

# DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
10:00 A.M., APRIL 8, 2015  
BOZEMAN, MONTANA  
OR GOTOMEETING**

## **ATTENDEES:**

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

Staff: Ken Adams, Jo Flick, Jessie Goodwin, Evan Hammer, Jemma Hazen, Pam Henley, Jim Kammerer, Stu Kirkpatrick, Amy Marchwick, Sarah McHugh, Lauren McMullen, Alana Mueller-Brunckhorst, Cara Orban, Suzanne Reymer, Jennie Stapp and Marlys Stark.

Visitors: Janeen Brookie, Marlys Lee, Karen Perry and four students from Chester/Inverness schools along with their teacher, two county commissioners and several family members.

**Commissioner Bartow called the meeting to order at 10:00 a.m.**

## **APPROVAL OF MINUTES:**

**Motion was made by Commissioner Newell and seconded by Commissioner Gransbery to approve the February 11, 2015 minutes as presented. Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to amend the proposed minutes to include that Commissioner Roberts reported on the academic library consortium and the motion passed. Original motion was amended to approve the February 11, 2015 minutes as amended and the motion passed.**

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

Staff is using a new format for reporting which is based on their work plans and will include updates at every meeting. The work plans for fiscal year 2016 will be viewed in August and reports will be based on those documents for the rest of the meetings of that fiscal year. This should help make other reports such as those for IMLS easier. The challenge is to report on the impact of the work being done and whether the priorities are being achieved and if not why not and what can be done differently. Reporting must also take into consideration resources available such as staff time.

A survey was conducted as part of the organizational review in order to give every single staff person one last opportunity to weigh in on the themes presented by the consultants. Staff will work with Scott Graber on value stream mapping and with the

digital library process on managing reference requests and whether efficiencies can be gained by adapting or forming teams. An implementation plan is being developed and the budget will be discussed with Kris prior to bringing to the staff and then the commission for final approval. For the time remaining in the contract, Scott will work with Statewide Library Resources (SLR) to identify value stream mapping for that program.

State Librarian Stapp toured several libraries in the north central area and she is working on a story map with Stu for viewing. There are pictures on the facebook page. She discussed the impact on libraries in the Bakken area and there will be a later discussion about the support of the community and local government.

Allan Cox reported in the Natural Heritage Program (NHP) that Andrea Pipp and Karen Coleman made a noxious weeds grant funding request. They were awarded \$20,000 of the \$30,000 requested which was an accomplishment given available funding.

MSL has created a marketing budget this year and Sara Groves has been experimenting with the available types of marketing and what is most cost efficient and effective for the library. One effort is to continue the television marketing that Talking Book Library (TBL) did a year ago and another is working with public radio to promote databases. She is also working with social media advertising with amoebe.

MSL has a contract with Sage Solutions to bring training to some of the federation meetings. This training targets trustees and focusses on succession planning. They present a unique approach which starts with values, missions and goals.

Beth Downs has left Library Information Services (LIS) and Allan Cox has announced his retirement which is set for October 1st. Jennie will be the co-chair of the hiring committee for that position.

## **MSL LEGISLATIVE UPDATE:**

HB2 came out of senate budget claims and will be heard on the senate floor on April 9, 2015. Currently MSL's budget stands at an increase of 1.1% across the board of which the largest increase was fixed costs and the water position. FY17 \$4,000 was added for coal severance tax funds. No updated projected estimates have been adopted.

The Legislature approved increases for administrative fixed costs, Library Services Technology Act (LSTA) authority and Montana Land Information Act (MLIA) fund authority. State aid was approved to move from HB2 to statutory appropriation. FTE have continued to be discussed since MSL would like to have the 1.29 FTE removed previously put back in the budget. So far 10 FTE have been given to the Governor's office to use at his discretion so an appeal for FTE needs to go there. Another global motion addition was a permanent two percent vacancy savings so MSL is looking at an overall six percent reduction in the personal services budget which is close to 2 FTE.

Senator Christine Hoffman will carry amendments to restore the FTE. If that fails, an effort will be made to get more funding to fund the FTE.

Commissioners made comments that building relationships to garner support and librarians blowing their own horns more are valuable now and in the future.

Information on all bills of interest is in the materials. LC2289 to revise library laws was not introduced. MSL and MLA were both proponents on the broadband bill which has been tabled. MSL was an opponent of HB368 which had an automatic sunset date on local voter approved levies. That bill was tabled then amended and is still alive but with libraries exempted through amendments.

HB331 which involved place name changes has been sent to the Governor for signature. The study resolution for lidar has been amended and passed the senate and would require MSL coordination if selected. The Early Edge initiative was removed from HB2. The pay plan bill did not pass but an amendment was done in HB2 for contingency funds.

Commissioner Bartow reported that the Governor's office and Office of Public Instruction (OPI) among others were able to get a grant to help increase preschool education which is an opportunity to talk about successful things that are happening.

## **FY'15 THIRD QUARTER FINANCIAL REPORT:**

LSTA FY'13 projects have been closed so they won't show up on any more reports. Because of vacancy savings within Montana Shared Catalog (MSC) \$25,000 has been moved from personal to operational to align previous expectations. An additional grant from DNRC was received. MLIA funding has changed significantly from previous years with expenditures being higher and collections lower. The land plan budget as approved last December is reduced by \$200,000 from previous land plan budgets to reflect this change. The Commission will recall that the reduction was split between operations and grants. MLIA grant request were lower for FY'16 and the recommendations for grant approval will be brought in June. The remaining coal severance tax funds is due to the up and down of the projections. Cara and NAC will spend out the last of that funding on Tutor.com sessions, Safari Tech books and e-books. MSL has expressed to the Governor's office that they can't manage constantly changing projections throughout the year.

**Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to approve the FY'15 third quarter financial reports as presented and the motion passed.**

## **MLIA GRANT PRESENTATION:**

Four students and their teacher presented on their project called 'Growing Up with GIS' which they accomplishing using their grant award. They gave a brief summary of every

component of the project, what they used and how they accomplished it as well as who they completed it for including mapping the town cemetery, teaching the teachers about geocaching and many more activities. They also talked about possible future projects and how useful they found the materials and GIS. The students had previously presented for MLAC and were going to present for the ESRI education conference also.

## **LSTA FY'15 BUDGET:**

**Motion was made by Commissioner Newell and seconded by Commissioner LaFromboise to approve the LSTA FY'15 budget as presented and the motion passed.**

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

During the March 10 meeting the NAC made the recommendation to delegate any LSTA FY'14 balance to FY'16 OCLC Groups Services Contract.

**Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to accept the recommendations as proposed and the motion passed.**

The NAC also recommended that five new libraries be accepted into MSC. They will be brought in using LSTA FY'15 funds and therefore will be part of that budget recommendation next in the agenda. Some of those libraries have partners that are already in MSC and will consolidate into one system.

**Motion was made by Commissioner Newell and seconded by Commissioner LaFromboise to approve the MSC new libraries and the motion passed.**

Finally the NAC had recommendations for the LSTA FY'15 statewide projects budget. Due to increased costs in operations and the increased cost of the DiscoverIt service which is no longer shared with the MSC, the proposed budget is very streamlined with not much room for additional projects. An anonymous donation was received that covered the other half of the Montana Library2Go hosting fee although other areas of their costs have increased.

Commissioners had several questions and requests. Any cost impact from the sale of OverDrive is still to be determined. Exiting OverDrive would be possible but complicated. Negotiations for content would have to be held with each publisher instead of OverDrive if we left the contract. Libraries do look at the expense for e-books as a collections cost. There are about 50,000 active account users with an average of ten percent usage and about 1,000 new patrons each month. Commissioners would like to see user statistics by where the users are located in the state and they would like to see percentages or numbers by library type for print versus electronic collection usage.

**Motion was made by Commissioner Kish and seconded by Commissioner Roberts to accept the LSTA FY'15 statewide projects budget recommendations as presented and the motion passed.**

## **LIBRARY SERVICES STUDY:**

With the increase in costs for Library Development services and funding remaining the same or decreasing, focus needs to be put towards priorities which will best meet the needs of librarians and users using available resources such as staff time. A task force will be formed to study library development needs and gather input to form recommendations on new and prioritized services. The task force will include representatives from the commission, NAC, federations, library types, junior and senior librarians and as much else to get a strong mix as possible. The task force will decide how to gather needed information and will hold most meetings online although the first meeting will be in person. Commissioner Kish volunteered to be the commission representative to this task force.

## **MSL ORGANIZATIONAL RULES (ADMINISTRATIVE RULE) ADOPTION:**

The rule making process for the organizational rule changes was initiated in order to illicit input on the proposed changes. The comment deadline passed with no comments and at this time the commission can formally adopt the amendments. As part of this update, the organizational chart which is published with the rules was updated and approved by the Governor's office.

**Motion was made by Commissioner LaFromboise and seconded by Member Roberts to adopt the organizational rule amendments as proposed and the motion passed.**

## **DIGITAL LIBRARY USER SURVEY RESULTS:**

Jim Kammerer presented the summary of the results of the digital library user survey. All the information is available to look at. The survey has given them ideas of which direction to focus on. The commission suggested several ideas that LIS might use to help educate possible users on the programs the library can offer.

## **COMMISSION GOALS AND OBJECTIVES:**

MSL designed forms to use at the federation meeting and would like input on how useful they were. What other forms might be developed that would help in accomplishing various duties?

Member Gransbery reported on a story that ran about the federation meeting he attended where the Columbus library director announced that she won the lottery when a local book store closed and donated 40,000 books to Stillwater County.

Commissioner Kish will attend National Library Legislative Day and Commissioner LaFromboise will attend the Research Institute for Public Libraries conference.

## **PUBLIC COMMENT:**

There were none received.

## **OTHER BUSINESS & ANNOUNCEMENTS:**

This is the last meeting for Commissioner Gransbery and his appreciation gift will be sent to him. He spoke briefly about the complexity of libraries and being the gatekeepers of information.

Kate Lewis, the federation coordinator for South Central Federation, is retiring.

## **ADJOURNMENT:**

**The meeting adjourned at 1:51 at which time Karen Archer Perry held a facilitated session with the commissioners and staff on Rising to the Challenge: Re-envisioning Public Libraries.**