

NETWORK ADVISORY COUNCIL (NAC)
Tuesday, March 10, 2015
Helena, Montana

ATTENDEES:

Council Members: Chairman Sarah McHugh, Heidi Sue Adams, Brett Allen online, Gale Bacon, Pamela Benjamin, Barry Brown, MaryKay Bullard, Carly Delsigne, Eva English online, Susan Gregory, Aaron LaFromboise, Kathy Mora, and Doralyn Rossmann.

MSL Staff: Ken Adams, Jennifer Birnel, Cara Orban, Jennie Stapp and Marlys Stark.

Guests: None.

Chairman McHugh called the meeting to order at 9:01 a.m.

APPROVAL OF MINUTES:

A motion was made by Member Bullard and seconded by Member Mora to approve the minutes from the November 11, 2014 meeting as presented and the motion passed.

A motion was made by Member LaFromboise and seconded by Member Rossmann to approve the minutes from the December 17, 2014 meeting as presented and the motion passed.

A motion was made by Member Benjamin and seconded by Member LaFromboise to approve the minutes from the February 18, 2015, 2014 meeting as presented and the motion passed.

A motion was made by Member Delsigne and seconded by Member Bullard to approve the minutes from the February 24, 2015, 2014 meeting as presented and the motion passed with Member LaFromboise abstaining.

STATE LIBRARIAN'S REPORT:

The legislative session is about halfway through with the MSL general fund budget mostly intact although the four percent FTE reduction from the prior session is still in effect. If that remains in effect it would mean a 1.29 FTE reduction for MSL. Funding wouldn't change because a four percent vacancy savings is always in affect but it would reduce actual positions. An exemption for small agencies is the goal for MSL. This funding is through general fund rather than Library Services and Technology Act (LSTA) funds.

A lot of items brought in front of the budget committee are failing on party lines. Discussions are being conducted about how the pay raise from last session was implemented as the negotiated pay raise is currently a point of contention.

The coal severance tax fund (CST) revenue projection is still fluctuating. Staff have expressed to the Governor's office that adjustment can't continue to be made during the fiscal year. It is likely that the next biennium will include revenue reductions, meaning less CST funding.

The budget bill as it stands now would likely be vetoed by the Governor.

MSL did testify in favor of the broadband bill. There were a couple of other bills which MSL were interested in which haven't gone anywhere.

MSL has published a proposed revision to the agency's organizational rule which was very out of date. Although going through the rule process is not required to change an organizational rule, in the spirit of transparency that notice was published. The comment period will last through March 26 and action on the amendment will be taken in the April commission meeting.

The April 8 commission meeting in Bozeman will include a facilitated discussion in the afternoon with Karen Archer Perry who will use the 'Rising to the Challenge' report from the Aspen Institute. That structure will carry over to the next day's workshop. The commission meeting will start at about ten with the work session after lunch. The Conversations with Commissioners MLA session will be on Thursday at 8:30 a.m.

Jim Gransbery will not seek reappointment to the commission. Interested parties should apply in mid-April.

MSL will begin work on a study on how LSTA and CST funding is spent in an effort to gather feedback and ideas on how to better serve patrons.

STATEWIDE PROJECT UPDATES:

Highlights from the presented materials regarding projects that are funded with FY'14 monies include that the 2015 Summer Leadership Institute will be in July. The application process will be available through the Directory after the Montana Library Association (MLA) conference.

It has been decided that Montana Memory Project (MMP) will pay one year of membership to the Mountain West Digital Library in order to allow time to explore other options. The membership fee is a new requirement that MMP can't meet long term. Sara Groves is adding marketing time for MMP including designing a poster.

The OCLC enrollment process will open up a little earlier this year. Enrollment fees will be increased by two percent in FY'16. The enrollment process will be done through the Directory and those libraries already enrolled in FY15 will not have to enroll for another two years. Staff are working on updating the Directory for that process.

Sara has also been working on Montana Shared Catalog (MSC) and Share Your Story marketing.

She has begun to do tentative preplanning for the Ready2Read Rendezvous scheduled for October 9 to 11.

Projectors and speakers for the tablet labs have been purchased. They are smaller and less powerful and therefore intended for smaller groups. A loan policy for the tablet labs is being written which will allow libraries to check them out.

MSC NEW LIBRARY APPLICATIONS:

There were five applications which were screened by staff and two members of the executive board and all five passed the screening. The five applications representing five systems and seven libraries will cost \$33,067 for data migration and mapping. Roundup decided not to migrate their data but to clean it up and input it manually which saves about \$6,000. The applicant list and information specific to each library is found in the materials presented.

FY'14 LSTA STATEWIDE PROJECTS BUDGET UPDATE:

FY'14 funds must be expended by September 30, 2015. The new balance of \$17,268 is due to a few changes including a change in the start dates of temporary employees. Some of the funds listed were approved from previous funding years but weren't paid until this State funding year such as the courier so that necessitated moving the approved funding. There will likely be remaining funds to decide on expenditures in the summer. The MMP will not have another round of digitization grants this year due to timelines being too tight. The courier service funding so far has gone to paying two dollars per stop which is a discount for participating libraries, as well as focusing on trying to expand the courier service area. Also there were several applications received for the grants to attend the American Library Association (ALA) conference and none to attend the Computer in Libraries conference so four grants were awarded for ALA and none for the other which caused a funding shift.

FY'15 LSTA STATEWIDE PROJECTS BUDGET:

The FY15 Grants to States award amount was received in a timely manner and the normal FTE and operational costs of Statewide Library Resources (SLR) are covered by much of this award. In the proposed FY15 LSTA Statewide Projects budget there are some differences that are fairly major this year including that MSC is no longer assisting with DiscoverIt costs and that the OverDrive hosting fee has increased.

MSL is changing the method that staff uses to propose new projects. Staff were asked to complete a form asking several questions, including what goals a proposed project addresses, what the project timeline would be, how it would be marketed and what a detailed budget with spending deadlines would be. There isn't a lot of wiggle room in the proposed budget at this point.

The proposed list is largely based on prior commitments, with descriptions and explanation in the additional NAC materials. MMP has a request for information (RFI) out for ContentDM which will give a better idea of what is available in the future.

Member Bullard said that consideration should be given to contributing more to OCLC to help libraries stay in the system.

Sarah McHugh said that the final list represents in some ways all the primary functions of a library without adding anything new. The possibility of a state employee pay increase is currently making its way through the session and though chances are slim that this will pass, if it does, FY15 LSTA will need to cover that increase. There is no room for additional projects or funding. Final numbers in this regard will be available after the session, and prior to the time this funding needs to be expended, so final decisions of any balance can be made at a later date.

REMAINING FY'14 LSTA STATEWIDE PROJECTS BUDGET:

Motion was made by Member Brown and seconded by Member Bullard to apply the remaining FY'14 LSTA funds to OCLC WorldShare for FY'15 and the motion passed.

FY'15 LSTA STATEWIDE PROJECTS BUDGET:

Motion was made by Member Bacon and seconded by Member Gregory to approve the proposed FY'15 LSTA statewide projects budget and the motion passed.

MSC LONG RANGE STRATEGIC PLAN:

Member Bacon introduced the draft plan. The MSC had grown so much and there were so many changes since the inception that a lot of members were unsure of the background behind the structure of the MSC. The MSC Executive Board discussed the basic framework and intent of a long range plan, and then they created a committee, which Member Bullard chaired, to work on a strategic plan. The plan is organized around state library goals and Member Bacon is very excited by the work that was accomplished. The Executive Board will next appoint a work plan committee. The membership will vote on the long range strategic plan at the spring MSC membership meeting.

NAC ANNUAL RETREAT:

Bozeman was discussed as a location for the July retreat. Retreat items aren't finalized although everyone agreed that the upcoming Library Development study task force findings and focus would be included. A facilitator might be used. Submit ideas of items to discuss. Member Adams would like to see something showing what funding sources are used and what fiscal periods are involved as well as what agencies we compete with for funding and what they use the money for.

The next meeting is May 14. The meeting format has not been determined at this time so it may be in person or via GoToMeeting.

PUBLIC COMMENTS:

There were none received.

ADJOURNMENT:

The meeting adjourned at 1:05 p.m.