

DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:00 A.M., AUGUST 12, 2015
KALISPELL, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Colet Bartow, Connie Eissinger, Anne Kish (online), Aaron LaFromboise, Bruce Newell (online), Brent Roberts and Ken Wall.

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

Visitors: Connie Behe and Kim Crowley.

Commissioner Bartow called the meeting to order at 9:08 a.m.

Due to technical issues, the meeting was not broadcast via GoToMeeting as planned. The toll free conference call number was posted to the website and provided to the two commissioners who had planned to attend online.

INTRODUCTIONS:

New commissioners Connie Eissinger and Ken Wall were both in attendance and introduced themselves at the beginning of the meeting.

APPROVAL OF MINUTES:

Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the June 23, 2015 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

Commissioners Eissinger and Wall have both attended an orientation. Thanks to outgoing commissioner Anita Scheetz.

Due to the reorganization of the digital library, work plans will be reviewed in October instead of at this meeting.

The Tutor.com contract that supports HomeworkMT will be eliminated due to the coal tax funds decrease.

Jennie Stapp, Sarah McHugh and Commissioner LaFromboise attended the Research Institute for Public Libraries conference in Colorado. They discussed needs assessment to inform library service outcomes and the data needs to evaluate how libraries support the services and achieve those outcomes. The conference did not

address an initial agreement for what outcomes should look like in all libraries in the country.

Lieutenant Governor McLean expressed an interest in supporting summer reading and attended three events at different libraries. Montana has been chosen as one of the states to participate in the Supercharged Storytime, a project of OCLC and the University of Washington ISchool. The goal of the program is to help educate librarians on how to align their storytime activities with state early learning standards. Libraries interested in participating should contact Sara Groves. Support and training will be provided.

Regarding broadband, the key industry network held a final information gathering meeting in July and will make formal recommendations in September or October. The Governor's office was approached by the education super highway which works to increase connectivity in schools. State Librarian Stapp has been asked to sit on the connectivity work group.

MSL has frequently made use of the temporary services contract through the state for staff support that relies on one time only money for special projects. Temps have been hired for Montana Memory Project (MMP) often for as long as year at a time. The affordable care act has caused a review in this contract and a three month or 480 hour term limit which has always been part of the contract is now being enforced. This enforcement will affect procedures in the future since it closes options. MMP had a temporary employee who was supposed to work through the end of September who had to end the contract in June. This freed up some LSTA funds.

There were six applications received for the Montana Natural Heritage Program (MTNHP) lead position. Interviews are being scheduled for August or early September with Bryce Maxell who is currently with NHP and Robert Godfried who has worked for three difference heritage program programs throughout the country and is currently with the Texas program.

State GIS Coordinator Stu Kirkpatrick has announced his retirement for the end of December. This position likely won't be filled until FY'17.

After evaluating ESRI cloud based options for managing GIS web services MSL has signed a task order and memo of understanding with the State Information Technology Services Division (SITSD) and the Governor's Budget Office to move our GIS services to that platform. This move should be in place by the first of September. Gerry Daumiller will receive the Governor's Award for Excellence at the end of September.

Broadband is an emphasis for Jennie this year and both Suzanne and Jennie will look for other channels to bring it forward. The Chief Officers of State Library Agencies and the American Library Association are partnering on a program they are calling LEAP (library e-rate assessment and planning). Jennie will sit on the advisory board to look for best practices for e-rate for five states. Those best practices will then be shared across the country.

MSL MANAGERS FISCAL YEAR '16 PROPOSED WORK PLAN PRIORITIES:

The three managers each outlined what their groups would be identifying as priorities for the upcoming work plans.

For the digital library, the reorganization will take up a lot of time and funding options will also be important. For IT, storage is an issue with the current storage area network going out of warrant in October of 2016 so other options will be researched. SITSD policies will become important in choosing these options as they have made it clear that they prefer agencies to use their services and yet the costs are prohibitive. Funding will also be an important item. Security and continuity are carryovers from previous work plans. These concerns remain challenging due to lack of resources and changing SITSD policies. They follow the National Institute for Standards and Technology cybersecurity framework which includes approximately 600 security standards which must be met to be considered secure. No agency meets all the standards nor is it feasible. The hope is to focus on prioritizing the most critical standards with better guidance from SITSD.

Statewide library resources will be impacted by recommendations by the task force but overall will improve internal communications and projects discussions and work on the website to make it more user friendly. Staff will continue to address the succession landscape such as providing new director training and board support.

Access and platforms will be a focus. The Montana Memory Project is about to launch a request for proposal to look at software. The Historical Society is leading an effort to identify a new platform for newspaper content. They will be looking into becoming a direct hub of the Digital Public Library of America. MontanaLibrary2Go will look into alternatives to the current vendor Overdrive and a group of people will be identified to assist in acquiring content for MontanaLibrary2Go Local. The Montana Shared Catalog is continuing their policy cleanup and streamlining and should be done this year. They will evaluate their server platform and the option of going to other types of services. Task forces or other groups to study several issues are under discussion. The Talking Book Library is replacing their circulation manager and continue to learn and use the new Hindenburg recording software. They will continue to research possibilities for a new recording booth. The movement from cassette and the expansion of the digital Braille and Audio Reading Download programs will continue.

Central services will spend a lot of time on the transition in the new reorganization of the digital library. There will be a legislative audit in the next six months on fiscal years 14 and 15. A vendor-based service for collecting public library statistics is being evaluated. Work will continue to streamline employee recruitment using the State's new human resources system, reviewing commission polices and staff handbooks in the hope of discarding some and the new executive planning process (EPP) begins in January with a new budgeting system.

FY'15 MONTANA STATE LIBRARY CLOSING BUDGET:

This report represents the closeout of the last fiscal year. Changes to note are the increase to the MontanaLibrary2go budget due to bigger donations to fund content coming in at the end of the year. This is the last budget for this program as financial responsibility has been moved to Overdrive. Funds with continuing budget authority including MSC and Montana Land Information Act funds will be moved to the 1st quarter financial report.

Motion by Commissioner Kish and seconded by Commissioner Newell to approve the FY'15 closing budget as presented and the motion passed.

FY'16 MONTANA STATE LIBRARY OPENING BUDGET:

This budget represents the opening MSL budget as approved in HB2 and HB13, statutory appropriations and propriety funds and includes the four percent FTE reduction, coal severance tax reduction, the new water information manager position and the reorganization. Other items such as ongoing authority and grants and contracts will be added in the first quarter report.

Motion was made by Commissioner Roberts and seconded by Commissioner Eissinger to approve the FY'16 opening budget as presented and the motion passed.

LIBRARY DEVELOPMENT STUDY TASK FORCE UPDATE:

The task force was seated in May and is chaired by Bill Cochran. They held a couple of preliminary information meetings so they could better understand the services of the Statewide Library Resources Division and their charge. A subcommittee chaired by KellyAnne Terry is working on listening session questions which will also be used for the survey. Listening sessions have been scheduled throughout the fall in venues that include federation meetings, the fall workshop and others. Draft recommendations will be submitted to the commission in December.

LIBRARY SERVICES TECHNOLOGY ACT (LSTA) FY'14 STATEWIDE PROJECTS BUDGET UPDATE:

Recommendations by the Network Advisory Council (NAC) for final expenditures of the federal money which needs to be expended by the end of September have been submitted to the commission. Specifically, the NAC recommends spending \$15,000 to replace a laptop training lab. The remaining balance should be spent on content for MontanaLibrary2Go.

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

TABLET TRAINING LAB USE POLICY REVIEW:

Two table training labs were purchased and this policy is designed to govern their usage. The policy is modeled after the laptop lab policy. The policy is presented for review and suggested edits and action will be requested next meeting. No edits were suggested.

LIBRARIES AND THE MAKER MOVEMENTS:

Cara Orban gave a very thorough overview of the project to the commissioners including observations and comments from users. The six kits circulate about every eight to 10 weeks and at this point the federations have agreed to each be responsible for a kit with longer hosting periods.

MONTANA STATE LIBRARY TRUST REQUEST:

TBL is asking for an estimated expenditure of \$3,500 for their annual volunteer luncheon to be held Thursday, October 15 in Helena and of course all commissioners are encouraged to attend.

Motion by Commissioner Kish and seconded by Commissioner LaFromboise to approve the request for \$3,500 for the volunteer luncheon and the motion passed.

MONTANA TALKING BOOK LIBRARY LOAN POLICY REVIEW:

The policy was reviewed last meeting and with no changes the commissioners are asked to approve it as presented.

Motion by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the TBL Loan Policy as presented and the motion passed.

COMMISSION BYLAWS:

The bylaws are reviewed annually and no recommended changes have been identified at this time.

Motion by Commissioner Newell and seconded by Commissioner Wall to approve the bylaws as stated and the motion passed.

ELECTION OF COMMISSION OFFICERS:

Commissioner Roberts nominated Commissioner Bartow as chair and nominations were closed. Commissioner Bartow will be chair.

Commissioner Kish nominated Commissioner Kish as vice-chair and nominations were closed. Commissioner Kish will be vice-chair.

COMMISSION GOALS AND OBJECTIVES:

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Motion by Commissioner Eissinger and seconded by Commissioner Roberts to amend the October meeting date to October 13 and the motion passed.

The FY'16 commission work plan was reviewed and a few items were identified to add to the plan. **Motion was made to approve the work plan as amended and the motion passed.**

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS & ANNOUNCEMENTS:

There was none presented.

ADJOURNMENT:

The meeting adjourned at 12:14 p.m.

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