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**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
10:00 A.M., JUNE 12, 2013
HELENA, MONTANA**

ATTENDEES:

Commissioners: Chairman Richard Quillin, Colet Bartow, Marsha Hinch, Lee Miller and Brent Roberts. Jim Gransbery and Anita Scheetz were excused.

Staff: Ken Adams, Troy Blandford, Christie Briggs, Gerry Daumiller, Colleen Hamer, Evan Hammer, Sarah McHugh, Cara Orban, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Brett Allen, Honore Bray, Janeen Brookie, Judy Hart, Kate Lewis and Sonja Woods.

Chairman Quillin called the meeting to order at 10:00 a.m.

INTRODUCTIONS:

New staff members are Colleen Hamer, Data Control Technician and Troy Blandford, GIS Analyst.

Gerry Daumiller has worked for MSL for 25 years. Kris Schmitz received her 30 year pin with most of that time being for the state library. Jennie Stapp has had ten years with the state, eight of those with the library.

APPROVAL OF MINUTES:

Motion was made by Commissioner Miller and seconded by Commissioner Roberts to approve the February 13, 2013 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

Progress is being made in implementing the changes and additions necessary as a result of recent legislation. At their June meeting, Montana Land Information Advisory Council (MLIAC) members will discuss possible administrative rule changes that will have to be implemented due to the statute change that brought the Base Map Service Center and accompanying Land Information Act responsibilities and funds under the administration of MSL. At the same time they will discuss any other desired changes. Kris Schmitz is currently working with the Department of Administration (DOA) to ensure a smooth takeover of the responsibility of the account.

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The additional statewide database funding will be taken into account when negotiating contracts with vendors. Recruiting is currently underway for the new water information systems manager with the goal of having someone in place July 1 or as soon as possible thereafter. Talking Book Library (TBL) has identified a temporary services person that will continue to expand their digitization services and they hope to begin right after July 1. The digitization services contract for Library Information Services (LIS) with Internet Archive for the new fiscal year will include the new approved funds.

The state pay plan has been negotiated with the unions but is still waiting for union ratification. If it goes through as negotiated, all staff will receive three percent raises effective July 1. If approval has not been reached by that time, when it is, the pay will be received retroactively. All staff will also receive a five percent increase on November 15, 2014 and there will be no additional health care costs to employees during that time period. In anticipation of approved pay raises, MSL had budgeted five percent raises for both years from non-general fund sources (LSTA and MLIA) so those budgets will have to be adjusted.

Though HB586, which revises aquatic and invasive species management, does not specifically mention MSL, the planning document, drafted by the Governor's Natural Resource Policy Advisor, mentions that information will be managed by the Natural Resource Information System (NRIS). MSL will need to work closely with the natural resources policy advisor in the governor's office to understand the intent of our involvement moving forward.

The bill to adjust the property tax appraisal cycle and to provide oblique imagery funding was tabled by the Legislature but the Department of Revenue is still moving forward with a pilot project to acquire oblique imagery. The lidar study proposal missed the deadline at the end of the session. The sponsor of that proposal, Senator Phillips will be serving as a member of MLIAC.

In other updates, the patron outreach project (POP) for TBL continues to expand program exposure to a wide variety of Montanans. So far it has touched over 2,300. They will be looking at the sponsor lists of related organizations to better promote the population that is served.

Jo Flick and Tracy Cook have produced a new trustee training video in which a board member from the Flathead County Library Board interviews a federation coordinator, the State Librarian, and the Montana Library Association president about how these organizations support public libraries and trustees. Tracy and Jo put together a guide to use when viewing the video. Jo also offered a Webinar on the video and guide recently. These resources are available through the learning portal.

The new official State of Montana website, Montana.gov will be launched in Late July. MSL staff has worked closely with State Information Technology Services Division (SITSD) and the governor's office on this project as a significant map presence will be included for which MSL is responsible.

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As the Chief Officers of State Library Agencies (COSLA) liaison to School, Health and Libraries Broadband (SHLB) coalition, State Librarian Stapp attended the conference in D.C. in May. She sat on a broadband mapping panel. Montana is not keeping up with broadband deployment across the country. We won't be able to compete, to attract economic development, if we can't offer the broadband structure and speeds needed. Most states offer broadband speeds up to the GB range and most have a council that is responsible for broadband deployment and adoption. Hopefully we can find partners to share in that goal and move forward.

Timothy Owens from Library Services Technology Act (LSTA) was here in Montana for a week. He met with staff, traveled around to different libraries and attended a NAC meeting as well as a Pathfinder Federation meeting. Staff felt that he was very attentive and interested in how MSL programs run. He will be sending a follow up letter stating any changes to our administration of LSTA that he believes needs addressed. He seemed to be primarily focused on records management.

Jennie and Sarah McHugh attended the Montana Academic Library Symposium which had a statewide collaboration focus. Jennie sat on a panel with library deans from University of Montana (UM) and Montana State University (MSU). Representatives from Orbis Cascade were present to discuss the future of collaboration. One thing stressed is that smaller steps to formal collaboration are helpful. Commissioner Roberts, who was also in attendance, said that Jennie was a great representative of MSL's programs.

Per the relationship building discussion of Arlynn Fishbaugh at the December meeting the state library has been working hard on building partnerships. Lisa Bullock has agreed to represent early literacy. MSL has been informed they will receive some leftover inaugural ball funds to use for Ready 2 Read. The governor will tour MSL on June 20.

FEDERATION SURVEY REPORT:

Sarah discussed results from the survey that requested feedback on federation funding use and benefits and suggestions for new ideas on how to use the funds. The top federation library priorities were membership participation in statewide collaborative projects and professional development. Suggestions for new ways to use the funding were to hold a joint conference or federation meeting, purchase new devices as a group, have a shared Montana Memory Project (MMP) collection, increase MontanaLibrary2Go collections, more online continuing education opportunities, Montana Shared Catalog (MSC) and MontanaLibrary2Go startup cost and library director mentorship. Current funding goes toward essential technology needs which they consider to be MSC, OCLC and MontanaLibrary2Go. Many said they couldn't participate in these statewide projects without this funding.

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The next step the coordinators want to take is to have the same type of discussion with the federations with guiding questions created by the federation coordinators regarding federation structure and challenges and opportunities.

For complete details, survey results may be accessed at the survey link at http://msl.mt.gov/Library_Development/Consulting/Federations/default.asp.

FEDERATION FY'14 PLANS OF SERVICE:

Representatives from all federations were available to discuss their submitted plans of service. Representatives were Judy Hart, Janeen Brookie, Brett Allen, Sonja Woods, Kate Lewis and Honore Bray from Broad Valleys, Golden Plains, Pathfinder, Sagebrush, South Central and Tamarack, respectively. They all gave a quick overview of their particular federation and when they meet as well as discussing primary parts of their plan of service. There are no major changes in the plans of service but some things that the coordinators pointed out included that Golden Plains added a program so they now have five programs with communication in workshops being their new program, Pathfinder split library enrichment funding between continuing education and technology so they have four programs and the biggest issue for Sagebrush is library director turnover.

NETWORK ADVISORY COUNCIL (NAC) REPORT:

Commissioners looked at the most recent LSTA statewide projects budget recommended by NAC. The budget isn't final because at the time of their recommendation, final figures were not available without final pay plan information. Now that the pay plan is known to be less than what was planned for, the remaining balance will be looked at by NAC and recommended to the commission at a later date.

Motion was made by Commissioner Roberts and seconded by Commissioner Miller to accept the updated LSTA FY'13 budget recommendations as presented and the motion passed.

To gather information regarding the possible future involvement of MSL in a statewide courier program a survey was presented to current courier participants to find out the courier impact, level of interest and support in expansion and the benefits in the participation of MSL. Comments were mostly on expenses and increasing benefits as use increased. Most said that participation and supporting expansion would depend on cost estimates. There was an equal split on whether expanding to surrounding states would be helpful. Streamlines, oversight, coordination, negotiation, centralized information, statistics tracking and policy development were all mentioned as benefits of MSL participation. The big question was the ability of MSL to take on the project in regards to staff and time.

NAC discussed the survey results and focused on the participation of MSL and how helpful it would be. The council agreed that MSL responsibilities should be as follows:

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1.) facilitate and provide central communications; 2.) collect consistent and standardized statistics; 3.) provide troubleshooting issues support; 4.) participate in contract discussions; 5.) provide standards for labeling, turnaround time, etc.; 6.) investigate and develop or formalize partnerships to increase the reach of the project; 7.) investigate and explore bringing in academic libraries; and 8.) investigate and develop ideas to join a regional group.

After discussion, the commission agreed that MSL staff would compile a history of the pilot and the project and run an analysis of them. They would then present suggested next steps to present to NAC in November.

Recess for lunch at 12:16 p.m. and reconvene at 12:54 p.m.

MONTANA LAND INFORMATION ACT (MLIA) FY'14 GRANT RECOMMENDATIONS:

More grant applications were received than ever before and the amount requested was more than funds available so the grant subcommittee reviewed the applications and made their recommendations. It is a mix of applicants from across the state involving a variety of themes and a variety of projects.

Motion was made by Commissioner Bartow and seconded by Commissioner Roberts to approve the grant subcommittee's recommendations as presented and the motion passed.

2013 PAY INCENTIVE DISTRIBUTION STRATEGY:

Due to open positions for part of the year, there are some remaining personal services budget funds available. State Librarian Stapp is recommending one time only bonuses in keeping with the broadband pay plan which the commission previously adopted. This strategy will recognize those employees that are furthest from their target pay rate through compensatory bonuses. Those employees who are at or above their target pay rate will receive strategic bonuses.

Motion was made by Commissioner Miller and seconded by Commissioner Bartow to grant the 2013 pay incentive distribution strategy and the motion passed.

COMMISSION GOALS AND OBJECTIVE:

Commissioner Miller, Sarah McHugh, Judy Hart and Anne Kish attended the National Library Legislative Day (NLLD) in Washington D.C. in May. They attended an orientation training provided by American Library Association (ALA) prior to meeting the congressional delegation. Moving LSTA funding back to pre-sequestration amounts, school libraries and librarians, funding for innovative purchase for early literacy, and e-rate and privacy were the main points ALA encouraged to be discussed with

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congressional representatives. The group also attended a coffee meeting where they met all three members of the Montana congressional delegation and later they met with staff members of all three.

The commission discussed the structure of the FY'13 work plan and how it worked for them as well as ideas to include in the FY'14 work plan. Suggestions include bringing in people to talk about the MLIAC grant process, having Evan do an overview of the new Montana.gov website, receiving education on broadband in the state, keeping updated on library issues in order to be ready for the next legislative session, and keeping updated on pertinent details coming from interim committees.

The federation coordinators are requesting a different time to present their annual report rather than in December which is six months after the end of the fiscal year. This will be an item on the August agenda. Commissioners thought it would be a good idea for the coordinators to get together as a panel at the Montana Library Association (MLA) meeting, perhaps with the conversations with commissioners workshop.

Lewistown Public Library has extended an invitation to the commission to hold a commission meeting in their library. The commissioners liked the idea so staff will try to make those arrangements for the October meeting. Commissioners also wanted to look into traveling to Billings for a meeting in the spring.

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS/ANNOUNCEMENTS:

OPI has a goal to sign up to 2,000 participants for their summer reading program by the end of the summer. There are already 1,500 signed up. They gave away about 400 books at the lunch program kickoff.

Missoula Public Library has a book kiosk in the mall that seems to be popular where books can be dropped off or left. These are not library books but are books people purchased for themselves that they are finished with.

ADJOURNMENT:

The chairman adjourned the meeting at 1:33 p.m.