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**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
8:30 A.M., DECEMBER 2, 2009  
MONTANA STATE LIBRARY  
HELENA, MONTANA**

**ATTENDEES:**

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

Staff: Ken Adams, Tracy Cook, Bob Cooper, Sara Groves, Sue Jackson, Sarah McHugh, Maggie Meredith, Kris Schmitz, Darlene Staffeldt, Jennie Stapp and Marlys Stark.

Visitors: Brett Allen, Honore Bray, Janeen Brookie, Cheri Bergeron, Kim Crowley, Carly Delsigne, John Finn, Judy Hart, Molly Kruckenberg, Kate Lewis, Bruce Newell and Lee Phillips.

**Chairman Hinch called the meeting to order at 9:05 a.m.** Sara Groves was not available at the beginning of the agenda but later received a 5 year longevity pin from State Librarian Staffeldt.

**MINUTES:**

**Commissioner Quillin made a motion to approve the minutes of August 5, 2009 as presented. The motion carried. Commission Funda, who was not present at the first vote, later made a correction to the minutes. The final sentence of the commission goals on page 4 is incorrect and need changed to reflect that she met with one member of the trustees with no discussion information. Commissioner B. Allen moved to amend as corrected and the motion passed.**

**FEDERATION FY09 ANNUAL REPORTS:**

Coordinators attending to present their reports were Bret Allen from Pathfinder, Janeen Brookie representing Golden Plains, Honore Bray for Tamarack, Judy Hart representing Broad Valleys and Kate Lewis for South Central. Maggie Meredith was available to report for Renee Goss from Sagebrush. Each of them summarized the details of their federation that was presented in the report. Several mentioned the new reporting system and expressed general pleasure with it in spite of the few glitches.

**UNDERSTANDING OCLC:**

Sarah McHugh reviewed for the commission what OCLC is, the services we currently use and some others that are available. Information included the fact that between 240 and 270 of the 750 libraries in Montana have been enrolled in OCLC with costs being shared by those enrolled libraries and MSL. LSTA funds are used to cover any gap

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between available funds and costs but generally end up paying for extras. Some things come free with the membership such as Montana Memory Project which is available to all enrolled libraries but paid for by MSL and the Historical Society and AskMontana which is paid for by MSL. Pilot projects such as EZProxy are often done with OCLC products which can have the result of expanding services.

## **NETWORK ADVISORY COUNCIL (NAC) REPORT:**

The NAC met on November 11<sup>th</sup> and dealt with several issues which resulted in some recommendations for the commission.

First they looked at three RFP (request for proposal) responses for the courier delivery pilot project. They felt Medical Logistic Solutions had the best response and will pursue this contract. Medical Logistics already goes to all 12 of the drop site towns in the statewide project so there is a great potential that they could expand in the future if the pilot continues into a program. They are available to start right away and actually have a tentative start date of February 1. They intend to contact participating libraries to discuss helping get items to the drop sites. In addition they will have a Montana representative at the planned January 7 meeting with the drop sites.

Second they decided on a final recommendation for the commission after reviewing 12 pages of comments for the ILL (interlibrary loan) repurposing proposal. The recommendation is that the commission move ahead with the 50/50 division between OCLC and MSC (Montana Shared Catalog) annual costs as recommended in the past by both the NAC and the FTF (fulfillment task force).

Third they discussed budget changes for the FY09 LSTA funds. Due to timing of some invoices, some bills were paid from FY08 funds resulting in the FY09 funds allotted for that purpose being available for other things. A recommendation for expenditures of those funds was presented to the commission which includes leaving some funds unassigned for now and some funds to go for a support position for Montana Memory Project and for phase two of WorldCat Local as well as a startup pilot for long term access/preservation.

Finally they reviewed a preliminary FY10 LSTA budget for consideration of a recommendation to bring to the commission at the April meeting.

NAC will next meet on March 23 and they will plan to set up a schedule for regular future meetings.

## **PUBLIC COMMENT ON ILL REPURPOSING PROPOSAL:**

Lee Phillips from Butte-Silver Bow Public Library spoke against the proposal and requested 100% to go to OCLC and giving the extra FY09 LSTA money to MSC. She also said that her library wouldn't get any more ILL money but their costs wouldn't reduce. Honore Bray from Missoula Public Library pointed out that the recommendation

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from the FTF was based on information collected from a lot of libraries and the overall opinion of the task force was that most libraries would be benefited from the 50/50 split and that all 750 libraries can't be helped. Judy Hart from the Lewis and Clark County Library said her library and trustees would support the OCLC money. Kim Crowley from Flathead County Library System spoke for her library and as the MSC representative for large libraries in favor of the split because they would like to grow the shared catalog. She also stated that costs for OCLC and MSC were about equal but that MSC helps to cut costs. John Finn from the Hearst Free Library felt the split was the best because of the growing potential. Cheri Bergeron from OPI (Office of Public Instruction) spoke in favor of the split as did Carly Delsigne from Clancy Community Library. According to Ken Adams from MSC it is not the joining costs that are prohibitive for libraries but the annual costs so a 50/50 split would encourage libraries to join.

**Recess at 12:33, reconvene at 1:07**

## **ADMINISTRATIVE RULES PROCESS AUTHORIZATION:**

Staff recommended to the commission that an Administrative Rules process be started for the resource sharing, public library standards and the Federation formula amendments proposed. The State Librarian recommended proposing the amendments to the public as presented and allowing the process (which will include a public hearing and comment period) to weed out necessary changes.

Discussion included doing a separate process for each change now or only presenting the resource sharing amendments at this time.

## **POLICIES REVIEW:**

### 1. Talking Book Library (TBL) Digital Policy

Action is requested on the policy presented at the October meeting which received major edits based on commission comments. The following edits and clarification will be made to this draft. Active status and permanent versus temporary transfer is not clear and seems contradictory. Verbiage regarding lost and damaged materials needs to be amended to indicate when materials are considered lost and that patrons are responsible for the cost of replacement rather than the actual replacement. The final paragraph regarding verbal abuse of TBL staff needs to be moved above the suspension procedures.

### 2. Social Media Web 2.0 Policy

This policy will be presented for adoption in February. DOA is still developing their policy so whichever one is the most restrictive will be the one that is followed.

## **LSTA FY10 BUDGET:**

The LSTA grant has not been awarded yet but a budget has been presented so the commission may be aware of the potential items.

## COMMISSION GOALS, OBJECTIVES, ACTIVITIES:

There was no discussion for the proposed 2010 dates or election of officers. The State Librarian evaluation from the prior year is still in draft form but will be finalized for her personnel file soon. This year the commission will solicit comments from patrons, staff and other librarians. Commissioner Scheetz will collect the comments.

## ACTION ITEMS:

### 1. Federation FY09 Annual Reports

**Motion made by Commissioner Funda to accept all the FY09 Federation reports as presented. The motion was seconded by Commissioner Quillin and passed.**

### 2. ILL Fund Repurposing Proposal

**Motion made by Commissioner D. Allen, seconded by Commissioner Funda, to accept the recommendation of the committee. The motion passed with Commissioner Scheetz voting against.**

### 3. 2009 LSTA Redistribution of Funds

**Commission Quillin moved that the commission accept the 09 LSTA redistribution recommendations as submitted. The motion was seconded by Commissioner Bartow and carried.**

### 4. ARM Process for Resource Sharing

**Commissioner D. Allen made a motion to direct the State Librarian to proceed with the ARM process for resource sharing. The motion carried.**

### 5. ARM Process for Public Library Standards

**A motion was made by Commissioner Bartow to direct the State Librarian to proceed with the ARM process for public library standard. Commissioner Scheetz seconded the motion. The motion failed with Commissioners Funda, B. Allen, Quillin and Hinch voting against.**

### 6. ARM Process for Federation Funding Formula

**Commissioner Quillin made a motion to direct the State Librarian to proceed with the ARM process for federation funding formula. The motion passed with Commissioner Funda voting against.**

### 7. Talking Book Library Digital Policy

**Motion by Commissioner B. Allen to provisionally accept the TBL digital policy with the changes previously noted with the expectation of seeing the final document at the February meeting. Amendment by Commissioner Funda that there are 3 areas of change needed, one having to do with the status of the borrower, whether they are permanent or temporary residents, second is the designation of language that would place an economic value on lost or damaged**

materials, the third would be language which would include verbal abuse with the other items referred to under suspension of services. The motion with the amendment carried.

## 8. 2010 Meeting Dates

**Commissioner Bartow made a motion to approve the 2010 meetings dates. The motion passed.**

## 9. Election of Officers

**D. Allen was nominated by Commissioner B. Allen to serve as chair. Commissioner Scheetz moved that nominations cease and the motion passed. The new chair is Commissioner D. Allen.**

**Commissioner B. Allen nominated Commissioner Quillin to serve as vice chair. Commissioner Bartow moved that nominations cease and the motion carried. The new vice chair is Commissioner Quillin.**

## **CALENDAR:**

Commissioner Scheetz went to the 80<sup>th</sup> anniversary of the library in Circle and also stopped at the Whitehall library. Commissioner B. Allen met with University of North Texas representatives for the SWIM grant. The orientation was successful and the spring session will be in Billings.

Once again the commissioners will hold a session at MLA entitled 'Conversations with Commissioners'. Broad Valley meeting is March 5 and 6. The hearing for the ARM amendments is planned for February 16 from approximately 1 to 3 and a retreat is scheduled to follow after at 3:30 or 4. There is a conference call scheduled for January 20 at 2:00 to last approximately one hour to discuss 'homework assignments' resulting from the last retreat.

## **STATE LIBRARIAN'S REPORT:**

Updates to the reports submitted were offered by State Librarian Staffeldt. The attorney submitted some wording changes for the ILL proposal.

TBL has had some good PR lately with the digital books being offered and the Anaconda Vets day. A patron turned 100 in Choteau and Lee Madison was able to attend that celebration.

Bob Cooper and Suzanne Reymer have been working with the Gates foundation and Montana is one of the states that Gates will partner with for the stimulus broadband project.

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Natural Heritage Program (NHP) gave calendars to each of the Commissioners. Bryce Maxell is the interim director for NHP and will attend the February Meeting. U of M will appoint the new director.

**ADJOURNMENT:**

**The chairman adjourned the meeting at 3:30 p.m.**

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