

# DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
9:30 A.M., AUGUST 13, 2014  
HELENA, MONTANA**

**ATTENDEES:**

Commissioners: Colet Bartow, Jim Gransbery, Anne Kish, Aaron LaFromboise, Bruce Newell, Brent Roberts and Anita Scheetz.

Staff: Christie Briggs, Allan Cox, Evan Hammer, Jim Kammerer, Stu Kirkpatrick, Cara Orban, Kris Schmitz, Jennie Stapp, and Marlys Stark.

Visitors: None.

**State Librarian Stapp called the meeting to order at 9:30 a.m.**

**APPROVAL OF MINUTES:**

**Motion was made by Commissioner Newell and seconded by Commissioner Scheetz to approve the June 4, 2014 minutes as presented and the motion passed with Commissioner Kish abstaining.**

**STATE LIBRARIAN'S REPORT:**

Kate Lewis has completed digitizing her local newspaper for the Montana Memory Project and that project has resulted in one of the most complete online, historic community newspapers available in Montana.

Stu Kirkpatrick will receive the Governor's Award for Excellence in Service for his work at MSL in combining two programs from different agencies into one effective working unit.

The State Library is beginning to offer professional development to staff who conduct trainings as part of their jobs on how to be better trainings. They had their first training session in July and that seemed to go over well. It will be an ongoing process.

The Chief Officers of State Library Agencies (COSLA) Connector Grant is underway via grant funds provided by Institute of Museum and Library Services (IMLS) with the goal of developing a national curriculum for education for librarians. In trying to decide their role, COSLA held a jam session in early July which was a day long, online, brainstorming process. One idea submitted by MSL is to contract for the creation of a dashboard that will give librarians meaningful online access to their public library statistics. Follow up professional development would educate librarians about how to use these statistics to communicate the impact of their libraries. COSLA will make a final decision about which ideas to submit to IMLS for further funding later this summer.

Due to a decline in coal severance tax monies, MSL was asked in June to reduce their expenditures from that account by 25 percent. This funding was primarily used to fund statewide databases, online tutoring services, digitization projects and federation grants. When the request was received, the Plans of Service for the federations had already been approved so managers decided to make cuts proportionally in the other areas. Library Information Services (LIS) will not renew the EBSCO science databases and will reduce their digitization. Office of Public Instruction (OPI) has volunteered to fund the tutor.com subscription. Staff met with the Network Advisory Council (NAC) who recommended that the contract with EBSCO be extended for one year, at a reduced rate, rather than doing a new Request for Proposal (RFP) at this time. No information is available on the impact of this shortage going forward.

MSL has to submit their FY '16-'17 budget by the end of the month and instructions from the Governor's office to help build the budget should be received today. Final notice about the Executive Planning Process (EPP) requests and about any proposed personnel cuts should also be received soon and the results will be shared at that time.

The Main Street Montana Project initiated by the Governor earlier this spring focuses on 11 or 12 key industry points, one of which is Montana's broadband network. State Librarian Stapp is the State point of contact to work the Key Industry Network on Information Technology. She attended the first meeting in late July along with several telecommunications and private sector representatives. They focused on the definition of broadband and settled on 'sufficient for users to accomplish their online goals'. They are attempting to map middle mile infrastructure and are looking at several models from other states including Wyoming and North Dakota. They have to produce a report which will be submitted to the Governor's office.

Last week Jennie attended the annual Montana Telecommunications Association (MTA) meeting. John Windhausen, executive director of the Schools, Health and Libraries Broadband Coalition, was the keynote speaker and he was able to come out early in order to tour the libraries in and around Billings and to talk to them about their communication needs. The libraries they talked to had a gamut of broadband speeds and needs. At the MTA meeting, Jennie talked about the new e-rate order. Chairman Wheeler of Federal Communications Commission (FCC) has undertaken modernizing the e-rate initiative. There is a need for a better definition of urban and rural which are currently based on the county rather than the actual community sizes. Up to 90 percent of broadband costs can be covered however most libraries don't apply for computer coverage but rather only phone coverage. Montana saw a decline from 2013 to 2014 in e-rate requests which may be a result of the end of the BTOP grant which had provided e-rate consulting services. Under the new order, e-rate telephone discount services will decline 20 percent each year over the next five years in order to free up funds for broadband services. Montana is way below the national average for broadband speeds required for libraries. FCC has earmarked money to help support wi-fi. There will be further changes as time goes on but there have been several things identified that should help Montana libraries.

Broadband speeds may be the focus of the next State Library task force.

After approximately 18 years of working for MSL, Marjorie Smith retired at the end of July. She accomplished a broad range of things in her time here. That position has not been re-opened pending the Governor's directions regarding possible personnel cuts.

## **PROGRAM WORK PLANS:**

Central Services and Talking Book Library (TBL) will both submit their work plans to be reviewed in October. There is an agency wide work plan this year. Areas of focus include an improved web presence, the legislative session, records management policy development and the biannual legislative snapshot. Library Information Services (LIS) will also do a comprehensive user study. Statewide Library Resources (SLR) will continue to work with public libraries to help them conduct community assessments, promote the makerspace kits, conduct an overall organization structure assessment and will be collecting input from an outside agency.

## **FY'14 MONTANA STATE LIBRARY CLOSING BUDGET:**

This was a snapshot year which is the starting point for building the budget for FY's 16 and 17. Only about \$1,700 reverted back to the general fund. Some of the funds on the closing budget report won't carry over because they were for private funds or federal grants that have attended.

**Motion was made by Commissioner Bartow and seconded by Commissioner Roberts that the fourth quarter budget report be approved and the motion passed.**

## **FY'15 MONTANA STATE LIBRARY OPENING BUDGET:**

This is basically the HB2 base budget for the second year of the biennium. Contracts, grants and so on have not been added in. Several items will be added before the next quarter. The reduced coal tax revenue cut is included. For those items that are affected by the cut, they are already reduced. The tutor.com bill isn't in the budget because OPI will pay that direct.

**Motion was made by Commissioner Newell and seconded by Commissioner Gransbery to approve the opening FY'15 budget and the motion passed.**

## **MONTANA STATE LIBRARY TRUST REQUEST:**

This request is for the amount projected to host the annual volunteer appreciation luncheon. With the personnel change, the exact expenditures are not yet available so this request is based on previous projected expenses. The luncheon is the day after the October commission meeting and all commissioners are invited to attend.

**Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to approve the TBL trust request and the motion passed.**

## **MT CATSPAW OVERVIEW:**

CATSPAW stands for cadastral administration through streamlined parcel adjustment workflows. Stu Kirkpatrick gave a brief background why how the Bureau of Land Management's administration of the public land survey system was not adequate for what was needed and why a new system was needed. Working cooperatively, both state and federal agencies and many private groups worked together to get this new system up and going. This is a major part of the GeoInfo work plan because it is a huge project that will eventually cut down on the amount of time spent doing adjustments in the future.

This effort will improve work flows for a lot of agencies and private individuals for the better. The CATSPAW is going to be managed from a user perspective rather than a federal agency perspective with input from a lot of users.

## **MONTANA NATURAL HERITAGE PROGRAM (MNHP) MAPVIEWER APPLICATION OVERVIEW:**

Allan Cox gave a demonstration of the MapViewer which is a map based web application which is written and managed in house. He talked about what was available to the public and what to certain agencies or individuals, how they walk the line between making information available and protecting data of certain species, what people can contribute and what they can't and a lot of the features available. He then demonstrated the basic abilities of the new version of MapViewer. There are a lot more capabilities that are used by those that use it a lot.

## **COMMISSION BYLAWS:**

Commissioners discussed the value of conducting election of officers in April versus the first regular meeting of a fiscal year which is generally August. The bylaws were amended in April of 2013 to change officer election from December to August.

**The commissioners would like their official appointment dates to be on the website.**

**Motion was made by Commissioner Newell and seconded by Commissioner LaFromboise to approve the adoption of the bylaws as amended and the motion passed.**

## **ELECTION OF COMMISSION OFFICERS:**

**Commissioner Roberts, seconded by Commissioner Scheetz, nominated Commissioner Bartow as chair and nominations were closed. Commissioner Bartow will be chair.**

**Commissioner Newell, seconded by Commissioner Bartow, nominated Commissioner Roberts as vice-chair. Commissioner Roberts, seconded by Commissioner LaFromboise, nominated Commissioner Scheetz and nominations were closed. Commissioner Roberts will be vice-chair by a score of five to two.**

**COMMISSION GOALS AND OBJECTIVES:**

The commissioners discussed their work plan as presented.

**Motion was made by Commissioner Scheetz and seconded by Commissioner Newell to accept the work plan as presented and the motion passed.**

**PUBLIC COMMENT:**

There were none received.

**OTHER BUSINESS & ANNOUNCEMENTS:**

There were none.

**ADJOURNMENT:**

**The chairman adjourned the meeting at 1:04 p.m.**

DRAFT