

# DRAFT

**MSL COMMISSION MEETING  
8:30 A.M., DECEMBER 3, 2008  
GRIZZLY CONFERENCE ROOM  
MONTANA STATE LIBRARY  
HELENA, MONTANA**

## **ATTENDEES:**

Commissioners: Bonnie Allen, Don Allen, Cheri Bergeron, Joyce Funda, Marsha Hinch, Linda McCulloch and Ron Moody. Nora Smith was excused.

Staff: Ken Adams, Christie Briggs, Donna Caban, Tracy Cook, Bob Cooper, Sue Crispin, Gerry Daumiller, Sara Groves, Jim Kammerer, Maggie Meredith, Diane Papineau, Ann Retzinger, Kris Schmitz, Darlene Staffeldt and Jennie Stapp.

Visitors: Janeen Brookie, John Finn, Renee Goss, Gloria Langstaff and Kate Lewis.

**Chairman Hinch called the meeting to order at 8:30 a.m.**

## **INTRODUCTIONS:**

Ann Retzinger, the new State Publications Librarian was introduced to the board by Jim Kammerer and Gerry Daumiller introduced Diane Papineau, the new GIS Programmer/Analyst.

## **MINUTES:**

The minutes from the August 13<sup>th</sup>, 2008 minutes needed some corrections. Commissioner Bonnie Allen wanted it noted that she and Joyce Funda were excused from attending. On page three, the third sentence should read 'This policy, in conjunction with procedures....' On the fourth page in the first sentence under Commission Goals, Commission should be changed to Commissioner. **The minutes were approved with the noted corrections.**

## **FEDERATION ANNUAL REPORTS:**

Federation Coordinators Renee Goss (Sagebrush), Janeen Brookie (Golden Plains), Gloria Langstaff (Tamarack, substituting for Honore Bray), Kate Lewis (South Central) and John Finn (Broad Valleys, substituting for Judy Hart) were all present to present their reports. Brett Allen (Pathfinder) was unable to attend but submitted a written report.

### 1. Sagebrush

This federation is at the eastern end of the state with twelve public libraries, two community college libraries, one tribal college library, one special library and one strong school library with other school libraries participating based on the location of the meeting. They have three programs (the areas they spend their funds). The first involves continuing education and training and travel expenses. The second is technology and resource sharing and the third is communications, public relations and consultation. They met most of their goals this year.

## 2. Pathfinder

Located in the north central portion of the state, this federation involves fifteen public libraries with three programs. The first is meetings and workshops, the second is resource sharing and reference and the last is library and librarian enrichment.

## 3. Golden Plains

This federation with five public libraries and one academic library (which also acts as a public library) has four programs. Continuing education, technology, resource sharing and reference and community outreach.

## 4. Tamarack

The Tamarack Federation has six programs. The first is the membership meetings and the second is training and professional development. Next are technology, expanding and sharing collections and then building improvements and finally multi-type libraries.

## 5. South Central

Continuing education and travel is the first program for this federation with technology and resource sharing the second.

## 6. Broad Valleys

This federation consists of twenty libraries from the south west portion of the state. Half of these are Montana Shared Catalog (MSC) libraries and two are shared catalog partners. They have four programs. The annual meeting, continuing education grants, technology grants and book discussion in a bag.

A common thread in the reports was the desire to get more school libraries involved and the commission spent some time discussing that issue with the coordinators. There were several suggestions made but we are unable to do a major public relations push to get all libraries involved because of the finite amount of money involved. Any plan agreed on would need to be beneficial for both the schools and the federations or it would not be effective.

## **COMMISSION POLICIES:**

There are two policies that the commission needs to adopt during this meeting. The on call policy was presented in October and there are no changes to it. There are some slight changes to the conference room policy from the October version.

## **TBL TRUST REQUESTS:**

The Montana State Library Trust Fund is funded by donors and memorials and only accessible by getting approval from the Commission. The Talking Book Library (TBL) has three requests for funds from that trust.

The first request is for \$3,500 for an upgrade to the Keystone System, TBL's database. This is the last phase of a three year program to transition from the old data base, Keystone 5 to the new, Keystone 7. This would pay for the travel, lodging, meals and so on for the trainer that will be on site next week for intensive three day training and the changeover.

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The second request is for \$5,000 to pay the 2009 annual subscription fee which is now being charged for the Montana Radio Reading Service. This is a service which reads some Montana newspapers to its clients. This is a one time request because the radio service, along with Montana Association for the Blind (MAB) are going to the legislature to get appropriations for these items for the future.

The third request is for \$5,764 to pay a quarter of the annual subscription fee for Newline which is a nationwide newspaper service. MAB has paid the entire fee in the past but are having trouble getting the funds. They are going to the legislature to get funding for this expense also.

The final request is for \$10,000 to provide ten scholarships of \$1,000 each for TBL patrons which are first time attendees at the Summer Orientation Program which MAB puts on for newly blind or low vision people. They would attend every day for four weeks with special activities on evenings and weekends. Individuals can attend up to three times but the goal of TBL is to have an impact on first time attendees. MAB sends out applications for the orientation and after a lengthy process the participants are chosen in March. MAB then gives the names of any participant who is a TBL patron to TBL supervisor Christie Briggs to verify eligibility for the scholarship fund. They must be an active patron in good standing.

## **LEGISLATIVE SESSION PREPARATION:**

The survey regarding the 'repurposing' legislation, LC 380, went to 750 libraries. About one third of those are the active libraries that actually use the services and close to fifty percent of the active libraries responded. The commission will need to decide whether to approve to have the legislation signed and submitted.

The Governor's Budget for MSL for fiscal years 2010/2011 includes only half of the expected new general fund money. We still will not be able to fully fund the marketing coordinator position. State special revenue resource indemnity trust (RIT) funds were replaced with general fund money. The one time only money of \$200,000 per year for the library courier/delivery service pilot project is still in the budget and an additional \$25,000 of one time only money for training lab computer replacements

MSL had previously requested funding to pay the annual subscription fee for the Newline service but were turned down. Therefore MBA and Low Vision of Montana put together a proposal and are working on draft for Newline services to be in our budget. Neither staff nor commission members can speak for this bill as a proponent.

State Librarian Staffeldt is watching other bills that may possibly affect us, such as ARM changes, pay plan and so on.

## **COMMISSION BUSINESS:**

### 1. Calendar

Dates and locations for the 2009 commission meeting are February 11 in Helena, at Kalispell in April during the MLA conference with date to be decided but either the day before or after the workshop 'conversations with the commission', June 3 in Helena, August 4<sup>th</sup> and 5<sup>th</sup> in Helena, October 7<sup>th</sup> in Anaconda and December 2 in Helena.

## 2. Election of Officers

Commissioner Funda nominated Commissioner Hinch for chair and Commissioner Moody for vice chair. **Both were chosen unanimously.**

## 3. State Librarian Evaluation

The evaluation is scheduled for February and will be done in an executive session. A formal evaluation process which seeks input from staff, librarians and trustees from across the state is done every other year. A less formal, in the sense of gathering less formal input, is done in the odd numbered years. A written document goes into her personnel file each year summarizing the results. **Commissioners Funda and Smith will lead the process for this year's evaluation.**

## **NATURAL HERITAGE PROGRAM'S USER SURVEY**

There was a great deal of useful information gleaned from the survey. Those results were among the materials distributed for this commission meeting. Some highlights follow. Approximately thirty percent of the respondents were from state agencies, forty percent from federal agencies and ten percent from the private sector.

Environmental review/assessments and species/habitat management were the top reasons for use of the system. Use is generally monthly or quarterly and overall has stayed the same with some slight increase. Most users rated the services at good or outstanding with the highest rating going to staff expertise and responsiveness while the lowest was for completeness of information.

Most important services were all species of concern applications and reports with the least important being ecological applications. New and expanded services with the highest priority were ecological or wetland mapping, managing and monitoring species and habitat.

NHP will try to promote use of the system by tribes and universities and will continue to gather as much information as possible in order to increase the usefulness of the database.

## **PUBLIC COMMENT:**

No public comment was received.

## **ACTION ITEMS:**

### 1. Federation Annual Reports

**Commissioner Moody made a motion to accept all reports as submitted. The motion passed.**

### 2. Policies

**A motion was made by Commissioner Bergeron to accept the on call policy as it was submitted. The motion passed.**

**A motion by Commissioner Funda to approve the revised conference room policy as submitted was passed.**

3. TBL Trust Expenditures

**Commissioner Don Allen moved to approve all four of the expenditure requests made by Talking Book Library. The motion passed.**

4. LC 380 Information Access Montana State Library

**Motion was made by Commissioner Moody to request that the LC380 bill be introduced into the 2009 state legislature. The motion passed.**

**NUTS AND BOLTS - WORKING WITH MEDIA WORKSHOP:**

Sara Groves presented a brief summary of the projects she has in the works at this time and then gave a presentation to the commission regarding ways to handle the media. Some of her main points were that there are two approaches, one being proactive and the other reactive. For either approach, the messages need to be controlled and you need to know what your messages are and then develop talking points. The messages should not change.

**ADJOURNMENT:**

**The meeting was adjourned at 3:00 p.m.**