appraisals into the pay raises. That will start next year. We'll have to give up a position to afford the switch, but managers think it's worth it because we're having trouble attracting and keeping employees under the current plan.

Commission Goals & Objectives

Morton attended a city commission meeting a week ago about funding for the new library, which was approved. Contractors will break ground in spring.

Staffanson visited the Forsyth Library and attended a workshop about libraries and why they are necessary.

Allen said the Billings city council and commissioners met to come up with an interlocal agreement to fund the library. He added that the library foundation treasurer is leaving, so Allen will take over that position for awhile.

National Book Festival Report

Mary Doggett reported that the National Festival of the Book in Washington, DC was a lot of fun and a big success. She and Mark Sherouse represented Montana. James Billington, the Librarian of Congress, hosted the event because Laura Bush was unavailable.

Legislative Report

The Library was treated quite well in the Governor's budget. We got back almost all of the funds that were cut in 2003. However, we don't know if the new administration will stay with this budget or come up with one of its own.

The legislative book is not out yet. Staffeldt and Schmitz worked closely with Marilyn Daumiller, the Library's budget analyst. We'll be called for hearings before the education subcommittee to defend our budget when the session starts. Because there is a new administration, we will explain our programs in detail. We're waiting to hear the outcome of the disputed House seat because that will really change the face of the legislature.

The Library has submitted three pieces of legislation for this session: library districts, federations and permanent public access. Staffeldt has written to Sen. Bernard Olson asking him to sponsor the permanent public access bill, but she's still looking for sponsors for the other two and would welcome any suggestions from the Commission. The bills must have sponsors by December 23.

Staffeldt also sent a letter in support of the Montana Land Information Act, which is legislation to fund data creation and maintenance of several framework data layers. The Library is willing to support the legislation only if it remains unchanged.

Election of Officers

Morton proposed that Randall remain the chairperson for another year, as it would be in the best interest of the Library to have stability during the session. Bergeron nominated Allen for vice chairperson. The Commission voted unanimously to retain Randall as chairperson and elect Allen vice chairperson for 2005.

2005 Commission Meeting Dates

The Commission meeting scheduled for February 9 will instead be held on February 2. A Commission/NTF retreat will be held January 31 and February 1. Staffeldt will arrange with Alane Wilson from OCLC to facilitate the retreat. The Commission chose to wait until the February meeting to decide if they want to schedule the April meeting to coincide with MLA in

Billings. The Commission will travel for the August meeting and Darby was offered as a possible site to hold the meeting. The October meeting may be held in Missoula in conjunction with the Festival of the Book.

Action Items

Allen moved to accept the federation annual reports, with the exception of Broad Valleys, which isn't available yet. Bergeron seconded the motion and it passed unanimously.

Staffanson made a motion to allow the State Librarian to move forward with the alternative pay plan as presented. Morton seconded the motion and it passed unanimously.

Bergeron made a motion to accept the 2005 Commission meeting dates as written except change the February 9 meeting to the 2nd. Staffanson seconded the motion and it passed unanimously.

Library Literature Sampler

Staffeldt explained that she had presented the literature sampler in three different ways and asked the Commission to choose the presentation they liked best. The headline method was preferred by most. Randall added that he liked the history notes and asked Staffeldt to include them in the future if she had time.

State Librarian's 2005 Work Plan Clarification Discussion

Staffeldt visited with the Commission regarding a number of priorities from her workplan. The included but were not limited to: (1) Staff is one of the Library's most valuable resources, so Staffeldt is working on the alternative pay plan to bring people's salaries closer to the market rate and is continuing with the remodeling effort to improve staff workspaces. She is also working with managers to fill the vacant positions in the Library. She will be looking at computer science majors at the universities as an important market for new employees in the IT positions.

(2) Communication is critical, Staffeldt has tried to keep all informed with "virtual" standup meetings and other communication tools.

(3) Legislative session is a high priority for State Librarians' efforts.

(4) Need to look at the \$58,000 "extra" LSTA as seed monies for innovative demonstration projects, not ongoing projects.

Meeting was adjourned at 3:00pm.