

**MSL COMMISSION MEETING  
Helena, MT  
February 13, 2008**

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**Attendees:** Bonnie Allen, Don Allen, Cheri Bergeron, Cindy Carrywater, Marsha Hinch, and Ron Moody

**Staff:** Ken Adams, Christie Briggs, Donna Caban, Bob Cooper, Sybil Govan, Sarah McHugh, Sue Jackson, Jim Kammerer, Maggie Meredith, Kris Schmitz, Marjorie Smith, Darlene Staffeldt, Jennie Stapp, and Jess Tobin

**Visitors:** Bernadine Abbot, Pam Arroues, and John Finn

**Call to Order**

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**Introductions, Longevity and Governor Awards**

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**Staff Position Change:** Jim Kammerer introduced Jess Tobin's new position as LIS Cataloging/Media Specialist

**Longevity Award and Governor's Award of Excellence:** Jim Kammerer awarded Jennie Stapp with a 5 year longevity pin. He also awarded Marjorie Smith a 10 year longevity pin and congratulations on being a recipient of the Governor's Award for Excellence.

**Minutes**

Bergeron made a motion to approve the minutes as corrected. Bonnie Allen seconded the motion. Minutes accepted.

**State Librarian's Report and Updates – Staffeldt**

Ask Montana is a nationwide reference service available to the public through approximately 14 libraries currently signed-up in Montana. Montana citizens from these libraries who are connected to the Web can go onto their library's Web page and ask a question any time of the day or night.

The Natural Heritage Program and the Fish, Wildlife, and Parks Program recently combined their Plant and Animal Field Guides. The new resource is now available on a single Web page called the Montana Field Guide.

Montana State Library, along with the Historical Society, the State Law Library and the Secretary of State, is sponsoring the Best Practices Exchange Conference this year. This national event is a great forum for librarians, archivists, record managers, and other information professionals dedicated to managing digital information in state government. The conference will take place May 21-23, 2008 at the Great Northern Hotel in Helena.

Staffeldt reported that the initial pilot with Open Content Alliance has begun and that they have completed scanning approximately 400 state publications. A scan on demand pilot with the Secretary of State's office also went well. A request for proposal is now being prepared

to seek a vendor for ongoing publication scanning needs. Discussion included the popularity of digitized state publications, prioritization, and funding. The Commissioners requested a copy of the revised transition plan and the related survey with its Web address.

Staffeldt reported that the State Library currently has six positions open: administrative support, web designer, database analyst, NRIS manager, as well as two positions being considered for reassignment. MSL is in the interview process on the first two positions and reviewing/rewriting job descriptions/profiles for three others. Discussion followed on the possibility of outsourcing, using students, and whether the broad band pay plan provides solutions.

#### **FY08 Second Quarter Financial Report – Schmitz**

Schmitz provided an overview of the second quarter financial report. Changes to the narrative included:

- (1) Inclusion of the Montana Shared Catalog budget, which was transferred from the Missoula Public Library. An account has been set up at Montana State Library. The fund is currently \$262,000.
- (2) The Best Practices Exchange Conference budget.
- (3) The use of database cash collected from libraries to purchase additional databases.
- (4) The NRIS contracts.

The Commission requested to see the Montana Natural Heritage Program Budget to determine if MSL is still funding at least ½ of the program. They also requested to see user survey results similar to those taken when the move was made from The Nature Conservancy to the University of Montana.

The Trust Account is established and used mainly for the Talking Book Library. It is invested by the State Board of Investments. The donations that came in for this quarter were \$4,000 and the state investment earnings were \$2,400. As of the end of December 2007 the trust is at \$193,000.

The Fulfillment Task Force made a recommendation that some state monies be put into the Montana Shared Catalog. A number of smaller libraries (school and small public) are not joining the Shared Catalog due to ongoing costs for services. Seed money through LSTA has been provided to help libraries with startup costs, but this does not help libraries with ongoing Shared Catalog participation. Part of the recommendation that the Fulfillment Task Force is working on is that MSL request \$100,000 of general fund to put in that budget to help with the ongoing operating costs of the Shared Catalog.

Schmitz reported on the one recommendation that came out of the FY 06-07 audit. The auditors recommended that MSL defer Gates Grant revenue to match expenditures. Full copies of the audit will be provided to the Commission.

#### **Library Services Technology Act (LSTA) – Jackson and Staffeldt**

Jackson reported that the Annual LSTA Program Report has been approved by IMLS with one minor change. Schmitz and Jackson recently attended the Annual Conference for Library Services Technology Funds and reported that IMLS has clarified its position on training, advocacy and promotional items. These items are no longer considered direct

priorities to patron services, which affects such MSL programs as trustee training and board leadership training. The State Library, as well as the Chief Officers of State Libraries (COSLA), intend to argue this point and will be working for changes during the 2009 reauthorization process.

Staffeldt provided a draft of the LSTA FY08 monies and reported on changes. Rather than a single big administration project, there will be a series of smaller ones including: one that shows Sue Jackson's time as coordinator, the Talking Book Library, the Network Advisory Council, and the Shared Catalog since some of its staff is federally funded.

Staffeldt reported on a new program called Statewide Cooperative Access, which includes the Statewide Consultants (Maggie Meredith, Tracy Cook, and Suzanne Reymer.) This program will be looking at ways to better help citizens access statewide databases, services, and projects.

### **Statewide Projects update – McHugh**

Sarah McHugh reported on the Downloadable E-content purchase. There were two vendor responses to the Request for Proposal (RFP): one from the Digital Library Reserve which did not qualify, the other from OCLC which did. The OCLC Net Library response will be presented to the full selection committee on Wednesday, February 20<sup>th</sup>.

The EBSCO additional databases implementation is almost complete. All libraries in the Montana Library Directory have been enrolled for the additional databases, which include Small Engine Repair Reference Center, Environment Complete and CINAHL (a health database with full text.) A major marketing campaign is planned to promote all these statewide databases.

The OCLC group services contract for FY09-11 is being discussed with OCLC for the libraries throughout Montana. A meeting has been set for March 5<sup>th</sup> to discuss contract needs.

### **Talking Book Library Program Report – Briggs**

Christie Briggs gave a PowerPoint presentation and discussion on the Talking Book Library.

### **Fulfillment Task Force Update – Staffeldt**

Staffeldt reported that the Fulfillment Task Force met on January 25<sup>th</sup> and that two Commissioners attended: Marsha Hinch and Ron Moody. The Task Force worked to provide information to the State Librarian in preparation for an introductory conversation with the Governor's office on the Executive Planning Process. For the first time, the Governor's office has requested the opportunity to visit about the State Library's list of requests in advance rather than after it is compiled. It has been made clear at Cabinet meetings that the budget will be very tight. Items currently being considered for the list of requests include:

- The Fulfillment Task Force recommendation on repurposing interlibrary loan reimbursement monies and additional tiered requests.
- A letter from the Montana Association for the Blind requesting help for the Newslite.

- A letter from the Radio Reading Service asking for help with that service on a statewide basis.
- A letter from the Montana Library Association asking MSL to talk to the Governor's office about public library construction money and statewide OCLC services.
- Additional FTE's for the State Library including more staff for a growing Montana Shared Catalog, state funding for one statewide consulting librarian, public relations specialist, and staff for the digitalization program.
- State Publications digitalization process monies – one time only.

The Fulfillment Task Force recommendation(s) include:

- A request to repurpose the \$200,000 for ILL Reimbursement with \$100,000 going toward the Montana Shared Catalog to help with operating costs to assist small libraries participation. The second \$100,000 would be used to help offset the cost of the OCLC group contract for Montana libraries.
- A second tier request for an additional \$300,000 in new monies. \$100,000 to go toward the Shared Catalog and \$200,000 additional to go toward the OCLC contract.
- A request for \$100,000 in one-time-only money to pilot a partial courier service project across the state.
- An additional recommendation not related to the EPP was to ask the State Library staff to work on some guidelines/criteria for volunteer participation in a statewide library card program.

## **Other business**

### **Election of officers – Action**

Marsha Hinch and Don Allen were nominated for Chair.

Ron Moody and Nora Smith were nominated for Vice Chair.

### **Commission Bylaws – Action**

The Commission bylaws were reviewed and a few questions clarified. Representatives of the Office of Public Instruction and University System are precluded from serving as Chair or Vice Chair because they are ex-officio members, not governor appointed members. The teleconference meeting format is allowable under current bylaws.

### **Attendance at Montana Library Association Conference**

The Commission will hold a reception the evening of Friday, April 11th. On Saturday morning there will be a session entitled *Conversation with the Commissioners*. The session will not have a formal agenda, but may include a short presentation on some of the issues on which the Commission would like feedback. The regular April meeting will be held later that afternoon.

## **Attendance at Washington DC legislative Day**

Staffeldt shared information on the Washington DC Legislative Day to be held May 13<sup>th</sup> and 14<sup>th</sup>. Every year the American Library Association works with librarians from all over the country to help them speak with legislators regarding library related issues. Marsha Hinch will see if she is available to attend.

## **Upcoming calendar of events for Commission attendance**

Staffeldt requested that the October meeting be moved to October 15<sup>th</sup> due to a scheduling conflict with COSLA. The commission has been invited to hold the meeting at the Phillips County Library in Malta.

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## **Action Items**

Commission bylaws were accepted as presented.

October meeting date was changed to October 15, 2008.

Marsha Hinch was elected as Chair.

Ron Moody was elected as Vice Chair.

FY08 Second Quarter Financial report was accepted as presented.

## **Other Business & Announcements**

Staffeldt briefly updated the Commission on travel/trips for the following couple of months:

- Staffeldt will attend the BCR Board Meeting in Denver at the end of February.
- The Broad Valleys Federation will meet on March 7<sup>th</sup> and 8<sup>th</sup> in Bozeman.
- The South Central Federation will meet March 15<sup>th</sup> in Big Timber.
- The Sagebrush Federation meeting will be held the 28<sup>th</sup> and 29<sup>th</sup> of March in Miles City.
- The second week of April is the Montana Library Association conference in Great Falls.
- Staffeldt will be at the Western Council of State Libraries meeting and Mountain Plains Library Association Conference the last week of April through May 2nd.
- The week of May 12<sup>th</sup> through the 16<sup>th</sup> Staffeldt will be in DC for the COSLA and National Library Day meetings and then in Denver for the BCR Board meeting.

## **State Librarian's evaluation – Executive Session**

**Adjournment at 2:34pm**