

# DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
9:30 A.M., JUNE 23, 2015  
HELENA, MONTANA  
OR GOTOMEETING**

## **ATTENDEES:**

Commissioners: Colet Bartow, Anne Kish, Aaron LaFromboise, Brent Roberts and Anita Scheetz (online). Bruce Newell was excused.

Staff: Ken Adams, Christie Briggs, Meghan Burns, Allan Cox, Jo Flick (online), Jessie Goodwin, Evan Hammer, Stu Kirkpatrick, Martin Landry, Sarah McHugh, Cara Orban, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Brett Allen, Janeen Brookie, Nedra Chandler, Nanette Gilbertson, Scott Graber, Judy Hart, Stephan Licitra (online), Lisa Mecklenberg-Jackson (online), Nancy Schmidt, Debbie Wellman, and Sonja Woods.

**Commissioner Bartow called the meeting to order at 9:33 a.m.**

## **INTRODUCTIONS:**

New commissioners have not been appointed yet. Anita will continue on the commission until those appointments have been made.

Ken introduced Jessie Goodwin as the Shared Catalog Training and Technical Support person.

Stu introduced Meghan Burns as the GIS Analyst that will be working with water and boundaries.

Christie presented Martin Landry with his five year pin which represents his time with Talking Book Library. He has a total of 20 years with the state but had a break in service prior to coming to the library.

## **APPROVAL OF MINUTES:**

**Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the April 8, 2015 minutes as presented and the motion passed.**

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

Reports and summaries are all available on the website. The Triangle Associates wrap-up was provided by Nedra and Scott. The point of the review was to summarize goals,

and pros and cons of the agency in order to choose a new direction if any and to streamline processes more. SLR is working on 'ready reference' tools for staff.

The plans for the digital library reorganization will benefit patrons in that often there were other information resources available but the staff person dealing with the patron wasn't aware of or didn't feel comfortable passing on that information due to the siloed nature of the programs within the digital library so the plan is to have a true digital library with cross training and three work group areas. All will have leads and all will work together in cross functional ways. This will also allow for a career ladder of sorts. Feedback on the proposed plan is being requested at this time and action will be requested when the 2016 budget is approved in August. There will be an internal recruitment process to select the leads. There will essentially be 1 FTE less than the current organizational structure.

New Network Advisory Council (NAC) appointments have been made. Thanks to the outgoing Kathy Mora, Beth Chestnut and Susan Gregory and welcome to Matt Beckstrom, Connie Behe, Mary Kay Bullard, Dana Carmichael, Carly Delsigne, and Joanne Didriksen.

Sirie Smiley is the new education policy advisor.

Lieutenant Governor Angela McLean asked Sara Grove about how she could get more involved with the summer reading program and as a result is going to attend three library events. Sara also prepared talking points for her regarding the importance of reading during the summer and the correlation of reading levels and childhood poverty.

The Education and Local Government Interim Committee has new appointees.

MSL is working with the State Information Technology Services Division (SITSD) to evaluate the move off a state managed enterprise GIS platform to a cloud based platform managed by ESRI. The State Library represents at least 90 to 95 percent of usage of the state platform. All services would be moved to cloud implementation with ESRI. MSL is working with other agencies to test the implementation to understand the usage from a public perspective. The projected costs on the current system were for an increase of 25 percent this fiscal year but usage surpassed that months ago. The cloud system would garner a \$100,000 annual savings based on current usage. Evaluation will continue with the goal to be fully off state enterprise by the end of July.

The Natural Heritage Program (NHP) contract for the next biennium is being completed. The dollar amount remains unchanged as it has since 2011. The main item being scrutinized is IT support for NHP. A hiring committee for the program manager is in place.

Due to a typo that has been in our rules for many years which the ARM bureau just caught, the recent adoption notice has been amended to fix that error. One of the citation numbers was transposed but this does not affect the rule itself.

Montana Land Information Act (MLIA) collections appear to have stabilized at about \$150,000 less than previous year. Stu and Jennie plan to meet with Howard Blattie from MACo to discuss other funding models that may be useful.

\$25,000 was received from USGS to help with the water information work being done.

GeoInfo is receiving an award next month for their work on CATSPA. They were nominated for the Montana award from ESRI but were moved up to the overall award. Stu and Scott will attend for MSL.

NHP received two awards recently. They were presented with the nature service scientific achievement award and the steward award for the wetland and riparian mapping center work.

Carolyn Meier retired at the end of May. She had been with the library since the 1970's.

## **FINAL LEGISLATIVE REVIEW:**

State Librarian Stapp discussed highlights of the summary she had provided. MSL will be absorbing a 1.29 FTE loss which will be done by 1 position in LIS and .25 in accounting. Employees will get a 50 cent per hour raise in January of each fiscal year. Fixed cost increases have been funded. HB331 which was the place names bill was passed and signed which will result in a small increase in work for Gerry Daumiller. HJR7 which is the next generation 911 interim study bill was passed and ranked third so staff will be actively involved in this study. The electronic government advisory council which MSL had a seat on was disbanded in SB220. HB123 requires that executive session minutes be kept. There was a loss in coal severance tax funds so staff will be recommending to the Network Advisory Council (NAC) that the contract for tutor.com is not renewed. Although this is a popular services, it is used primarily by schools and thus isn't widely used enough to keep it when cuts must be made.

## **2015 PAY INCENTIVE DISTRIBUTION STRATEGY:**

There is a small amount of personal services funding left for this fiscal year and so consistent with the pay plan and past action by the commission, Stapp is asking for one time only bonuses for employees which would come in one percent individual performance bonuses for all staff plus an additional half of a percent to Library Information Services (LIS) staff as they have carried the brunt of the staff shortage this year.

**Motion was made by Commissioner Kish and seconded by Commissioner LaFromboise to approve the 2015 pay incentive distribution strategy as presented and the motion passed.**

## **FEDERATION FY'16 PLANS OF SERVICE:**

The coordinators for each federation were present and gave overviews of the plans of service which were submitted. They pointed out the areas they choose to spend the

funds in and discussed the makeup of their federations and their meetings and personnel changes in libraries in their federations. Debbie Wellman will be the new coordinator for Pathfinder Federation replacing outgoing coordinator, Brett Allen.

**Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to approval the plans of service as presented and the motion passed.**

## **COURIER CONTRACT ADMINISTRATION UPDATE:**

The contract term is about half completed and a few libraries have been added. MSL is providing agreed upon items such as limited support, collecting statistics, and helping to grow and encourage use. Current cost is 25 dollars per stop with MSL paying \$2 of that cost plus all of Great Falls' share. The average monthly cost is about \$5,300. The MSL commitment will gradually reduce as Great Falls begins to take over their costs. Libraries have been prompt in providing the request usage statistics. The courier advisory board will hold an online meeting to confirm continuing on the board and then will look at a cost sharing formula in the future.

## **MONTANA SHARED CATALOG (MSC) LONG RANGE STRATEGIC PLAN:**

MSC has been without a plan since the first one was written in 2003 and that one was more a business plan than a strategic plan. A subcommittee of the MSC Executive Board wrote this plan with input from Sarah and Ken. The board reviewed it in April and it was presented to the membership in May at which time it was unanimously approved. This plan is for the membership not staff. Work plans for each year for the membership are currently being worked on and they are hoping to have those finalized by September. All of these documents will be posted on the MSC site.

**Recess at 11:56 a.m. for lunch, reconvene at 12:30 p.m.**

## **LIBRARY SERVICES TECHNOLOGY ACT (LSTA) STATEWIDE PROJECTS BUDGET UPDATE:**

The state employee pay increase has been added and will impact the FY'15 budget as well as future ones.

**Motion by Commissioner LaFromboise and seconded by Commissioner Roberts to approve the updated LSTA statewide projects budget as presented and the motion passed.**

## **LIBRARY DEVELOPMENT STUDY TASK FORCE UPDATE:**

The task force discussed in April has been seated and the first meeting was held. Due to Judy Hart's upcoming retirement, Karla Ritten will be sitting in for her. Siri Smilie will also join. The next meeting is July 13. Susan Gregory had agreed to chair but had to decline after some reassessment so the chair has not been finalized yet. It is important to keep the task force independent in order to get better results.

## **MONTANA LAND INFORMATION ACT FY'16 GRANT RECOMMENDATIONS:**

There were not a lot of requests this year and they all scored fairly high which is unusual. The amount requested is \$157,000 which is within the amount the land plan proposed and is a good figure based on current collections. The Montana Land Information Advisory Council (MLIAC) did approve these grant requests.

**Motion by Member Roberts and seconded by Member Kish to approve the grants as recommended and the motion passed.**

## **MONTANA TALKING BOOK LIBRARY DRAFT LOAN POLICY REVIEW:**

Christie Briggs anticipates cutting of cassette distribution in January 2016 so this policy is in anticipation of that change. It replaces the two separate policies for cassettes and disks. It does not refer to any specific format and has one loan time instead of varying lengths per type. Approval will be requested in August.

## **COMMISSION GOALS AND OBJECTIVES:**

Commission members were to look at the current work plan and identify additional action items that individual commissioners can take responsibility for. Some items were discussed during the meeting and additional items can be submitted to Jennie for preparation of the work plan for approval. Receiving information on DiscoverIt content, digital atlas training, broadband information, added interim committee meetings to calendars and setting explicit goals were all items discussed by the commissioners. Commissioners also wanted to keep the state librarian evaluation on the work plan for an annual review and to begin working on the strategic planning process.

Commissioner Anne Kish reported on her attendance at the National Library Legislative Day in Washington D.C. this year. She said that American Library Association (ALA) training priorities may not match up with Montana goals. She felt that it would have been better if it could have been worked out to meet with the legislatures first and then their policy advisors. For this trip, the Montana library representatives met with Senators Daines and Tester at their Wednesday morning coffee meeting but met with their staffers the day earlier.

Commissioner LaFromboise attended two federation meetings and reported that the professional development training is very helpful. She will attend the Research Institute for Public Libraries (RIPL) meeting and report on that in October.

Chairman Bartow was able to attend when NHP received their awards and she reported that it was a nice ceremony.

Included in the materials shared were notes that Karen Perry prepared about the Aspen Report sessions conducted in April. Stapp met with Perry and one of the authors of the report while she was in Washington, DC for the Schools, Health, and Libraries Broadband Coalition (SHLB) conference. A presentation on the report may be done at Mountain Plains Library Association (MPLA) conference.

For the Kalispell meeting in August, commissioners will visit libraries while traveling and while there. New appointments to the commission should be done by then.

## **PUBLIC COMMENT:**

There were none received.

## **OTHER BUSINESS & ANNOUNCEMENTS:**

There was none presented.

## **STATE LIBRARIAN PERFORMANCE APPRAISAL PROCESS:**

**Due to privacy concerns, the commission chair chose to close the meeting for an executive session at 1:30 p.m.**

Electronic copies of executive session minutes are kept on the personnel drive. Print copies of the minutes may be requested by authorized persons in accordance with MCA 2-3-212.

**Executive session closed at 2:13 and the public meeting was called back in session.**

**Motion was made by Commissioner Scheetz and seconded by Commissioner LaFromboise to direct the chair to write a positive letter of recommendation and support for the prior year and the motion passed.**

## **ADJOURNMENT:**

**The meeting adjourned at 2:14 at which time commissioner members met with staff members in an ice cream social event.**