

MSL COMMISSION MEETING
Helena, MT
December 12, 2007

Attendees: Don Allen, Cheri Bergeron, Marsha Hinch, and Ron Moody.

Staff: Bob Cooper, Sue Crispin, Jim Hill, Sue Jackson, Maggie Meredith, Sarah McHugh, Kris Schmitz, Darlene Staffeldt, and Julie Stewart.

Visitors:

Brett Allen, Pamela Arroues, Honore Bray, Janeen Brooke, Renee Goss, Matt Gouras, Judy Hart, and Kate Lewis.

Longevity Award

Staffeldt awarded Sue Jackson with a 10 year longevity pin.

Open Time to Address Commission

Pamela Arroues, Department of Environmental Quality (DEQ)

Arroues read a prepared statement about her concerns with the Montana State Library (MSL) not maintaining open stacks.

Minutes:

Bergeron moved to accept the October 10, 2007 minutes. Motion passed unanimously.

State Librarian's Report:

The Fulfillment Task Force (FTF) was created to discuss and make recommendations regarding interlibrary loan reimbursement program (ILL), courier services, and cooperative statewide interests. The FTF has had two in person meetings. It has three major tasks in front of it and is working on recommendations. There are a lot of details that need to be worked out. Staffeldt shared the draft recommendation which will go on the Web with a comment button for direct submission of public comments. Staffeldt mentioned that Hinch and Moody sit on the FTF.

Staffeldt said MSL has a number of open positions at this time. The Web developer moved to Department of Administration. We discovered that other agencies Web developer positions were paying more than ours and using a different pay band. We sent the position over to classification to have it reviewed and the job has been posted. We're about to loose our Digital Library Director/CIO, Jim Hill. We've looked at that job description and have decided to open the position in house for one week. Staffeldt believes there are a couple of strong possible candidates. We also have a cataloger metadata position. This is the position that will help us get the catalog records completed. We've advertised it twice and didn't receive a great pool of candidates. We've decided to open it internally and are encouraging people to apply for it and are

looking at it initially being a training position. Staffeldt is hopeful that position will be filled within the next couple of weeks.

Staffeldt reported that it had been vacant for a while, but explained that we are up to date on the current cataloging. What isn't cataloged is the older information transferred to us when people clean out their offices. This cataloger position will help us get the older stuff cataloged as well as keep current. The State Library will work with the agency as they send over materials from retirees to assure that priorities for cataloging and access are worked out.

Additional Databases Authorization

Cooper explained the Network Advisory Council (NAC) is a hardworking group of librarians representing all types of libraries which regularly advises the State Library on a variety of issues impacting Montana libraries. The Council puts together Requests for Proposals reviews the resulting vendor submissions, and makes purchasing recommendations to the State Library. Under tab C there is a recommendation to purchase three databases to add to the core databases. The three that are recommended are CINAHL with Full Text, Environment Complete, and Small Engine Repair Reference Center, at a total purchase price of not more than \$64,260 for a 20-month statewide subscription from January 2, 2008 through August 30, 2009. The NAC has communicated to State Library staff some items of interest to be included in the final contract negotiation should the State Library Commission approve this recommendation. MSL had additional monies after purchasing Infotrac, so this recommendation is to spend the rest of the funds available to get the other databases. The total database fund is \$575,000 for database purchases for two years. Infotrac was renewed, leaving \$65,900 to purchase additional databases.

Library Services and Technology Act (LSTA) budget request for downloadable audio project

Cooper referred the Commissioners to tab D in their packets. At its meeting on November 29, 2007, the NAC reviewed a proposal from its adhoc Downloadable E-Content Committee. The Committee worked for over a year on a number of requests from libraries asking the State Library to look into a statewide purchase of access to downloadable E-Content services, commonly called audio books. The Committee's work resulted in the Council making the following recommendation:

"The Network Advisory Council recommends that the State Library submit to the State Library Commission for approval the Council's LSTA pilot project proposal to acquire statewide downloadable E-content services for interested Montana libraries."

McHugh said 14 libraries want to share in the project and they have about \$45,000 ready to contribute to this project. Until the vendor is selected we don't know the hard core figures. We know that based on this number of participants it will be about

\$88,000 for the Overdrive option while the OCLC option will cost about \$65,000-\$75,000. The Commission is being asked to approve spending \$40,000 of LSTA funds.

Cooper stated this is a pilot project. We don't know what it will be a year from now. We're responding to libraries requests throughout the state to take some action in this direction. It seems the pilot project is the best way to proceed.

Library Services and Technology Act (LSTA) Reports

Jackson and Schmitz traveled to Washington, D. C. for the LSTA Coordinators' meeting. There will be some changes. There is a new director who appears to be taking a tighter rein approach to interpreting LSTA regulations and for us that translates to additional paperwork and a little more attention to some of the details of how we run our LSTA programs. Sue gave an update on the current state allocations.

Federation Annual Reports

July Hart, Broad Valleys Federation, Janeen Brookie, Golden Plains Federation, Brett Allen, Pathfinder Federation, Renee Goss, Sagebrush Federation, Kate Lewis, South Central Federation, and Honore Bray, Tamarack Federation presented their annual reports. Janeen Brookie invited the Commission to hold their fall meeting in Malta.

Digital Library Program Report

Hill discussed the progress over the last several years to become a digital library. One reason MSL has been struggling with the transition for several years, is there is no way to do this by ourselves. We have a small staff and it's a big technological prospect to have a digital library. We've been watching what's been going on in the nation over the years and waiting for the right tools to come into place, the right people and right programs to come into place so that we could do the job we need to do. Hill shared information from MSL's website.

Discussion followed Hill's presentation. The key points of the discussion are:

1. The product of a digital library is agreed by everyone to be a good idea.
2. Need to slow down on the transition plan as related to print collection access.
3. This is a public relations opportunity.
4. Provide Commission with a status report at the February meeting.

TBL Trust Request – Briggs – Cooper

Briggs had two proposals for the Commission. The first is to purchase descriptive videos and the second is to purchase the Newline subscription.

2008 Commission Meeting Dates

Staffeldt said Commission meetings are typically the second Wednesday of every other month. There needs to be a change in April 2008 because the Montana Library

Association conference is held the same time we typically have the Commission meeting. The decision needs to be made whether to have the meeting on the Wednesday, in Great Falls, or Saturday afternoon, in Great Falls. Another option would be to have the meeting in Helena on the third Wednesday.

Staffeldt is suggesting a possible reduction of the number of meetings or to change the format of the meetings, perhaps doing a couple of conference call meetings rather than in-person meetings. Those suggestions come from the fact that there have been some meetings that end up being only a couple of hours and which means several Commissioners must travel a long way such a short amount of actual meeting time. Also, the Governor has a new initiative 2010 which calls for a 20% reduction in energy consumption in state government by 2010. One possible strategy involved is a review of commissions and advisory groups to see if there are energy efficient ways for them to meet, perhaps reduce their meetings, provide teleconference meetings, and that sort of thing. Staffeldt's recommendation is not to make a decision today to reduce the number of meetings, but to make the decision that we look at meeting structure throughout the year and if the agenda seems light, consider having that meeting by conference call rather than in person and watch this year to make a more official adjustment next year.

Staffeldt heard nothing but good things about the Commission's trip to Sidney. She urges the Commission to do the same sort of trip in October 2008.

Bergeron is concerned that the other Commissioners are not here and have input into the action items. Staffeldt didn't get any feedback from other members.

Staffeldt said the Commission's questions and answer session at MLA is scheduled for Saturday, April 12. That's why she suggested the Commission meeting be that afternoon. The Commission's commitment would be to get to MLA by Friday evening for the reception and stay for the "Conversation with the Commission" Saturday morning session and the Commission meeting that afternoon.

The Commission agreed connecting the meeting to MLA is a good opportunity and requests the meeting be on Saturday afternoon in conjunction with MLA.

Face to face Commission meetings are important but throughout the year we will consider teleconferences and /or online meetings as other possibilities.

Staffeldt said this is an action item. The Commission can set meeting dates but those could be changed since not all the Commissioners are in attendance. Staffeldt asked the Commission to accept the following dates for 2008 Commission meetings: February 12 and 13, April 12, June 11, August 13, October 7-9, and December 10.

Moody moved to accept those dates.
Motion passed unanimously.

Election of Officers

Bergeron asked if this could be postponed until all the Commissioners are in attendance.

Staffeldt said the Commission would have to move to suspend the Bylaws because they state a Chairman and Vice Chair shall be elected annually at the last regular meeting of the calendar year.

Bergeron moved to suspend the Commission Bylaws.
Motion passed unanimously.

Action Items

Bergeron moved to accept the recommendations of the NAC in regard to additional databases.

Motion passed unanimously.

Moody moved to accept the LSTA budget request for the downloadable audio project. Hinch voiced concerned about this topic. She would prefer to have this tabled until February. She has a lot of questions that haven't been answered. Allen said that could be a problem because of the way the money works. Bergeron thinks it being a pilot project is great because it's a little pot of money. There will always be reservations. We need to see how much we can learn by putting a little pot of money in there and then we'll have some information to make a more informed decision next year. The libraries are willing to put money into this project so if it doesn't work, it would be a loss for them if it fails. These people are willing to take a risk. Staffeldt said LSTA FY07 funds would be used for this pilot if approved. She urged the Commission not to postpone this project. The libraries have the money now. If we postpone, it's possible that their local budgets would dictate that the money would no longer be available and we wouldn't be able to do a pilot because the match of federal and local funding would be lost. Honore Bray said the libraries have been talking about this for over a year. Interested librarians went to their library boards and asked them to budget the money for this year, so if we don't spend it, the boards will say obviously it wasn't important for them to budget the money because it was not spent. She encouraged the Commission to move forward because the public is asking for this service and that is where the request came from – the patrons. We need to try it. She thinks that the list of interested libraries growing every day shows there are a lot of libraries out there that have a lot of interest and have found the money somewhere to do this. Goss agreed with Bray that this is an important project and urged the Commission to approve it.
Motion passed unanimously.

Hinch moved to accept the Federation annual reports as presented.

Moody said it is difficult to focus in and concentrate on the Federation reports. He would like to know more about some of the trends such as the outreach to school libraries and our investment in technology. He would like to know what library patrons feel about that. He would like to know how many people use the databases and use the computers in the library.

Motion passed unanimously.

Bergeron moved to approve the Talking Book Library trust requests.

Motion passed unanimously.

Commission Goals and Objectives

Hinch went to the FTF meeting. It was a great meeting and they came up with good ideas and are working on recommendations.

Meeting adjourned at 1:50