

# **Montana State Library Commission**

**Meeting Minutes for April 23, 2005  
Billings, MT**

**Attendees:**

**Commissioners:** Don Allen, Caroline Bitz, Linda McCulloch, Bruce Morton, Al Randall, Gail Staffanson

**Staff:**

Darlene Staffeldt, Kris Schmitz, Barbara Duke, Bob Cooper, Jim Hill, Suzanne Reymer, Christie Briggs, Tracy Cook, Bruce Newell

**Visitors:**

Cindy Carrywater, Cheri Bergeron, Gloria Langstaff, Ann Rutherford

The meeting was called to order at 1:05.

### **Introductions**

Staffeldt introduced and welcomed Cindy Carrywater, the Library's new commissioner from Hays. Nora Smith and Ron Moody are the other new Commissioners, but they weren't able to be at this meeting. Staffeldt also introduced Ann Rutherford from Miles City Community College, where she has been the director for 10 months. Staffeldt thanked Randall for his six years of service and Staffanson for her term on the Library Commission. They will be missed very much.

### **Approval of Minutes**

Staffanson made a motion to approve the February minutes. Morton seconded the motion and it passed unanimously.

### **State Librarian's Report**

Staffeldt reported that the Legislature had adjourned. HB2 was passed at the last minute and the Library received more than the governor's budget back, including some ILL money, some federation money and \$33,000 more in coal tax revenue. Staffeldt explained that the Commissioners appointed by the governor have to be approved by the Senate State Administration Committee. Senate Resolution 7 confirmed Bitz and Allen, Senate Resolution 17 confirmed Moody and Senate Resolution 19 confirmed Carrywater and Smith. Both of the Library's bills passed. Staffeldt is worried about SB301, which is the revised law concerning mill levies and will mix special library levies in with all other general levies. The author of the bill assured Staffeldt this would not affect library mill levies, but the Library's lawyer expressed concern with it.

Remodeling is moving a little slower than planned. The skylight has not yet been cut because of the weather. The windows are expected to ship May 4.

The broadbanding switch is coming along. Staffeldt hopes to meet with staff on May 6 and adjust salaries by the end of May.

Staffeldt went to the groundbreaking for the Bozeman Public Library. A big crowd turned out despite the nasty weather.

## **Digital Library Updates**

Hill reported that Sibyl Govan from ITSD was hired as the NRIS project director. Although Govan has no GIS background, she is well versed in information technology and has some supervisory experience and seems to be working out well. A system administrator has also been hired. John Redmond started a few weeks ago. Duane Lund had been filling in while the position was vacant and he will continue to provide backup system assistance to give the Library more depth. The Web application developer recruitment failed to provide a suitable candidate, so that position was reopened and the 16 additional applications are now being screened. The systems librarian position was reopened after the top candidate turned the Library's offer down. Another 16 applications are now being screened. The database position and the web manager position are still vacant and are not being actively recruited for at this time, but will be soon.

Where to align the Heritage Program is still being discussed. The options are for the program to contract with another entity, such as FWP or the University system, or be assimilated into state government, which isn't an easy process and would need to be approved by the Legislature. Hill said that Heritage is a big part of the NRIS program and a move wouldn't necessarily have to be a physical one, even if they're aligned with another entity. Hill would like to see the program remain at the Library, but the decision will ultimately be up to the Commission. Hill explained that Heritage is now a statutory program of the State Library and is funded through legislatively appropriated funds. That could remain the same if MSL contracts with another agency or organization that would receive funds passed through NRIS to administer the program. The Commission will be updated as more discussion takes place.

Now that Govan is on board, NRIS will again be providing statistics in its Commission reports. Hill would like to know what statistics Commission members find useful and which ones can be dropped from the reports.

The Montana Land Information Act, legislation that provides some funding for the development of the GIS data layers, passed.

Our IT infrastructure is getting more robust. Some failover has been added to the databases, and will also be added to the Web servers and map servers soon. The Legislature gave the Library one-time-only funding for backup power and storage capabilities in its FY06 budget.

NRIS was approached by the Governor's office to do something different to disseminate drought information. The Governor has decided to elevate the drought page and it is now one click away from his home page. Library staff worked with the Governor's staff to develop a public relations page for the site. They split what was on the NRIS site into two parts, one a day-to-date drought information page and the other a community-building page that allows the Drought Advisory Committee to schedule meetings, reference and comment on articles, and offer direct input about drought conditions on the site.

## **LDD**

Cooper reported that the Summer Institute will be split into two, three-day sessions this year, one in Butte on June 13-15 and one in Billings on June 16-18. The theme of the Institute is Results Are What Matters. The Fall Workshop will be held in Great Falls on September 30 – October 1.

Two \$18,000 PEEL Scholarships are available. The deadline for applications is May 7. The library stipend program is also underway.

Cook reported that on April 15 - 16, five volunteer trustees came to Helena for training as part of the Library Board Education Program. Flyers were then sent to all library directors in the state making them aware of the availability of the trustee trainers to come to their libraries and do customized workshops. One workshop has already been scheduled for July and another one is being planned. Staffeldt added that we will be getting back the FTE that was cut in LDD in the last legislative session, so that position will be recruited for soon.

### **MLN Updates**

Newell presented a draft of a planning document that the MLN staff worked on with Alane Wilson.

OCLC is providing Content DM software free to the Library for a year for use in cataloging cultural materials. A mix of libraries and museums are involved in the project and a request has been made to the Department of Administration to purchase a server for storing the material. It should be apparent in nine months or so if the consortium is going to take off and who the participants will be. The strategy is to buy a server and storage that can be used for something else if the project doesn't generate enough interest.

The ILL numbers in the partner libraries have increased tremendously, as has the need for courier services. Buses are mainly used to transport books now. The ILL Interest Group at the conference will discuss ILL borrowing and lending patterns.

The Shared Catalog application process will probably start next week.

OCLC online sign up will also start next week. The Networking Task Force chose to stay with the Gale Infotrac magazine database for two more years and sign up for that will also be online. We will go out with an RFP for the automotive repair product.

The Great Falls Public Library and the Flathead County Library are experimenting with using ThinClient, which is a product that has one computer and several public access terminals with library specific software. UserFul out of Canada manages the server. For small libraries that don't have a lot of IT staff, this product can provide a lot of public service terminals at a reasonable cost without the need of having to service them. Newell is checking into whether the price can be lowered further if we have a statewide contract.

The shared catalog assistant position has been approved by the Department of Administration and is being advertised.

### **TBL Updates**

Briggs said that TBL is still seeing a decline in circulation, which is probably due to the two weeks they were closed during the move. They are also receiving fewer books from the National Library Service as they continue to convert old books to digital format, which means staff and volunteers here have to duplicate more books. The copies that are coming from NLS, however, are better quality and require fewer repairs.

The Braille Bill passed. The legislation requires that Braille be taught to those students who need it. An adaptive technology support position at DPHHS was funded. The Blind Vendor bill, which allows blind vendors to fill and service the pop and candy machines for the state, also passed.

Carolyn Meier and Janet Hunter went to the Keystone conference in North Carolina and learned about a free online class they can use to teach patrons how to do searches.

The KLAS database will be converted from a DOS to a Windows format on September 12. TBL will be closed for a week for implementation and training.

Groves and Tristen Shinnick designed a new poster for TBL. New informational sheets were also designed and will be used to create a brochure. Briggs has been working on a program information packet about making public libraries user-friendly to low-vision and blind patrons.

The Montana Association for the Blind will hold its convention in Helena on May 13-14. Briggs will attend the NLS West/Midlands Conference in Seattle and will be in DC to serve on the NLS Collection Development Committee in May also.

### **Marketing and Public Relations**

Groves is looking for volunteers to sign up to staff the Library's booth at MLA. There are several computers set up to demonstrate the Library's products and to show the tape that ran during Library Legislative Day.

Randall will read the collection management honor roll for 2004 at the MLA banquet.

### **FY05 LSTA Budget**

Staffeldt proposed that the balance of \$68,000 that was left uncommitted from the LSTA budget be used for a traveling trainer. Vendors offer initial training for their products, but a trainer could offer ongoing training and updates. Localized and customized training is also needed.

### **Policies**

The Bylaws can remain as is unless the Commission thinks something needs to be changed.

The Commission saw the Collection Development policy at the last meeting and it was brought back for action. Morton had asked for some budget figures for the Library's collection at the last meeting, but Hill said he wasn't sure what figures Morton was looking for, so they weren't provided. Morton explained that he would like to look at the service data. There are several discreet data packages and he wants to know what the Library's cost is per transaction to determine the cost effectiveness of the packages. He also questioned whether the State Library should continue as a federal depository because he doesn't see many pluses in it considering the many other ways that information is accessible. That would free up resources for other more pressing projects. Hill responded that when Karen Strega was still State Librarian, the decision was made to pay more attention to digital collection, and to significantly weed the print collection, but not kill it. Federal documents were retained because staff felt there was a demand for them, but that could be reexamined. The specifics of how much usage the collection gets can be gotten from Jim Kammerer. Orr believes our print collection is not being

marketed as strongly as it could be and people don't realize what materials we have. She'd like to postpone cutting any more materials for now so the word can be gotten out about what resources we have. If, after marketing the products, the usage doesn't go up, then cuts can be made. Hill added that the subscription rate was about \$50,000 before weeding, and now it's about \$20,000. The Commission agreed that they want to see some figures on the collection and the budget, so action on this item was postponed until the next meeting.

Staffeldt said that the ILL Policy was updated to include electronic materials. This is the first time for the Commission to see this, so she asked for feedback and the Commission can take action on the policy in June.

### **Third Quarter Financial Report**

Schmitz reported that everything is on track with the budget. Any changes that will be seen will be on the 4th quarter reports. There is quite a large chunk of money from vacancy savings, and Staffeldt, Hill and Schmitz have been working on a list of things to use that money for. Last session the Library general fund budget was cut to FY02 level. That bill left a biennial appropriation for the state aid money, and the language stayed in the bill, so it had to be funded. Now we have savings generated there, also. Most of the savings will be used to purchase equipment for the digital library. The other part of the savings will be used to fund the broadband raises. Randall asked that the Commission budget be increased so that members can get out in the community and be more proactive. Schmitz replied that starting in FY06 there's a brand new HB2 budget and the Library will need to get all the vacant positions filled and all departments staffed at 100%. Staffeldt added that the switch to the broadband will mean raises of 3% - 10% retroactive to December 11 for the whole staff. The Legislature passed a Steady Bill during the session, which will affect all agencies that receive RIT funds. The goal is to move agencies off the RIT funds. Schmitz will update the Commission on how that affects NRIS, because that is a large part of its budget.

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

Staffeldt attended four federation meetings. The federation bill, HB184, passed and the membership of the federations can elect their own coordinator starting October 1, 2005. The Tamarack Federation chose Gloria Langstaff as their new coordinator and Bitterroot Public Library as the Federation headquarters since Bette Ammon is leaving to take a job in another state, but the Commission will have to take action on that since the law is not yet in effect. Sagebrush is holding elections now too, so that may be an action item at the next meeting. Federations got back about \$63,000 during the session thanks to Monica Lindeen, so they will all get about a 61% increase.

The Pathfinder Federation meeting is May 5 in Shelby and Cooper invited the Commission members to attend. The Golden Plains meeting will be held at MLA.

### **Commission Goals and Objectives**

Bitz said the telephone cooperative in her area puts out a publication for its 18,000 customers and she has been partnering with them to include a two-page color layout describing the services and different departments of the State Library. They want to work with the Library on other projects in the future also.

Staffanson attended the Sagebrush Federation meeting.

Randal said he has one more NTF meeting to attend and then Allen will take his place on that committee with Bitz serving as Allen's alternate. Randall and Staffeldt are touring libraries before and after MLA. They will visit about 20 of them in all.

McCulloch has spent the majority of her time at the legislative session. She and Bergeron plan to attend at least one federation meeting.

Allen attended the Heritage program discussion. He also keeps in touch with Bill Cochran at Parmly Billings Library.

### **Darby Invitation**

The director of the Darby Library has invited the Commission to hold a meeting at their beautiful new facility in August or October.

### **Action Items**

Allen made a motion to approve the FY05 LSTA budget. McCulloch seconded the motion and it passed unanimously.

Morton made a motion to approve the 3<sup>rd</sup> quarter financial reports. Allen seconded the motion and it passed unanimously.

McCulloch made a motion to appoint the Bitterroot Public Library as federation headquarters for Tamarack and to appoint Gloria Langstaff as federation coordinator. Bitz seconded the motion and it passed unanimously.

Morton made a motion to move the October Commission meeting to Darby. Bitz seconded the motion and it passed unanimously.

### **Library Literature Sampler**

There's an article about the John Steinbeck Library in Salinas, CA, closing its doors. Newell reported that the latest report was that the business community had rallied together to raise money to keep the library open.

Randall commented that the Libri Foundation is a great organization to work with and has done so much to benefit Montana's libraries.

### **Other Business and Announcements**

The Commission reception is in the Missouri Room from 6:00 - 7:00 pm on the 25<sup>th</sup>.

The meeting adjourned at 4:45 pm.