

# FINAL

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
9:00 A.M., FEBRUARY 11, 2009  
GRIZZLY CONFERENCE ROOM  
MONTANA STATE LIBRARY  
HELENA, MONTANA**

**ATTENDEES:**

Commissioners: Bonnie Allen, Don Allen, Colet Bartow, Joyce Funda, Marsha Hinch and Ron Moody. Commissioner Denise Juneau was able to attend for the first part of the morning discussion. Nora Smith was excused.

Staff: Ken Adams, Christie Briggs, Tracy Cook, Bob Cooper, Sara Groves, Evan Hammer, Sue Jackson, Jim Kammerer, Maggie Meredith, Kris Schmitz, Darlene Staffeldt, Jennie Stapp and Marlys Stark.

Visitors: None

**Chairman Hinch called the meeting to order at 9:00 a.m.**

**INTRODUCTIONS:**

Jennie Stapp introduced Evan Hammer, recently from the Department of Natural Resources & Conservation (DNRC). Evan is the new NRIS (Natural Resource Information System) Manager.

**LONGEVITY:**

Christie Briggs informed the Commission of the accomplishments of Carolyn Meier who has been with the state for 25 years now but was unfortunately not able to attend the meeting. Her longevity pin will be presented at the next staff meeting.

**MINUTES:**

The date regarding the minutes approved at the last meeting should be October 15<sup>th</sup>, rather than August 13<sup>th</sup>. **Commissioner Funda made a motion to approve the minutes as corrected. Motion passed.**

**STATE LIBRARIAN'S REPORT:**

In addition to the written report, State Librarian Staffeldt shared some highlights and information with the commission.

# FINAL

The lunchtime learning program, a half hour session by Lauren McMullen, has been a big success. It originally started as a webinar for 8 to 10 people but the response for the first session was so good that people had to be turned down. A new program has been used since then that allows up to 25 people to attend. Topics have been varied and very helpful. The sessions are announced on the e-calendar as well as put out on Wired.

AskMontana has seen a 125% increase in use over last January.

The Network Advisory Council (NAC) met on February 4 and discussed several items. They have recommended that all copy level libraries should be permitted to act as full cataloging libraries.

NRIS is working with the Geographic Information Officer (GIO) to prepare a state imagery grant application which goes to the Montana Land Information Act Council.

The subcommittee budget hearing went well. Commissioner Moody attended the hearing as did several librarians from across the state. State Librarian Staffeldt gave a 20 minute summary of the state library operations. When the subcommittee took executive action, they gave approval for the latest governor's base budget and the one time only (OTO) money included in that. The final budget which was approved by the subcommittee included OTO money as recommended of \$200,000 per year from coal severance tax for the pilot courier delivery project and an increase in vacancy savings to 7%. Nothing has happened in the committee because everything is on hold due to stimulus and revenue questions.

The money to increase the hours of the marketing position is no longer in the budget. Each proposed budget from the governor had less of what was asked but the final one took any marketing position increase completely out. We are the only state agency without a full time public affairs office. The actual position title is Public Information Officer but we refer to the position as our marketing person because the funding currently comes from LSTA and marketing is what they require.

Sara Groves gave a brief update on the Ready to Read program which is designed for different age groups. The website is almost ready and they plan to put billboards up. The launch is scheduled to coincide with National Library Week. They are training librarians to do early literacy work as well as working with pediatricians, WIC and Headstart. The commission would like to have presentations done at federation meetings and at the Montana Library Association (MLA) meeting if possible.

The PEEL scholarship committee received notice that one of their soon to be graduated recipients has accepted a position at a non-qualifying library. Specifications of this particular grant were that recipients must stay and work in Montana for 2 years after graduation and must work at a public school library, public library or a tribal library during that time. They have six months after graduation to find qualifying work. State

# **FINAL**

Librarian Staffeldt was requested by the committee to send a letter to the recipient letting her know that the prison library is a special library and does not qualify as a public library and therefore she would need to either find a qualifying job or pay back the scholarship money. Her new employer has sent a letter asking that this decision be reconsidered. The State Librarian will review the file, including the grant paperwork and the application, will discuss it with MSL counsel and then make a recommendation on the issue. She will invite the recipient to the next meeting if she wishes to pursue the matter further.

HB61, the information access bill, passed quickly out of the local government committee and out of the house floor and then to the senate. The hearing won't be held until the first part of March.

A wage dispute between the Butte-Silver Bow Library Trustees and Butte-Silver Bow County is going to trial. MSL has filed an Amicus Curiae motion to be able to appear as a friend of the court in support of Butte-Silver Bow library. Most of the commission felt that this should have been an executive decision rather than an administrative one and those duties need to be more clearly outlined. The commission has agreed to direct the state librarian to continue working with the attorney but to keep the commission informed.

## **FY09 SECOND QUARTER FINANCIAL REPORT:**

The auditors will be at MSL at the end of February for about 2 weeks to look at fiscal year 08/09. It will be close to a year before we get a report. They will be back after the end of fiscal year 09.

The commission reviewed the report and areas of change were pointed out to them. Changes include the TBL trust expenditures approved last meeting, some movement into personnel from other areas, Library Services Technology Act (LSTA) fund changes in that 07 projects are closed and 08 budgets are approved, some new contracts for NRIS and one closed contract and a 2 year ongoing grant from U.S. Geological Survey (USGS).

## **TBL TRUST UPDATED REQUEST:**

The commission reviewed the memo from Christie Briggs regarding the additional amount needed for upgrading the Keystone Systems Database. The cost was more than estimated and so there is an additional \$2,090 needed to pay for that upgrade.

## **INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS) – PROFESSIONAL EDUCATION AND EMPLOYMENT FOR LIBRARIANS (PEEL) SCHOLARSHIP STIPENDS:**

# FINAL

They had some PEEL funds leftover and IMLS has given permission to offer the 10 scholarship recipients the opportunity to attend some conferences (such as MLA) or training or workshops. They have received 3 applications so far.

Stipends are rewarded to libraries to help fund a position. The PEEL Advisory Committee's recommendations were presented to the commission. They are recommending that the funds be used to fund 4 positions, 2 with the Butte Silver Bow Public Library, 1 with the Rosebud School District and the final one for the Harrison School.

## **GATES PUBLIC ACCESS COMPUTING/HARDWARE UPGRADE GRANT (PAC/HUG) UPDATE:**

There was a little over \$12,000 left and so they contacted the Gates foundation to request permission to allow Lewis and Clark Public Library to buy new monitors and projectors at a cost of about \$4,000 and to allow the state library to use the rest to update the laptop labs.

## **DRAFT LSTA FY'09 BUDGET:**

The commission reviewed the draft LSTA FY'09 budget which was previously also shared with the Network Advisory Council (NAC). It is anticipated that during the NAC meeting on April 1<sup>st</sup>, the final recommendations on shared catalog new library applications as well as the FY'09 LSTA budget will be made and then brought forward to the Commission at their April 25<sup>th</sup> meeting. NAC will be heading up the development of the pilot on courier services.

## **COMMISSION POLICIES:**

### 1. Communications

During last meeting, the commission received some information regarding communication and most of that is in this policy. The commission role needs to be put in and there should possibly be a clause that the commission may elect a spokesperson. Procedures will continue to be worked on.

### 2. Disruptive Patron

Disruptive users are an increasing issue and a policy needed to be developed. This policy allows several warnings but also outlines when to call security and when a person may be banned.

## **COMMISSION GOALS AND OBJECTIVES:**

Commissioners Funda and Hinch attended Legislative Days at MSL. Commissioner Moody will not be reapplying for the commission as he is starting on the Fish, Wildlife and Parks (FWP) commission immediately.

# FINAL

## UPCOMING CALENDAR OF EVENTS FOR COMMISSION ATTENDANCE:

The Conversations with the Commission workshop at the 2009 MLA is scheduled to be held from 3:00 to 4:30 on April 24. Commissioner Funda won't be able to attend MLA at all and Commissioner Don Allen can't make the workshop. Commissioner Hinch will go to National Library Legislative Day this year. The fall library visits have received a tentative yes at this time.

**Recess at 12:22 p.m.; reconvene at 12:31 p.m.**

## PUBLIC COMMENT:

Colleen White, an attorney with the Department of Corrections, was present to speak to the commission regarding the PEEL scholarship recipient that has accepted a position with the prison library. The department took the opportunity of the open position to address several ongoing issues and is very excited to have hired this person. Now they have been informed that their new employee might not be able to continue to work for them as their library does not qualify for a PEEL scholarship recipient. She wanted to discuss possibilities. Commissioner Hinch informed Ms. White of the direction given to the State Librarian. Commissioner Moody told her that the key barrier is the definition of public libraries in the statute. Commissioner Funda suggested that she look over the grant information and the public library definition. **This matter will be put on a future agenda and Ms. White and/or the scholarship recipient will be invited to attend at that time.**

**Recess at 12:42 p.m.; reconvene at 1:15 p.m.**

## COMMISSION BYLAWS:

The commission has to review the bylaws annually. Commissioner Moody suggested a new bylaw to establish and maintain a written code of policies and precedents for the authority and direction given to the State Librarian so that new commissioners would have the opportunity to learn and know them. **After some discussion, the commission decided to leave the current bylaws as they are but to put this discussion on the April meeting agenda.**

## ACTION ITEMS:

### 1. FY09 Second Quarter Financial Report

**Commissioner Don Allen made a motion to accept the report as presented and the motion passed.**

### 2. TBL Trust Expenditure

# **FINAL**

**Motion by Commissioner Moody to accept the request as presented, motion passed.**

**PEEL Stipends**

**Commissioner Bonnie Allen moved to accept the recommendations as presented. Commissioner Funda suggested an amendment to include the oral report of the extra funds expenditure. That amendment was accepted and the motion passed.**

**Commission Bylaws**

**A motion was made by Commissioner Bartow to accept the bylaws as written and the motion passed.**

**OTHER BUSINESS & ANNOUNCEMENTS:**

The commission held some further discussion on the Butte-Silver Bow issue as some felt that the commission needed to go on record via a motion to authorize the filing of any legal brief. As this was not on the agenda, it was decided that the Commission would hold a special conference call meeting to discuss the filing of an Amicus Curiae and to make a formal motion as appropriate and necessary. That meeting will be set for February 17, 2009 at 12:00 p.m.

**ADDED AGENDA ITEM – COMMISSION VISION:**

Commissioner Moody would like to discuss how the commissioners view their mission and their statutory authority. He feels it is a powerful authority and the commission needs to focus on keeping that authority. He would like to have this as an agenda item for every meeting in order to keep that focus. He feels four things are necessary:

- 1.) Perceive and articulate opportunities and hazards for library's future;
- 2.) Preserve intellectual knowledge;
- 3.) Exercise full authority of the agency in regards to other agencies; and
- 4.) Effectively direct the state librarian and support objectives

A facilitated meeting to identify goals and mission and so on might be helpful. **The commission will discuss this more at the April retreat.**

Jim Kammerer suggested considering what the principles of government information are such as it should be free, independent and maintain integrity of the information.

**STATE LIBRARIAN'S EVALUATION:**

At 2:10 p.m. the chairman closed the meeting for an Executive Session.

At 3:40 p.m. the Commission reopened the meeting to the public.

# FINAL

Commissioner Funda stated she would provide a brief summary of the evaluation for State Librarian Staffeldt's personnel file. The chair asked for any further business. Seeing none she called for adjournment and safe travels for everyone.

**The meeting was adjourned at 3:45 p.m.**