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# Network Advisory Council (NAC)

## Minutes from March 23, 2010 Meeting

### Held in the Grizzly Room at Montana State Library

#### Attendees

**NAC Members:** Brett Allen, Colet Bartow, Barry Brown, Bob Cooper (Chair), Renee Goss (by phone), Joan Hantz (by phone), Molly Kruckenberg, Lyn McKinney (by phone), Kathy Mora, Richard Quillin, Brian Rossmann, and John York

**MSL Staff:** Ken Adams, Donna Caban, Tracy Cook, Sue Jackson, Sarah McHugh, Maggie Meredith, Suzanne Reymer (by phone), Kris Schmitz, and Jennie Stapp

**Guests/Other Attendees:** Marsha Hinch

**NAC Members Excused:** John Finn, Bruce Newell

**Chairman Cooper called the meeting to order at 9:10 a.m.**

#### Approval of Minutes from November 3, 2009 Meeting

Motion by York, second by Allen, to accept the minutes of the November 3, 2009 meeting as presented. Motion passed.

#### NAC Organizational Structure / Appointments

The history, function, and governance of the NAC was reviewed. NAC members suggested that future open appointments to the NAC made by the State Librarian would benefit from the following:

- Announcement on Wired-MT of the availability of an open seat on the NAC two weeks or more in advance of the seat being filled (Note: some vacant seats on the NAC will not be announced for recruitment purposes because they are designated to be filled by an agency-determined representative from a specified agency/organization like the Office of Public Instruction)
- Availability of a NAC mission statement, membership composition and criteria, and a job description explaining what is expected of a NAC member
- An online form which individuals interested in serving on the NAC can use to inform the State Librarian of their interest
- Division of the "Small Academic, Community and Tribal Colleges" category to allow for the addition of a separate category just for Tribal College representation.

York voiced concern about how best to obtain a small school representative. Small school libraries are usually staffed by teachers unable to attend regular NAC meetings.

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Cooper will produce some draft documents regarding NAC member appointment criteria and other governance issues for review at the May 18, 2010 meeting.

### MSC Update

Ken Adams, Montana Shared Catalog (MSC) Director, introduced new MSC staff member, Mary Fouts and provided an overview of the “Go Live” status of new MSC Phase 11 libraries.

### Evaluate/Recommend MSC New Applications (Phase 12)

Discussion centered on the process required to add new members to the MSC. The first step is to determine that each applicant library is eligible and approved to join. The second step is to determine the LSTA funding which pays the upfront SIRSI and data mapping cost for each new member library. This is also part of the LSTA 2010 budget discussion and the remaining LSTA 2009 budget discussion. The NAC discussed and then tabled this item after reaching consensus on its intent to recommend acceptance into the MSC for all applicant libraries (listed below) dependent on available funding to be determined via budget actions considered later in the agenda.

- Absarokee Schools
- Darby School District
- Glacier County Library (Cut Bank)
- Havre-Hill Consortium (includes Havre-Hill County Library, five Havre Public School Libraries, Liberty County Library, Blaine County Library, Harlem Public Library, Big Sandy Branch Library and the Galata School District Library)
- Libby Schools
- Noxon Public School
- Petroleum School Community Library (Winnett)
- Sheridan County
- Sidney/Richland County Library
- Simms Schools
- Summit Preparatory School (Kalispell)

*Note: The LSTA-supported costs for bringing these libraries into the MSC are included in the NAC's LSTA FY 2009 Reassigned Funds and LSTA FY 2010 budget recommendations which total approximately \$143,000.*

### Statewide Projects Update

Sarah McHugh, MSL Statewide Projects Librarian, provided brief updates on the Courier Pilot, WorldCat Local Pilot, Digital Archive, Connecting to Collections Grant, Montana Memory Project, and MontanaLibrary2Go.

### WorldCat Local Pilot

After listening to comments from McHugh and Rossman, the NAC determined that the first phase of this WorldCat Local Pilot is providing sufficient information and it is now clearly indicated that a second phase will not be of substantial additional benefit. The possibility was

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acknowledged that the NAC may want to do some additional pilot work with WorldCat Local at some point in the future after certain conditions change.

Brown suggested going toward a national online searching tool instead.

Cooper reminded the group that pilots are risky ventures; they sometimes fail or do not prove to be immediately expandable, and you are spending money on them to learn what will and will not work. It is part of the process of moving forward.

**Motion by York, second by Quillin, to recommend that MSL continue Phase 1 of the WorldCat Local Pilot as initially designed and divert LSTA FY09 funding in the amount of \$25,513 originally assigned to Phase 2 of this project to other LSTA projects. Motion passed.**

*Note: In later budget action the \$25,513 made available by the above motion was recommended to be reassigned to the MT-OCLC Group Services contract with the intent to reduce individual library participation costs.*

### Update on remaining LSTA FY 2009 budget

Discussion centered on the remaining LSTA FY09 budget in the amount of \$44,884 which needs to be expended by September 30, 2010.

A number of options for use of this money were considered and discarded. The timeline for using the money was a primary consideration.

**Motion by York, second by Kruckenberg, to recommend that MSL use \$19,371 of remaining FY09 LSTA funds to pay a part of the upfront costs for new member libraries coming into the MSC during Phase 12. Motion passed.**

Cooper indicated that there remained an FY 09 LSTA balance of \$25,513 which the group will have to consider as part of its FY 10 LSTA budget agenda item.

*Note: Due to the complexity of the multi-year budget work undertaken by the NAC at this meeting, some budget items were addressed individually by the NAC, while other budget items were grouped together and voted on. Thus, in some cases, such as in the case of the above motion, the NAC recommended a piece of the funding needed for the MSC new libraries (\$19,371 from LSTA FY 09 monies) with the intention of providing additional support for this project in a group of budget items to be covered by another action (\$123,629 from LSTA FY 10 monies).*

### FY 2010 LSTA Draft Budget

Discussion centered on the draft budget document in the NAC meeting materials. All the suggested projects listed were discussed one by one and the NAC determined which would be included in its final budget recommendation dependent on the final cost tally of favored projects.

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PUBLIC COMMENT: Marsha Hinch asked the NAC to consider combining LSTA funds with the state funds earmarked for the MT-OCLC Group Services Contract to further move toward the goal of full funding of that contract on behalf of Montana libraries. She stated that the services received under this contract are vital to our libraries and in these difficult economic times it would be a huge help to them to not have to come up each year with their share of the OCLC costs.

Hantz asked that the NAC consider following its previous decisions regarding support for resource sharing and assign additional funding to the MT-OCLC Group Services Contract.

The need for continued support of the Ask Montana program was discussed. The NAC determined that although the Ask Montana virtual reference project has demonstrated that it has value, the number of users impacted by the program has not proven sufficient to justify continued LSTA support. Although the NAC was forced to focus on cost efficiency and benefit analysis in this matter, it acknowledged the hard work contributed to Ask Montana by Betsy Garlish, Tracy Cook, and the librarians participating in providing this service. The NAC voiced its appreciation of the benefits which have been provided to Montana libraries and citizens by Ask Montana.

**Motion by Quillin, second by Mora, to recommend that MSL not renew the Question Point software license used by the Ask Montana virtual reference consortium and reassign the \$12,559 allocated to it in the draft LSTA FY 10 budget to another LSTA project. Motion passed.**

In considering the possible funding of public library trustee workshops, Quillin asked what the intent and content of the Trustee Training budget item was? He wanted to be sure that there was a current need for such training and it would not be duplicative of earlier efforts. He asked what the plan was for the training: online, in-person, at individual libraries or group sites, etc.? York felt that trustees with training were much more successful than those without and with the regular turnover among in trustee ranks, the need is always there. Kris Schmitz, MSL Central Services Manager, noted that in previous trustee training workshops MSL covered the cost of travel for the trustees, meeting materials, and instructor costs. Tracy Cook, MSL Statewide Consulting Librarian, added that Broad Valleys and Tamarack are the only two Federations presently doing a Trustee Training. She feels we need trustee in-person trainings for all trustees to come together to gain additional training and knowledge of public library practices and issues across the state. Goss totally agreed Trustee Training is vital. She mentioned that another issue is being able to get your trustees to attend the training and other events across the state. She suggested that in addition to the in-person group trainings that facilitate good networking among trustees, MSL also consider something more long term like an ongoing series of trainings produced by Lauren McMullen, MSL Statewide Training Specialist, and MSL Statewide Consulting Librarians Tracy Cook and Suzanne Reymer. These online sessions would offer an opportunity for on ongoing interactive discussion between MSL consultants and public library trustees.

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York asked about the possibility of starting to again fund the MSL Summer Institute as had been done in the past; with the stipulation that it would be expanded to include school librarians? The NAC membership was supportive of this idea but it was not clear how to get schools involved. Bartow mentioned the value and importance of the Summer Institute as a more intensively focused training venue than other trainings offered by MSL and the Montana Library Association (MLA).

In the discussion about the Geographic Information Services (GIS) support item, Bartow thought GIS training for librarians was important and suggested that it could possibly be done at a conference like the Pacific Northwest Library Association (PNLA).

McHugh suggested Montana should consider hosting a Regional Meeting for Statewide Projects which would promote sharing of library project ideas and methods with other states.

York mentioned that before another round of MSC application scoring takes place, the application criteria should be changed to better reflect the NAC perspective on MSC growth and support. The focus of the application scoring emphasis should be on the variables we care about, not on basic qualifying issues.

The NAC proceeded to work through the projects listed in the remaining FY 09 budget materials and the draft FY10 LSTA budget by indicating the group's intended recommendations as follows:

- Intent to assign the remaining FY 09 LSTA unassigned fund balance of \$25,513 to the MT-OCLC Group Services Contract for the purpose of reducing individual library participation costs
- Intent to assign \$46,563 of FY10 LSTA funds to the CONTENTdm and potential individual libraries payment gap elements of the MT-OCLC Group Services Contract
- Intent to assign \$123,629 of FY10 LSTA funds to assist Phase 12 applicant MSC libraries with start-up costs associated with joining the MSC. *(Note: This amount will be combined with the \$19,371 of remaining FY 09 LSTA funds recommended for assignment to the MSC new library costs by the earlier NAC action, resulting in a total of \$143,000 for this project)*
- Intent to assign \$20,000 of FY10 LSTA funds to the MSL Fall Workshop training event.
- Intent to assign \$20,000 of FY10 LSTA funds to the MontanaLibrary2Go Project
- Intent to assign \$22,500 of FY10 LSTA funds to two MSL Literacy Projects resulting in \$18,500 going to the Early Learning Statewide Initiative and \$4,000 going to the Children's Services Project
- Intent to assign \$15,000 of FY10 LSTA funds to the Heritage Quest Project
- Intent to assign \$6,082 of FY10 LSTA funds to the Montana Memory Project for a .25 FTE technical support position

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- Intent to assign \$5,000 of FY10 LSTA funds to be used by MSL's marketing staff to purchase program products to promote LSTA projects
- Intent to assign \$35,000 of FY10 LSTA funds to the MT-OCLC Group Services Contract for the purpose of reducing individual library participation costs. *(NOTE: This amount will be combined with the \$25,513 of remaining FY 09 LSTA funds recommended for assignment to the MT-OCLC Group Services Contract by earlier NAC action, resulting in a total of \$60,513 for this project.)*

**Motion by Quillin, second by Brown, to recommend the assignment of a total of \$60,513 of LSTA funds to the MT-OCLC Group Services Contract for the purpose of reducing individual library participation costs. Motion passed unanimously.**

**Motion by York, second by Bartow, to recommend that significant effort be made to ensure LSTA funding in the amount of at least \$60,000 is assigned annually to the MT-OCLC Group Services Contract for the purpose of reducing individual library participation costs. Motion passed unanimously.**

- Intent to assign \$12,000 of FY10 LSTA funds to support public library trustee training workshops
- Intent to assign \$2,400 of FY10 LSTA funds to provide GIS support for library projects
- Intent to leave unassigned a total of \$21,003 of FY10 LSTA funds to be available for project assignment at a later date
- Intent to assign at a later date if sufficient funds are available \$20,000 of FY10 LSTA funds to the MSL Summer Institute.

**Motion by York, second by Bartow, to recommend to the State Librarian and the State Library Commission the assignment of remaining FY 09 LSTA funds and the FY10 LSTA funds as agreed upon in the above statements of intent. Motion passed.**

### Statewide Database Renewal

Discussion centered on the approximately \$50,000 gap existing between the amount of funding available to renew the current contracts with Gale and EBSCO and the total cost of renewing those contracts. The consensus is to not do an RFP for new contracts at this time but to have MSL staff try to negotiate with the vendors involved to eliminate the gap for this year. Staff is to report back to the NAC at its May 18, 2010 meeting. In the event that some databases would need to be dropped to allow a contract renewal, or should it be apparent that an RFP process is needed, the NAC will revisit those issues at its May meeting.

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### Courier Pilot Update and Expansion Discussion / Decisions

MSL Statewide Projects Librarian requested that the NAC provide her some guidance on the proposed expansion of the Courier Pilot Project. She explained that Pilot was only now poised to launch after months of contract delays, However participating libraries had already requested that MSL expand the Courier Pilot as soon as possible. Bozeman and Miles City are suggested additional drop sites. The libraries have expressed to McHugh that the potential success of the project would be enhanced by having more libraries participate as a result of increased drop site availability. Funding to support the inclusion of the additional drop sites is available from the monies provided specifically to this project during the 2009 legislative session.

Quillin stated he would prefer the group put off making any decision on expansion until we see how the parts we now have in place are working.

Rossmann said his view was MSL should be advised to move ahead with the expansion given that the money was available, the clock was ticking on its use, and it could only be used for this project. He said it was important to note that the libraries involved had requested the expansion indicating it would increase their ability to participate. He spoke in favor of moving ahead with this small expansion because it appeared it would increase the chances of the pilot being successful.

A quick poll of the NAC indicated its preference to advise in favor of the addition of the new drop sites. Quillin dissented.

The NAC discussed the possibility but did not recommend that any funds for the Courier pilot be used to subsidize the served libraries in getting their materials to and from their drop sites. While everyone very much understands the challenge to served libraries covering their own costs of participation in a courier system, the NAC felt that the original pilot plan which builds on funding identified drop sites, and was approved for funding by the 2009 Legislature, should continue as originally designed.

### Open Source Software - Further Discussion

The NAC continued its ongoing discussion of Open Source ILS solutions and took into consideration comments on her experience with Koha from Milla Cummins, Library Director, Livingston-Park County Public Library

### Other Status Updates

MSL's Broadband Technology Opportunity Program (BTOP):

MSL's Public Computing Center BTOP grant application was submitted on March 14 with a lot of help from 42 participating public libraries, the Bill and Melinda Gates Foundation, our Gates-provided CSMG Consultants from Boston with a 3-person team dedicated to helping us, the help and leadership from MSL staff, and several state agencies and non-profit organizations. If

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funded, this \$2.7 million grant will benefit 42 Montana public libraries directly and indirectly have benefit for all Montana libraries.

Administrative Rules of Montana (ARM) process:

The hearing was held in February. Some comments were received in writing and all information is going to the Commission as an action Item on its April 10 meeting agenda.

The two rules that are being dealt with are:

1. The repurposing of the ILL Reimbursement Program monies, and
2. Adjusting some of the Federation budgeting to allow Federation Coordinator travel funds to be assigned before the remainder of federation funding is allocated.

**May 18<sup>th</sup> is the next meeting date.**

**Adjourn – 4:50 p.m.**