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## MONTANA STATE LIBRARY (MSL) COMMISSION MEETING 10:00 A.M., DECEMBER 11, 2013 TELECONFERENCE

### ATTENDEES:

Commissioners: Chairman Richard Quillin, Colet Bartow, Jim Gransbery, Fredricka Hunter, Lee Miller, Brent Roberts and Anita Scheetz.

Staff: Evan Hammer, Jim Kammerer, Stu Kirkpatrick, Sarah McHugh, Cara Orban, Kris Schmitz, Jennie Stapp, and Marlys Stark.

Visitors: Nanette Gilbertson and Judy Hart.

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

### INTRODUCTIONS:

Due to the change in format from an in person meeting to a conference call, introductions of new staff and awards of staff longevity pins were not done. The summer institute agenda item will be rescheduled for the April commission meeting and the Risks and Rewards workshop scheduled for tomorrow will be rescheduled.

### APPROVAL OF MINUTES:

**Motion was made by Commissioner Roberts and seconded by Commissioner Hunter to approve the October 9, 2013 minutes as presented and the motion passed.**

### STATE LIBRARIAN'S REPORT:

The company that has been contracted to scan the documents for digitizing, Internet Archive, had a fire that completely destroyed 950 items from MSL. Of those, 682 were already scanned but 268 were not scanned and were a complete loss. MSL staff has located 251 2nd copies that will be acquired and sent to digitizing but unfortunately nothing has been found for 17 items. MSL staff immediately contacted Risk Management and worked with them for this loss but it was determined that there was no benefit to filing a claim as no replacements can be purchased.

The commission approved extensions of six months for four SWIM scholars in April. The grant closed in June and the acceptance of the final report was received in September. Of those four, three have found employment but the fourth is battling cancer.

Montana Shared Catalog (MSC) did not accept applications from school libraries in 2013 due to the need to evaluate the ongoing resources need to support all MSC

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libraries in light of the significant number of school libraries that have expressed interest in joining the consortium. Discussions with Office of Public Instruction (OPI) about funding for an additional FTE have not resulted in a solution. Dennis Parman, Deputy Superintendent from OPI gave a presentation at the last MSC meeting about support for schools and the ensuing membership discussion led to two decisions at the fall membership meeting. The membership voted to add an additional FTE and the funding appropriation will be considered at the budget meeting in May, 2014. If funding is approved from within the MSC membership, a decision to hire additional MSC staff will go to the commission for final approval in June. The second decision is that effort should be made to significantly reorganize and streamline the policy system that governs the system administration of the catalog. MSC staff recommended four options varying from very moderate to vary extreme and the executive committee approved a moderate approach with a timeline of one year which allows for policy updates and will make administration easier. It will also allow for the school libraries to apply. For funding purposes the 2014 application process will be completed as usual but the approved new libraries won't actually go live until after the reorganization is completed which probably means summer of 2015. The second reason to encourage the reorganization is to bring back the original purpose of the resource sharing. A streamlined catalog will make system administration less complex and resource intensive and it encourages resource sharing through like policies such as circulation policies.

MSL managers have been working on space planning for the building to better utilize the space freed up by digitization downstairs and to make cubicle space more equitable and adequate. Main goals are to keep the programs together and to provide equitable cube sizes for all staff. Interior office designers have been invited to evaluate the upstairs work space to see how it can be redone to meet these goals. Discussions have been held with the Attorney General's office regarding the possibility of MSL giving up some space downstairs in exchange for funding to remodel the lower level and include a larger conference room without the pillar in the room. The bid came back at \$250,000 so the remodel would need to be approved by the legislature and therefore can't be done at this time. Funding is not available for MSL to do any remodel work without another agency's involvement. Any remodel process would require legislative approval whether for funding if MSL was solely involved or to approve a large dollar project. The best option long term is probably to work with the AG's office although no final recommendations have yet been made by managers.

MSL and State Information Technology Services Division (SITSD) are entering the negotiation phase with ESRI for a new Enterprise License Agreement that governs GIS software acquisition through ESRI. For the past seven years the state has had a contract to purchase licenses but only 17 agencies used the system and there has not been much growth. With the ArcGIS Online cloud based mapping service now available State Librarian Stapp feels that the state should invest in unlimited subscriptions for state employees and local government employees. This decision needs to be reached by the time the final Executive Planning Process (EPP) requests have to be in.

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The Chief Officers of State Library Agencies (COSLA) meeting in October had a strategic planning focus with the Gates Foundation providing facilitators. Some see COSLA as a networking opportunity, some see it as national advocates and there are many viewpoints in between. COSLA appears to be seen more as a conduit for information rather than having significant input. If COSLA does decide to play more of an active role, dues will have to be raised or another source of funding will need to be found in order to fund an executive director. This discussion will continue at the January meeting.

Progress seems to have been made in regards to federal funding. Working under the continuing resolution, Institute of Museum and Library Services (IMLS) has authorized Library Services Technology Act (LSTA) funds and MSL should know the amount of their award by January 15. Different rules for cash management may be enacted in the future to help prevent the need for furloughs. There may be an extension of the sequestration but no details are known at this time.

The vision statement shared in October developed by the managers during the Montana Leadership Challenge was further refined via e-mail with commission members. The current statement reads: "Libraries are recognized leaders and valuable assets with the tools, resources and expertise to empower the communities we serve to achieve their goals." The plan moving forward is to further refine the staff performance appraisal process and incorporate this vision into a performance appraisal which includes the strategic plan all the way down to the individual objectives. Once developed, the management team will be sharing the new process with supervisors and hopefully will be implemented in the spring.

## **LIBRARY DISTRICT TASK FORCE UPDATE:**

The library district task force discussed a wide range of issues as well as each section of the law pertaining to library districts. The task force members felt that most of the issues should actually be rectified at the local level or were due to the need for better communication. They did come up with three areas of recommended legislative changes. First would be requiring a transition plan to be identified when a library district is first proposed and then once the district is formed the governing bodies and boards of the district should enter into a written agreement to support the plan. The second recommendation is the most significant. If enacted it would require that County Commissioners ensure that library services for all county residents are maintained, even if smaller district is carved out of a county system. The third recommendation is for housekeeping changes to align the mill levy process with uniform tax laws.

The process moving forward begins with requesting input from the commission, then having approximately two months to educate and get input from the library community. Consensus and support from the community is important. A final recommendation will be brought to the commission in February and then any legislation will move forward through the EPP this spring.

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The purpose of the task force was simply to deal with library district concerns that have been encountered since the original legislation. A goal is to make it easier to make larger districts rather than correct any funding issues.

## **BROADBAND PAY PLAN UPDATE:**

The broadband pay plan policy that was approved in June 2012 rely on the 2008 market analysis. Management is recommending moving to a pay plan chart based on the 2012 market analysis. There are two exceptions in state library staff where market rates cannot be used because the agency cannot afford the resulting salary increases and doing so would result in pay inequity within the agency and across state government. For these two positions, management recommends use of the interagency equity report is recommended.

Approval of this updated pay plan chart would mean raises for seven staff members whose current pay would fall below the required 80 percent of market. Due to a position reclassification, there are cost savings that would mean no net impact to MSL's personal services budget.

**Motion was made by Commissioner Scheetz and seconded by Commissioner Hunter to approve the update to the 2012 market analysis with the two exceptions. The motion was withdrawn.**

**Motion was made by Commissioner Bartow and seconded by Commissioner Miller to approve the change to Appendix A as presented and the motion passed.**

Commissioner Miller would be interested in seeing comparisons with other state library agencies.

## **FY'14 MONTANA LAND PLAN:**

The FY'14 land plan was approved by the Montana Land Information Advisory Council (MLIAC) yesterday with no revisions. The plan outlines how the funds are expended including funding for GeoInfo positions, passing funding through to the Montana Natural Heritage Program and funding for the annual grant awards.

**Motion was made by Commissioner Bartow and seconded by Commissioner Gransbery to approve the FY'14 Montana land Plan as presented and the motion passed.**

## **MONTANA LAND INFORMATION ACT (MLIA) ADMINISTRATIVE RULES ADOPTION:**

The proposed rules had received one comment that accurately pointed out a definition change that was overlooked and therefore this adoption notice has one change. MLIAC approved the adoption notice yesterday.

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**Motion was made by Commissioner Miller and seconded by Commissioner Roberts to approve the ARM adoption notice as presented and the motion passed.**

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

The NAC approved additional fund recommendations which are before the commission for consideration.

**Motion was made by Commissioner Bartow and seconded by Commissioner Miller to accept the recommendation of the NAC for the remaining LSTA FY'13 funds and the motion passed.**

## **COURIER OVERVIEW:**

The commission previously requested documentation on past courier efforts and a summary of how MSL could be involved at this point. The NAC has discussed this issue again and agreed that MSL should participate by providing standards and helping with regional partnerships.

Although this type of assistance could be easily done by Cara and Sarah, a decision needs to be made as to whether LSTA funding will be allotted to help the effort to move to a regional system.

The core group will meet to discuss further steps which might include cost sharing and administration. A subsidy might be considered to encourage use. Another issue is the lack of communication.

**NAC will continue to work on how MSL can assist in the future and Cara will perform the amount of work suggested at this time.**

## **MONTANA STATE LIBRARY CIRCULATION POLICY DRAFT REVIEW:**

The draft is presented for discussion and suggested edits and the final draft will be presented for action in February. This draft represents a fairly significant change by defining more clearly who can have MSL library cards and aligns circulation policies with current practice as well as agreements which have been signed with vendors.

This change will not allow the general public to have library cards. In 2013 20 cards were given out to the general public with only eight actually circulating materials. With more and more materials available online and the fact that MSL will digitize on demand, the general public shouldn't feel much impact with this change.

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## **COMMISSION GOALS AND OBJECTIVE:**

The work plan was updated to reflect the items that have been affected by the weather and the federal government shutdown. Meeting dates will be chosen today as will the National Library Legislative Day attendee.

Montana Library Association will hold its annual conference in Billings April 9 to 12 this year so the April commission meeting will be in Billings on April 9. The date for the commission workshop is not determined yet. The June meeting will be held the first week of June rather than the second but the February, August, October and December meetings will be held the second Wednesday of the month.

A commission member will need to attend National Library Legislative Day on May 5 and 6.

Offline conference will be in Helena on February 7 and 8 at Carroll College.

## **PUBLIC COMMENT:**

There were none received.

## **OTHER BUSINESS/ANNOUNCEMENTS:**

The Risks and Rewards workshop (R Squared) will be held in February.

Anita Scheetz wanted to express kudos to the MSC staff who had to put off their training due to the shutdown but were able to come in November and worked very hard and the transition worked very well.

## **ADJOURNMENT:**

**The chairman adjourned the meeting at 12:10 p.m.**