

Montana State Library Commission Final Meeting Minutes for February 8, 2006 Helena, MT

Attendees:

Commissioners: Don Allen, Bruce Morton, Cindy Carrywater, Nora Smith and Ron Moody. Linda McCulloch came in at 10:00 a.m.

Staff: Darlene Staffeldt, Julie Stewart, Bruce Newell, Sue Crispin, Tori Orr, Bob Cooper, Kris Schmitz, Jim Hill, Christie Briggs, Sandy Stanton, Maggie Meredith, Sue Jackson, Sara Groves and Tom Marino

Visitors: Judy Hart, Lewis and Clark Library Director and Joan Bishop, Lewis and Clark Public Library Trustee.

The meeting was called to order at 9:00 am.

New Library staff was introduced. Briggs introduced Sandy Stanton. She is a new reader advisor. Sandy comes from Ohio, holds a BS in education and a masters in elementary administration. She worked in a public library in Ohio. Cooper welcomed Maggie Meredith. Maggie worked at the State Library about six years ago. Maggie will be the statewide technology librarian serving the Golden Plains and Pathfinder Federations. She is undergoing intensive training at the library and is getting ready to launch out and start helping the libraries.

Floor open to address Commission

In other meetings Moody has been involved in, this portion of the meeting has been very important. He encourages everyone to tell people about these meetings and let them know that their comments are welcome.

Approval of Minutes

Moody asked about the motion to approve the minutes being written in the beginning of the minutes as opposed to with the other motions in the action items. He asked if that is how it is suppose to be done? Staffeldt said yes.

It was suggested to change page three, the last paragraph of the page, to say "acquired" rather than "awarded". The paragraph would begin "Bruce Newell said that director's station has been acquired for shared catalog."

With that change made, Bruce Morton made a motion to accept the December 2005 minutes. Nora Smith seconded the motion and the motion passed.

State Librarians Report

There is a signed short term contract with the Nature Conservancy for the Heritage Program in place. There has been progress in working with the University of Montana and there should be a contract available for the attorney to review in the near future. The Nature Heritage Program database has doubled in size since last year.

The Permanent Public Access committee is scheduled to meet in mid April. They have a promising draft of state publications and are working with an archivist. The committee is recommending we go forward with legislation and at this time the recommendation is that the University system is not included. The Public Library Hearing for the Administrative Rules changes went well. Joan Bishop attended the hearing. There were two comments. One was from Bishop and the other was received from Bill Cochran, via mail. Mr. Cochran commented on the libraries that are established by Title 7 and their Board of Trustees has the power. We need to tweak the standards so that these libraries can indicate they are Title 7 and even specify they have a Board of Trustees.

Staffeldt had a good visit with the State Chief Information Officer, Dick Clark. He is the direct supervisor to ITSD whom we have a lot of interactions with them. He had a tour of the facility, reviewed the budget, and started a good discussion about the opportunities and challenges between us and ITSD. Moody suggested inviting him to a meeting. Staffeldt did and he said he was busy right now as he's working with the Governor's budget director, but we will continue to invite him. Moody asked what ITSD does? Staffeldt said they provide infrastructure for whole state. Hill said ITSD has two sides, the first being the technology which supports us and the other side is the policy and procurement side. That's the side we have most difficulty with. The Montana Info Tech Act is from ITSD which gives them a pretty strong grip on IT in the state. Purchases and projects are reviewed by that group. We have had some difficulties moving forward on library issues.

Staffeldt said the "What's Your Story" campaign appeared in the AARP this month. AARP is very excited and their national office is working with National Library Association toward using our campaign. We're very excited about our partners in this and it has been very well received.

Staffeldt asked Tom Marino to come today to share the Library's new and improved website. It is in 90% compliance with the governor's requirements. Marino did a brief presentation of the website. Staffeldt said the percentage of the website that is not in compliance is the old portion. This may be archived and that would bring us into compliance with the Governor's request that all state agencies websites have the same appearance. Moody asked if there was a spot for user evaluation on the website and if not, he recommended putting one on the website.

Long Range Planning – Library Network

Bruce Newell mentioned the Network Task force meeting two weeks ago. We have gained 38 libraries since Jan. 28th. We are now at 370 and are probably where we were at last biennium. Bruce shared his presentation regarding the Library network.

The Montana Codes Annotated talks about the Montana Library Card which would be used for all libraries in Montana. The notion is that this isn't necessarily an actual card, but it could be used at any library in Montana. We've looked at the fulfillment process and might need to reengineer this, looking at user outcomes. This includes a number of services that have the goal of getting things into the patrons hands – acquisitions, courier services, OCLC membership, shared catalog, floating collections...six are participating with this program and we're hoping to get another dozen within a year.

Moody asked about the statistical reporting for Talking Book Library. He would like to know if there is significant difference and requests that any differences be highlighted or something to make it more easily known.

ILL Reimbursement

Staffeldt wanted to let the Commission know what the attorney said about the ILL. There is still time for the ILL administrative rule change. We can make the change the first year because we're doing a 50/50 split with half of it going out the way it's always been. When we go a different way, the attorney said the participating libraries don't have the opportunity to get money. Allen said we were only coming up with a temporary solution and the final solution is something we were going to figure out and might require legislation. Staffeldt said at this point we put a placeholder with the Governor's office informing them that there will be some legislation regarding ILL. Allen said he hasn't completely figured out what the Shared Catalog is doing either and isn't sure the Commission understands what the effects of this would be. He said the Commission needs to get a handle on what's going on. He's thinks it's the role of the Commission to make sure everyone gets benefit, not just certain areas of the state. Staffeldt agreed and said we are trying to look at the whole picture and Billings is unique, but that Shared Catalog has reached into eastern Montana and they are benefiting because of Shared Catalog. Darlene said we could certainly have more training on Shared Catalog for the Commission if they desire that.

Moody asked if the Network Task Force works on the ILL system? Bruce Newell said the Network Task Force recommended that we look at current ILL process.

Moody is thinking about cost and hasn't heard what he needs to hear to be persuaded. Some libraries are spending more money than other libraries. The cost of a transaction is higher than the reimbursement from the state source, so we are subsidizing library loans. That is what he would like to address and resolve the question. He would like to see a chart that shows the true cost of an ILL transaction.

Schmidt said legislative proposals are due April 14 so we need to move along if we want this to go to legislature next session. Allen said the problem of ILL as he sees it is that the larger libraries are lending more books and it's costing them more than what smaller libraries are doing. We need to find a way to reward the larger libraries for spending more money. That's why Billings pulled out of shared catalog. Allen said we may have to look at ILL in a different light and he thought we were doing that, but he doesn't see a model where we can reimburse the way it is now. Morton said the average cost of an ILL transaction would be irrelevant because the median would be very different across the libraries. Staffeldt assured the Commission that at the April 12 meeting, there will be a recommendation regarding this issue.

Long Range Plan

Staffeldt provided the draft and vision of the Long Range Plan. It is also on the Library's website. Hopefully we'll have it ready for the June meeting and will be prepared to ask the Commission to accept it as the five year plan. Allen thinks we should have a long range plan. Moody said this is hard to read and it's the reading level that he's concerned with. He thinks rather than going out to the library community to get them to participate in the plan, perhaps going to the state department heads asking them what can MSL do for you? Staffeldt said each group is intending to take this to their certain groups and ask that question. Morton said part of the problem is that we're looking at the future through the rear view mirror. By asking past partners, this makes us not make new partners.

LSTA

Staffeldt said this act has been around since 1969 – it's our federal funding – every four years they get reauthorization for this. This year is a little increase from last time. Staffeldt laid out a budget for that. We did run this through the Network Task Force group and Staffeldt brings this budget to you with everyone's recommendation. This is an action item and we need to start paying bills with this money. Morton asked how the budget as presented by the President will affect us? Staffeldt said it looks good and there might be an increase.

EPP

This is also stated as an action item but at this time, it's not a firm action item. We saw the budget director a week or so ago and took over these thoughts and ideas. We haven't gotten formal instructions as to when we submit the budget. The Budget office staff were very attentive, didn't make any promises, but he recognized the piece on recruitment and hiring that we don't have enough to compete with larger agencies and asked his staff to look into this. They talked about one time only money and this is something we should look at for our projects. Our database got started with one time money. They did not make any commitments on the broadband pay plan and were not optimistic about new FTEs. It was somewhat negative, but it was good in that they listened.

Morton said the presentation is excellent and helpful. He hoped the Commission will be able to have a discussion regarding priorities based on the assumption that everything on the list is viable. Staffeldt assured the Commission that they will have a chance to discuss this.

Moody suggested if you want to sell your budget tell the boss what it's going to do for him. He agrees with Morton this is an excellent summary. The Governor has been clear that he has a program and that is economic development. Moody recommended that getting an explanation of what the Governor is working on and figure out what MSL can do to support those outcomes.

Morton asked if the LSTA funds permit the taking F and A costs, indirect costs? Schmitz said LSTA is limited to 4% per year and we pull the full 4% each year which is about \$30,000 a year. Allen asked if it was LSTA that was audited this year? Staffeldt said we had a visit from the LSTA rep and we have not gotten a written report on that. Allen asked Staffeldt to get the written report from the LSTA representative.

PEEL Scholarship

Sue Jackson said we didn't hear from all of the committee members until just this morning. We received three proposals and the committee is recommending that two of them be considered. Caroline Bitz is the Commission representative and Staffeldt is a voting member. Staffeldt explained this is the stipend to help schools hire librarians. There are two grants available of \$30,000 each and we are recommending that two of the applicants receive grants. The grants are for public libraries and school libraries. The library has to come up with a 50% match.

FY06 Financial Report

Schmitz presented the second quarter financial report. We're half way through FY06. This is an important year because this is our base year, which determines our 08/09 budget. How the actual budget happens for FY06 will set our budget for 08/09. The EPP issues will be on top of this budget. So watching FY06 expenditures is a high priority for us. Schmitz meets with Hill and Staffeldt often to make sure the funds are spent properly and the top priority is that it is all spent so as not to lose it out of the base funds.

Schmitz said the major area we need to focus on is personnel services. It has a negative \$31,000 projected right now. The Commission has solved this by allocating LSTA 06 funds. What was showing negative was that there was no allocation of 06 yet, so once you approve that in formal action, Schmitz will clearing that and that project will go to Newell's MLN. They run right with the fiscal year so they are anticipating those funds as soon as we get them back out. So when you approve the 06 that will clear up the negative. It will create a positive predicted balance there of about \$30,000. Hill, Staffeldt and Schmitz will be working on that and deciding what to do. There have been quite a few vacancies so we not only made up the broadband pay plan, now we have generated a savings. The positions that are open right now and have been opened for a while are the Library Systems Specialist. Hill and Orr are working on that position. The

Systems Administration position is still open. Cooper's LDD Administrative Support position has been vacant all year and hopefully that position will be filled soon. The Library Tech position in Talking Books was vacant for a short time. So personnel services has made up the entire broadband for this year. If we get fully funded, FY07 will be different, but we have to get those positions filled. As far as operations budgets go, we're on track.

Staffeldt mentioned that there are two positions we've left open and we're not trying to fill in order to cover the broadband. One is her former position and the other is the water information specialist position. Schmitz said that was \$150,000 used to fund the broadband, plus now we have an additional \$30,000, so because of these positions being open, it created a savings. We are at a risk of losing those positions. If at the end of the year, there are vacant positions, they go on a list given to the legislature and when they're looking for money that is one of the first areas in which they look. If the legislature takes the position, then we'd have to go back and try to get that back and explain why it was vacant. It is to our best interests to fill those positions.

Moody asked if people needing good water information in this state are not getting as good quality as they could and should get if this position was filled due to the lack of funding? Hill said the water information position is the service of the information to all users. There is a statutory mandate that a water information system is a starting point for access to water information in the state. It is not that we're not trying to perform that function. We have nobody in that position at this point managing that part of the program. We've always had somebody in there to ensure that specialty within NRIS is being handled properly. If you go to our website, you'll see that the water information section is in dire need of attention and restructuring.

Moody asked if people needing good water information in this state are not getting as good a quality as they could and should get if this position was filled? Hill said absolutely. Schmitz said Staffeldt showed that issue on the EPP is funding the broadband and if the legislature would just fund the broadband then our two positions could get filled.

Smith asked if there are other agencies trying to switch over to broadband? Schmitz said there were five agencies that haven't switched yet. When we switched we were told by the old administration, that if we elect to do broadband, we would be funding it ourselves. During the last legislative session, those agencies that had switched over, they were dropped. They had to stick at their base level. Since so many agencies have done it, we've gone to the Governor and asked to have broadband funded.

Commission Bylaws

Staffeldt said they are just included because they should be brought to the Commission once a year to see if you wanted to make any changes or to see if you're happy with them as they are. She didn't see any thing that needed to be changed. Allen asked about the open meeting law. For instance, what if a couple of commissioners were discussing library matters, is that an open meeting? Staffeldt believes the interpretation for an open meeting is a quorum. If you've got a quorum and you're talking about

library matters, it has to be available to the public. If there are just a couple of Commissioners talking about library matters, that is probably okay. However, that discussion should be brought to the attention of the Commission at a later date. Staffeldt and Cooper and the Library's attorney are going to meet about open meeting laws and do a workshop at MLA on legal issues. Moody said we're okay for commissioners to call each other and talk about things, but no decisions can be made. Staffeldt said one on one, commissioners can talk to each other. But if all commissioners are having a conference call, that is an open meeting. If the discussion is something that needs action to be taken, it needs to be on the agenda for discussion.

Moody noticed something regarding our legislative programs. Special meetings may be called by the chair at the request of two members. We might want to consider having a legislative meeting to discuss what we're going to bring to the legislature this time.

Moody asked if we are in agreement as to which Roberts Rules of Meetings? Staffeldt said we would have the most recent edition in the library.

Goals and Actions

Moody said these are the Commission goals. Staffeldt said these were decided in June of 05. This let's you see what you've accomplished.

Smith toured the new Bozeman Public Library space. The Library may have to rescind the invitation to the Bozeman library for October's meeting. McCullouch said the Indian Education Division is fully staffed now. Quite a bit of their work is resources for libraries, not just recommending resources for libraries, but also what constitutes good purchase for Indian education materials for libraries. The second thing is the shared catalog and what we can offer as far as in kind contributions to that. Allen said in Billings there are a couple issues. The library is operated under an inter local agreement. The city owns the library and they have an agreement with the county to provide services to county residents. Consequently, members of the city council would like to make all the policy decisions for the library, one of which is the internet usage. After several meetings, they hammered out an agreement that did not include the council making all the decisions, but rather having a library board making decisions. This never came up until the final meeting when they went to approve it. The other issue is the library in Billings is the library is eating into their reserves to the tune of about \$200,000 per year. There is a proposal to take another million worth of their reserves for development downtown and enlarging the library. If they do that their reserves are gone and they don't have any operating funds. The Columbus library was having problems and Allen referred them to Bob Cooper.

Carrywater went to Hill County library and attended Pathfinder training on writing grants.

Moody said they just finished a book sale in Lewistown. It's huge and grows every year. We haven't tried selling them on ebay and he understands there are a number of libraries doing that.

Moody thinks the Commission should talk about what role we play in the state as a Commission? For instance, has everyone seen the economic program from the Center of the Rocky Mountain West? These folks took all the census data together to give us a snapshot of why people are moving out of Montana and why some are moving in. Moody thinks the Commission should be part of this conversation. A big challenge in the Governor's mind is what to do to help central and eastern Montana because that is the side of the state that is basically dying. Our ILL program and our community library support are extremely relevant to solving that problem. Moody suggests that this Commission and the Montana State Library view themselves as part of this border to border conversation that is going on in the state, because that makes your budget relevant and that makes your mission relevant. Moody suggested that at the April meeting we bring in the Montana Challenge Partnership for 1 ½ hours. They are an abbreviated version of Larry Swanson's program from Rocky Mountain West. Perhaps we could even have Larry Swanson come over and do his afternoon program. The people that need to hear this most are the people out there in the libraries and federations.

Action Items

Allen moved to approve FY06 LSTA budget. Smith seconded and the motion passed unanimously.

Staffeldt said they don't have to take official action on the Executive Planning Proposal (EPP) at this time. It will be seen again in April for action. Morton said it seems to me that we might want a telephone conference call in plenty of time to discuss priorities and strategies prior to our meeting because of it needing to be included in legislative packet. Staffeldt said the part due two days after the April meeting is only the piece on the legislation, which is on the back of the fourth page. The whole packet of the EPP issues is due on May 1, 2006. Morton said the two could be related as there is at least one fiscal note that needs to be prioritized with respect to the others. Schmitz suggested having a meeting date after we receive instructions from budget office, perhaps two weeks after receiving instructions. Allen said we need more information, perhaps a description about what we're going to have a conference call about, with background information. Staffeldt said she will resend the same information with any changes prior to a conference call. Schmitz said we could prepare everything just like what will go to the budget office. This will include statistics and background information. This will all be sent to the Commission. Moody suggested prior to that conference call talking to Hal Harper about how we can better align the budget proposal with the Governor's priorities.

McCullough moved to accept the recommendation for the Peel Scholarship Stipend Awards. Allen seconded the motion and the motion passed unanimously.

Bruce moved to accept the second quarter financial report. Smith seconded and the motion passed unanimously.

Library Literature Sampler

Staffeldt added two items to the packet after the Commissioners received the packets. One article is regarding Senator Sam Kitzenberg, who is the Library Director of the Glasgow City County Library. Senator Kitzenberg sent Staffeldt the article about him as Ben Franklin. Ben Franklin celebrates a 300 year birthday. The Senator also called Staffeldt to make sure she received his mailing. The other piece that was added this morning is the article out of the AARP that we talked about earlier.

Upcoming Calendar of Events

Staffeldt wanted the Commissioners to see their meeting agenda, but she added to the list some meetings throughout the state, including the Federation meeting. She's not indicating that the Commissioners have to attend every single thing on this list. The first meeting is the Offline training will be in Helena, at Carroll College. Staffeldt had intended to attend this training, but will be out of state so there is an opening if any of the Commissioners would like to attend the training.

Other Business and Announcements

Moody would like to follow up regarding the public comment period. He asked how the Commission feels about staff members receiving mail from public citizens and sharing those with the commission during the public contact portion of a meeting. He thinks the Commission should be hearing from the public and if they aren't able to come to us, we should reach out to them. Morton suggested having something on the website, giving the public a way to communicate with the Commission. Staffeldt will talk to Tom Marino about setting this up.

Allen moved that the Commission go into executive session for Staffeldt's evaluation.

Meeting adjourned.