

Montana State Library Commission Final Meeting Minutes for April 12, 2006 Helena, MT

Attendees:

Commissioners:

Don Allen, Cheri Bergeron, Caroline Bitz, Cindy Carry water, Ron Moody and Bruce Morton

Staff:

Bob Cooper, Alan Cox, Sue Crispin, Sibyl Govan, Sara Groves, Jim Hill, Sue Jackson, Jim Kammerer, Lauren McMullen, Maggie Meredith, Bruce Newell, Tori Orr, Kris Schmitz, Jennie Stapp, Darlene Staffeldt and Julie Stewart

Visitors:

Honore Bray, Missoula Public Library, Betsy Harper Garlish, Montana Tech/MT VR Cooperative (Butte), Judy Hart, Lewis and Clark Library (Helena), Gloria Langstaff, Bitterroot Public Library (Hamilton), Lynn McKinney, Billings Sr. High, Lee Phillips, Highwood School and Montana Shared Catalog, Brent Roberts, MSU-Billings, Peggy Smith, Billings Skyview High and Marilyn Trospher, Polson City Library.

The meeting was called to order at 9:00 a.m.

Bob Cooper introduced Lauren McMullen. She is the new training specialist and will be doing a lot of traveling throughout the state, working closely with the libraries and their staff. She comes from the Big Timber library. Later Cooper introduced Donna Caban as administrative and training support. Caban will be helping the outreach people to be able to be more effective in their jobs in the field by having a person back in the office.

Open Time for Persons to Address the Commission

Peggy Smith from Billing Skyview High – The State Library has a great impact on school libraries especially with the ILL processes and reimbursement process. She would like to share her take on this. Back when WLN was new and was on CDROM, it was clear then as is now that Montana is big and we're small in resources and sharing is the natural thing to do. There are lots of books that are dedicated to make all of our resources available. Skyview is allocating more money to participate in ILL. It's a thrill to put a special book into someone's hands that has been borrowed from someone else. ILL works great for them. She was disappointed in the current ILL plan for those that are not net lenders. Skyview will continue to make their collection available no matter what the Commission decides. Remember that lots are contributing to make all library resources available to all Montana.

Lynn McKinney, Billings Senior High – She has been in small areas and thinks statewide purchasing of databases is a great program. This has opened up the world to the state and feeds into what the public expects. This is the single thing turning public back to the library. Every day she has a kid come into the library asking for a book and wants to rent it. They think info is for sale and don't understand it is free in the library. Also seeing the information they are getting in the statewide databases is amazing. Infotrac is also a great program. We're trying to push the statewide databases information to parents as well as kids. The Commission focus is not necessarily on school libraries, but there are so many things the Commission do that affect school libraries. She would like to ask that the Commission keep the school libraries in mind when making decisions as they are affected by what the state libraries do. She thinks there is a treasure of people at the State Library and recommend the Commission listen to them. She really appreciates them.

Betsy Harper Garlish, Virtual Reference Cooperative – The Cooperative is made up of 24 libraries around the state, both school and public libraries that provide virtual reference to public. We have 40 librarians that work for them. They have sent a letter to Darlene asking for funding to have access available 24 hours a day. This would allow to backup services and allow for services around the clock. This is a tremendous service and we want to consider having the State Library support us. We are going to need more funding to continue this program.

Gloria Langstaff, Bitterroot Public Library – She supports the State Library. The staff makes an effort to get input from the libraries throughout the state. She would like to see their budget request granted as their long range plan is what we all need. They benefit all of the libraries throughout the state. She asks that the Commission support the State Library.

Marilyn Trospen, Polson City Library – She is in support of the State Library's long range plan as it helps all libraries. Polson experiences problems too, such as financial constraints, but the State Library is crucial to helping them in many of their processes. They rely on the State Library leadership and consider them an invaluable resource to the state. She would like their long range plan and all their projects supported. Everything they are working is of benefit to all libraries.

Lee Phillips, Highwood Schools and MT Shared Catalog Chair – She can't reiterate or support what Marilyn said any stronger than by agreeing with her. We haven't even begun to implement all the resources available from the State Library. Our students need to learn how to use services the State Library has available. It's our responsibility to figure out how to connect everyone.

Approval of Minutes

Don Allen made a motion to accept the February 2006 minutes as amended. No second needed. Motion passed unanimously.

State Librarian's Report

Staffeldt discussed the relationship between the State Library and ITSD. The Library has a MOU with ITSD which laid out the roles of the Library and ITSD. That MOU is set to be renewed in June 07. Even though that it is a ways off, Staffeldt wanted the Commission to be aware of the timeframe. Dick Clark has been appointed the new Chief Information Officer for the state. Staffeldt called him right away and he met with her and Jim Hill. They discussed the challenges between the Library and ITSD and the opportunities that are available. After that meeting, Dick Clark met with the Montana Land Advisory Council and after conversations with them, movement is a foot to be revisiting the issues between ITSD and MSL. Darlene is expecting formal discussions to take place. We need to start working on the MOU or see what other options are available. Dick has some good ideas and is requesting a big data center in his budget and his concept is consolidation and centralization.

There are two open positions at the State Library and it is hoped they will be filled within the next month.

The Library is proud of the What's Your Story campaign. It has won a number of awards. Sara Groves will accept the Montana Library Association award at the MLA.

Morton asked if there was any new information regarding the open held positions? (Staffeldt's old position and the water information specialist position) Schmidt said it depends on what the Governor does with the pay plan. We still don't know if the Governor will approve the broadband pay plan.

Moody asked how the networking task force does business. Do they meet periodically?

Staffeldt said the Network Taskforce advisory group was set up by the former librarian to advise her on technical issues, but it has expanded to look at all kinds of resource sharing. There are representatives from various types of libraries such as schools, small and large, and the group comes from all over Montana. They try to meet quarterly and their next meeting will be June 2nd in Helena. The members are listed on the MSL website. There were Commissioners on the advisory group but unfortunately they weren't able to attend the meetings yet. Allen said he would like to continue on the group. The next meeting will discuss long range plan and moving forward with OCLC database. The Commission will be sent the agendas and any pertinent information relating to the Network Task Force meetings.

MSL Media Presence

The discussion centered on MSL media presence after cancellation of ACLU. We received a lot of press due to the cancellation. Our position was misrepresented and no matter what we said, we couldn't win in the press. Sara Groves distributed press releases

and letters to editors for the Commissioners review. Instead of responding directly, we decided to take an offensive position during National Library week. Groves wrote an Op-ed (opinion-editorial) which concentrates on how we serve all Montanans. We've focused on the good things the State Library is doing such as the share catalog, new databases available to everyone, the GATES grant received that will help libraries, the Commission meeting and the Montana Challenge presentation. Groves just completed a new PSA which features a senior citizen Indian and it should run statewide next week.

Heritage Contract

The contract is not quite final. The state lawyers are working on template language and the university system is working with the state lawyers to remove some of that language. MSL is comfortable with the contract. There will not be any major changes with our relationship with the Heritage group and there shouldn't be significant changes prior to our being able to sign off on this.

Allen asked if we used the Nature Conservancy contract as a template. Staffeldt replied yes, we started with the contract we used before.

Allen asked how the new contract compares with the old one. He would like to see the changes between the two contracts. He has a concern about termination of the contract if the Library wished to terminate. Hill said that Item two on page eight allows the Library to terminate the contract. Hill said that this language was taken from the old contract to the new contract but can be raised as a future discussion point. Crispin said the contract has an end date of 6/30/07. These contracts have always been renegotiated each biennium. Essentially they all end after two years and this first contract ends after one year.

Allen said that he is unclear as to what is in it for the University?

Hill said that has come up and the answer has been that they understand the program, appreciate the program and want to be part of the program. They feel like they have something to offer the Heritage program. Crispin said the University expressed they really felt that there's a great advantage for them to help the state government. It gives them a stronger partnership with the state which often increases their visibility of the University with being part of the state.

The contract should be ready by the Commission's June meeting.

Morton would like the record to show that he is recusing himself from any discussions on this topic present and in the future and will also abstain from any votes on it since he is a representative of the University system.

Moody discussed the termination issues. It would be helpful if we could expand the executive summary of the memo to give us more information, including what the effect of the contract would mean to MSL. He doesn't understand the contract and feels as if he

needs to be an attorney to understand it. He requested that a better explanation be included in the in the executive summary to explain more of what is happening. He would like to have three or four key indicator measurements to evaluate the performance of the program rather than just hear things are going well.

Staffeldt pointed out that in the State Librarian's report section, the formal report is the State Digital Library. The Natural Heritage program does add to this report. Also there are a number of documents, such as the annual reports, special reports that are given out throughout the year. Are you looking for more information than that? Ron will think about it. Hill said he will do a more detailed summary in the future so as to help the Commission.

Long Range Plan

The plan is still in draft form and there is no action needed today. Staffeldt distributed a document of various comments that have been posted on MSL's website. Staffeldt attended the Broadvalley Federation meeting and they had good ideas regarding the long range plan. She's heard what's missing and what people would like to have added to the plan. Staffeldt is hoping for more conversations about this and there are three federations still to meet so she will get their feedback also.

Morton said he hoped the Commission would have a working session prior to having this be an action item. He would like built for every objective that is in the final version, key productivity indicator that specifies how success or lack thereof would be evaluated.

Allen mentioned that he doesn't see a fiscal note attached. Staffeldt agreed there is no fiscal note attached to this document, but a good deal of the EPP requests are tied to some of the things in the plan. We will have to work through the EPP process and the federal money that comes in helps us to get to each of these items. She thinks we've built an EPP budget that gives us the flexibility to get to some of the items. We know that digital library, NRIS and Heritage are critical pieces, and that something is going to be at the top of the list. So we have a piece in the EPP for that. There is not a direct correlation but there is strong connection. This is a wish list, but we feel it is appropriate.

Morton would like the Network Task Force's input so would like the working meeting after they meet. Staffeldt said action doesn't have to be taken on the plan in June. Final approval might be better in August, which allows more time for a working session. At the June meeting, the Commission will decide on a date in July for a working session to discuss the Long Range Plan. Newell will make sure the Commission members receive correspondence regarding the Task Force meeting and their feedback.

Governor's Executive Planning Process (EPP)

Staffeldt said this is the final draft and we still have the expected pieces due to the Governor's office by May 1st. The legislation pieces have to be submitted by Friday, April 14, 2006. The order that the items are on the EPP in order as to how Staffeldt feels

they fall into priority. The Commission has the right to change the order. The first one is what we call the MSL moderate increases. This is a house keeping and picking up the budget that we've lost over the past few sessions and places where we felt there is a need for additional money.

The next piece is the Montana Library card has been changed a little since the February meeting. In February we had just asked for one segment of this. The more we talked and thought about it, we decided we should ask for more. This is a chance for us to do something with the ILL reimbursement issue, providing some state wide resources and helping both the small and big libraries. We're proposing to pick up the costs for statewide OCLC. This helps the big libraries that are feeling the crunch for the net lending and loan reimbursement. It still is beneficial to the medium and small libraries because that allows the smallest of libraries that have not been able to participate in OCLC statewide services because they can't afford it. If we pay for it statewide, everybody can join up. It is also a demonstration project for courier service.

Lois Fitzpatrick said that she thinks it's important to ask for the money. EPP is an educational process for the Governor's office too. This gives them the opportunity to find out what agencies need. Even if you don't get that amount of money, chances are the next time you ask for the money they will be aware of what you'll need.

Allen had a couple of concerns. In reading the report, it mentions the Montana library card. This implies that we're going to have a statewide, unified library card?

Staffeldt said we're not headed for one library card and one library system. We're headed for communicating with each other's systems and we can work together and share Montana resources. We're talking about statewide resources, whether you're in Highwood or Billings, you can have access to the statewide resources and have the ability to use statewide resources.

Morton said the Commission has read the background information and would like to comment on the item that has been discussed. Regarding the library card, if it goes forward we should find different terminology than library card. It's trivializes the issue in the minds of the uninformed and could be reframed in terms of concepts and language that is appropriate for today. Having said that, as he looks at the first item on the EPP, the \$380,000 item and there are two other items, permanent public access and the Heritage Program. Those three come to just about one million dollars. Those three are absolutely essential. One is carrying on commitments that are already in place and the first one has to do with fundamentally getting the Library administratively healthy. In his mind, that group of three needs to be a priority and we need to make sure it doesn't get played off against the other two items so that we somehow loose it.

Moody said it's how you do the presentation of the budget that will distinguish between success and failure. He volunteered to help MSL with legislature and getting funding.

Carrywater asked how we present the list. Do we prioritize the list?

Staffeldt says it does get prioritized. Schmitz fills out a template and it goes over electronically first. They will invite us over in July or August to discuss more specifics. She thinks we can make some strong arguments about how building up our libraries throughout the state, how that will help with Montana economic information development. Staffeldt said this is the Commission's budget and if they were uncomfortable with any parts of it, they needed to let her know.

Staffeldt agreed that lending the books is costly. ILL reimbursement is critical to libraries, but the librarians realize we're not fixing the ILL reimbursement. In a sense we're providing something else that will help them more. If we pick up the tab for OCLC statewide and we provide other databases, then what they have to spend with ILL should drop off. We're giving them a trade off that will work for them. If they are not putting money into OCLC, that's equivalent or higher in most cases than what they're currently getting in ILL reimbursements. We can't fix ILL reimbursements unless we asked for the same type of figure just for that program because there are more and more items being shared and the pot is not changing. This means that ILL reimbursement is getting less and less money, whether we do net lenders or do continue the way it was, no one is solving the issue of sharing resources. That's why we need to look at something else.

Morton's primary concern is that the idea doesn't get in way of the good. He asked that the Commission to deal with each item of the EPP as individual items. He would also like to entertain the notion of stipulating that we specifically request one time funds for the large project that we've been talking about as a demonstration project with the hope that it proves workable. His concern is that it doesn't have unintended negative consequences in preventing us from getting the smaller amounts which are core to moving us forward in important areas.

Staffeldt said they could be taken one at a time or however the Commission wanted to do it.

Morton moved that the Montana State Library moderate increases of \$380,000, the Permanent Public Access at \$160,000 and the NRIS/Heritage funding at \$450,000 all totaled \$990,000 be carried forth by the State Librarian with the EPP process for base funding. Bitz seconded the motion and the motion passed unanimously.

Allen asked if this is the last opportunity to get something into the legislature process.

Staffeldt said this is the last time to get it to the Governor's office. The Governor's office accepts it into his budget, then it goes to the legislature. Then as an agency you're working with the Governor. There are other options. If we take the whole package over and the Governor accepts certain pieces, but refuses certain pieces, we as an agency would be best to be done then. What can happen is the access information project and the Shared Catalog, the Montana Library Association can offer legislation to get those passed directly to the legislature. They don't have to through the budget process. The difficulty

there is that MSL is the expert witnesses to be called in and it's going to appear that the State Library got told no by the Governor so now we're going to go directly to the legislature, even though it is the Association that is pulling it forward.

Morton moved that the State Librarian request spending authority of \$1,114,646 of which \$314,646 will come from the general fund. This will be to support the Shared Catalog and will be viewed as secondary in priority to the three items that were just approved. Motion passed unanimously.

Morton moved that the Commission direct the State Librarian to carry forward the EPP process for \$2,000,000 one time only demonstration funding in support of the Montana Library card project recognizing that it third in priority in relation to those items just approved. Cheri Bergeron seconded.

Carrywater asked if we were going to change the name of Montana Library card to information access program. Motion passed unanimously.

Staffeldt mentioned needing motions for two other items. The first is for draft legislation regarding the Permanency Public Access legislation. This changes our statute. The Permanency Public Access committee will be meeting Monday to refine the legislation. We still have a chance to work with the bill drafter. The other piece is the Information Access language changes that we need to do if we're going to make the changes that are in third priority of the EPP. The third piece that I put as a possibility for legislation change the Montana Procurement Act is not going to happen. If any changes are necessary, they will be doable through the rules process.

Bergeron moved to charge the State Librarian to submit a draft version of the state publications depository library program. Bitz seconded the motion and motion passed unanimously.

Staffeldt mentioned the Information Access Act is on pages 18 and 19 of the EPP memo. This change allows the Commission to make rules to deal with the \$2,000,000 if we get this as one time only money. The change needs to be made as to calling it a Montana Library card.

Allen moves that the Commission direct the State Librarian to submit the proposed bill for the Information Access Montana Act to the Governor's office. Seconded by Cheri Bergeron. Motion passed unanimously.

Financial Report

Schmitz presented the financial report for the third quarter of FY06. We're closing the 05 award and now reopening it up under the 06 LSTA awards. NRIS just got a couple of new contracts.

Staffeldt, Hill and Schmitz work on the budget weekly. The one area that is going to show a surplus is the personnel services because of the vacant positions. Staffeldt and Schmitz have been discussing the options that are open. House Bill 2 allows us to move that money into operations if we have a dire need to spend that. That other option is that we're allowed to carry over 30% to next year which would give us an additional \$15,000 to help us in personnel services next year. Staffeldt and Schmitz are evaluating this and will be making a recommendation soon.

Bitz made the motion to approve the financial report. Allen seconded the motion and it passed unanimously.

Challenge Presentation

Ron introduced the Challenge Presentation.

Collection Management Honor Roll

Staffeldt said this is a very popular program the MSL does. The librarians submit their collection management policy and we approve it. They keep their policy updated and current. Over 50% of their titles are entered on OCLC database and they have been actively adding and deleting their titles from OCLC. This started a number of years ago in an effort to make resource sharing and cooperative collection decisions more appropriate in Montana. The awards will be announced at the MLA and conference certificates are given out prior to that as much as possible. We've indicated those that are new to the list. We're pleased to see some continue to be on the list. The chair has agreed that he will be reading the names of this list at the awards luncheon.

Morton moved to approve the Collection Management Honor Roll as presented. Cheri Bergeron seconded the motion. Motion passed unanimously.

Staffeldt mentioned that the Commission was scheduled to go to Salish Kootenai, Pablo, on August 9th for our meeting. Carlene Barnett, the Library Director, is going to be back east receiving a national award on that date. She asked if there was any possibility the Commission would consider resetting their August meeting from the 9th to the 16th. If not, she still wants us to go to Pablo, but she won't be able to attend.

The question was raised could the Commission meet Tuesday, August 15? Staffeldt will try to get meeting on Tuesday the 15th and if not, we'll stay with original date.

NOTE: Meeting was changed to Tuesday, August 15th.

Upcoming Events

The MLA Conference is in May. The Commission reception is Friday from 6:30-7:30 p.m. On June 14th the Commission meeting is in Helena. Staffeldt did talk to the Governor's office about appointments to the Commission. There are four active

applicants for the Commission's slots. Those slots do not open until May 22, 2006. Staffeldt will keep the Commission informed.

Other Business

Bitz said the Imagination Library is working with Ft. Benton now. Staffeldt said people are excited about this project. Moody attended the offline conference and it was a serious learning experience. He also attended the Sagebrush and South Central Federation meetings. Allen met with Bill Cochran, the director of Billings library. Their budget is grim. They are at 0 materials budget in the next few years. Bergeron also—attended offline and learned a lot. She mentioned that as of April 3, 2006 there is a new look on the OPI web page. The new Indian education division web page is putting up more curriculum and materials and the summer reading program is being promoted. Next week the OPI yellow bus tour will be going to schools in Harlem, Hays, and along the highline.

Meeting adjourned.