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**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:00 A.M., OCTOBER 7, 2009
HEARST FREE LIBRARY
ANACONDA, MONTANA**

ATTENDEES:

Commissioners: Chairman Marsha Hinch, Bonnie Allen, Don Allen, Colet Bartow, Joyce Funda, Richard Quillin and Anita Scheetz.

Staff: Tracy Cook, Bob Cooper, Maggie Meredith, Kris Schmitz, Darlene Staffeldt, Jennie Stapp and Marlys Stark.

Visitors: John Finn

Chairman Hinch called the meeting to order at 9:05 a.m.

MINUTES:

Commissioner Funda made a motion which was seconded by Commissioner D. Allen to approve the minutes of August 5, 2009 as presented. The motion carried.

STATE LIBRARIAN'S REPORT:

In addition to the written reports, Staffeldt had several other updates and information for the commission.

The digital loan policy for Talking Book Library (TBL) was passed out for the commission to review. Action will be requested at the December meeting because the policy will need to be put into use in January.

The courts have decided that the Butte library appeal can be decided by submission of briefs rather than oral argument which will save MSL some fees. There is no timeline for a decision.

State Librarian Staffeldt, Superintendent of Public Instruction and Commissioner Denise Juneau and Alternate Commissioner Colet Bartow met last week to discuss the upcoming executive planning process (EPP) regarding the statewide data bases. In this past year the data bases cost overages have been funded by some federal monies. The State Librarian has requested some financial support from the Office of Public Instruction (OPI) for future years.

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There will only be one more round of federal application time for the online broadband stimulus project. Bob Cooper and Suzanne Reymer from MSL have submitted a letter of interest to the Gates Foundation for a grant application which will pay up to the 20 percent match money the libraries are required to put into the project as well as provide consulting support for the broadband technical application. They would also provide \$100,000 for additional e-rate support. The decision should be made by the end of October as to whether Montana will be one of the states that receive that grant. It is unknown how many states will receive funding. An interview will be conducted on Tuesday regarding that application. A note was sent to State Budget Director Dave Ewer and State Education Director Dan Villa about this application. Dan Villa then met with Staffeldt and Cooper to discuss the grant application and subsequently he reported that MSL will receive a letter of support from the Governor's office to include with the application.

MSL currently has two Library Information Services (LIS) positions and one TBL position open. These three positions are all general fund positions. After reviewing the budget picture and needs, it was decided that one of the LIS position can be filled.

Screening is in process for two Montana Shared Catalog (MSC) positions which are funded mostly by MSC and in part by Library Services and Technology Act (LSTA).

The commission listserv has not been used and there were problems with the open meeting laws in using it so that service has been deleted. If the commission chooses, other methods and sites can be looked at and considered for compliance with the open meeting laws.

Two longevity pins will be rewarded in the upcoming months. Suzanne Reymer will receive her 10 year pin at the Sagebrush Federation meeting in October. Sara Groves will receive her 5 year pin at the December commission meeting in Helena.

The commission has received an invitation from the Ennis public library to hold a regular meeting at their newly remodeled library in either August or October 2010.

Darlene Staffeldt has attended 3 of the 6 Federation meetings so far this fall. MSL has been posting the current fall report on their website as well as sending it out to Federation members about two weeks prior to the date of their meeting. Most of her discussion time has been taking questions from that report which is updated as necessary.

The state librarian will be attending the Chief Officers of State Library Agencies (COSLA) meeting and the Western Council of State Libraries meeting in Nevada at the end of this month.

There will be no National Library Legislative Day (NLLD) in 2010 as they will be trying library advocacy day as part of the American Library Association (ALA) meetings in

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Washington D.C. MSL will set up congressional meetings if Montana has a delegation to ALA.

B. Allen will talk to Sue Jackson as a member of the SWIM team regarding a contact she has made with the University of Texas.

The acronym list started by Quillin which is currently on the website and being updated by MSL staff was well received. The fall workshop went well and the staff did a fantastic job.

FINANCIAL REPORTS:

Both the FY09 final budget and the FY10 first quarter budget were available for the commission to review.

TALKING BOOK LIBRARY TRUST REQUEST:

Christie Briggs is requesting that funding be approved for four items. Some of the funding is needed due to the National Library Service (NLS) required transition from an analog system to a digital system.

The first request is for \$25,000 for digital program supplementation, which would include a cartridge duplication system and other hardware. The second request is for \$1,900 for NLS digital players and demo materials so that staff can be trained on demo machines and can demonstrate them to patrons. \$2,500 for the annual volunteer appreciation event is the third request and finally \$1,000 to purchase Montana books to record.

INTERLIBRARY LOAN (ILL) PROTOCOL:

The original protocol was adopted by the commission in 1998 and the ILL interest group set up a task force to update it. The update has already been shared with the commission and this final draft after comments and responses is being recommended for adoption.

The commissioners agreed that this should be a guideline, not a protocol and should not be adopted by the commission but rather endorsed by them as a best practice.

PUBLIC COMMENT:

John Finn stated that having the protocol is important to libraries that participate in ILL.

Recess at 11:44, reconvene at 1:02

CERTIFICATION PROGRAM:

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There have been no additional changes to the certification program since the Focus Group presented the document to the commission. These proposed changes will require an Administrative Rules of Montana (ARM) process to be initiated to change the rules pertaining to the standards.

COMMISSION GOALS, OBJECTIVES, ACTIVITIES:

Commissioner Scheetz attended the Golden Plains Library Federation meeting where they had a workshop on Web 2.0. Commissioners Funda, Quillin, Bartow and Hinch all attended the fall workshop while Bartow presented. Staffeldt, Bartow and Juneau met to discuss the EPP among other things. Commissioner Funda met with the Flathead County Board of Trustees to discuss the relationship between MSL and local libraries.

ACTION ITEMS:

1. Fiscal Year 2009 4th Quarter Budget

Motion made by Commissioner D. Allen, seconded by Commissioner Funda, to approve the 4th quarter budget as presented. The motion passed.

2. Fiscal Year 2010 1st Quarter Budget

Motion made by Commissioner D. Allen, seconded by Commissioner Funda, to approve the 1st quarter budget. The motion passed.

3. TBL Trust Request

Commission B. Allen moved that the Commission approve the expenditures proposed for the Talking Book Library. The motion was seconded by Commissioner Funda and carried.

4. Interlibrary Loan Protocol

Commissioner B. Allen made a motion to endorse the Interlibrary Loan Protocol as best practice for libraries in the State of Montana, furthermore that MSL Library Development Service henceforth maintain currency in these practices for Montana libraries and be responsible for its communication and maintenance. Commissioner Scheetz seconded the motion and the motion carried.

4. Certification Program

A motion was made by Commissioner Quillin and seconded by Commissioner Funda to adopt the certification program.

CALENDAR:

The 2010 meeting dates will be adopted in December. Commissioners will check their schedules prior to that time. Consistency is important so people can plan around the dates. Discussion was held regarding some of the dates. **Commissioners will send conflicts to Staffeldt. The August meeting will be held in Ennis and library visits will be planned.**

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There will be a retreat on December 1 from 3:00 to 5:00. There will be a staff reception after the commission meeting on the 2nd.

ADJOURNMENT:

The chairman adjourned the meeting at 1:52 p.m.

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