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**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., JUNE 8, 2016
HELENA, MONTANA
OR GOTOMEETING**

ATTENDEES:

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

Staff: Troy Blandford, Christie Briggs, Bobbi deMontigny, Jo Flick (online), Jo Genzlinger, Jessie Goodwin, Evan Hammer, Pam Henley, Amy Marchwick, Sarah McHugh, Lauren McMullen, Cara Orban, Suzanne Reymer (online), Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Pamela Benjamin (online), Honore Bray, Janeen Brookie, John Finn, Nanette Gilbertson, Nancy Schmidt, Marilyn Trosper, Debbie Wellman and Sonja Woods.

Vice-Chair Kish called the meeting to order at 9:30 a.m.

Jessie Goodwin introduced Bobbi deMontigny in her new position as the Montana Shared Catalog trainer.

Three employees were presented with five-year longevity pins: Jo Genzlinger presented by Evan Hammer, Jo Flick presented by Sarah McHugh and Amy Marchwick presented by Jessie Goodwin. Two employees were presented with ten-year pins: Lauren McMullen by Sarah McHugh and Troy Blandford by Evan Hammer.

One change was announced to the agenda. The trust request will be postponed until August as no satisfactory responses were received to the request for proposal (RFP).

APPROVAL OF MINUTES:

Motion was made by Commissioner Roberts and seconded by Commissioner Newell to approve the April 6, 2016 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

At the May meeting, the decision was made to not fund the database contract any longer so the EBSCO contract will not be renewed at the end of August. A lot of feedback has been received including a Billings Gazette article and ongoing press. Jennie anticipates questions from the Legislative interim committee meetings next week. Colet Bartow and Jennie put out a statement after the meeting and produced a document with talking points, history, and timeline of database funding so staff are well

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prepared to answer questions and communicate answers. They reached out to the legislative and fiscal analysts so they also had the information they needed. Indications have been that some libraries might have funding to put towards some kind of database agreement or package. After the April meeting, MSL had been in conversations with TRAILS to negotiate a database suite. MSL has also been made aware of free databases and free federal information. Colet and Jennie are envisioning a 'hackathon' where librarians can come together to cobble something to replace the EBSCO contract.

Comments from the commissioners included that this is a wonderful opportunity to reinvent, that this isn't a unique situation and many states are facing this problem so this is an opportunity to become leaders, although there was some negative feedback, there was also positive feedback because some teachers weren't using the databases and they spent a lot of time teaching students to use a specific interface instead of teaching them how to search, that there are many options available to explore.

The budget office is also looking at replacement funding. How replacement funds may be made available will be considered in context with the larger legislative budget.

MSL has had a pilot texting program in place for the past school year that targets parents and care givers of four year olds by regular texts to encourage early literacy skills. They receive three texts a week. Salt Lake City Library Public Library has asked if they could have copies of all the texts to translate into Spanish so now subscribers have the option of English or Spanish. An evaluation of the impact of the service is currently being conducted with over fifty percent having responded as of last week.

An Executive Order entitled Information Technology Convergence has been issued that mandates that the state data center be used for all servers and data storage for executive state government agencies. MSL is well positioned to respond to that order and will be among the first to finish migrating. The projected costs appear minimal at about 10 to 15 thousand over what is currently being paid to SITSD. The MSL virtual server environment will continue on a dedicated platform at the data center. There are a number of benefits to the migration including better connectivity and the Miles City replication. MSL will not plan to migrate the Montana Shared Catalog (MSC) Server environment at this time. The MSC is evaluating a hosted service through SirsiDynix. The outcome of that evaluation will determine the infrastructure for that service in the future Although there might be a few challenges, overall it should provide better service.

Talking Book Library (TBL) has hired a new readers' advisor, Glenda "GG" Waldburger, who will begin work at the end of the month. Scott Story has accepted a different position and staff are currently screening applications for his replacement. Interviews have been scheduled for the GIS Coordinator position. There were over 40 applicants. Screening for the outreach position begins next week. Cara Orban has accepted a lead position in SLR and will supervise the new position as well as the MMP and MSC directors.

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The evaluation period in the five year planning process for IMLS is close. IMLS has strict guidelines for that process and MSL will be conducting limited solicitation for a consultant to do the evaluation. The goal is to have the contract signed by the first part of August.

The energy and telecommunications interim committee has drafted legislation for Next Gen 911 and are seeking comment through June 17. This legislation was informed by two bodies that MSL staff has sat on, the 911 advisory council and the work group for the committee. The report specifically cites GIS as integral to Next Gen 911.

TBL has produced a recording voiced by Charlie Briggs of the Montana Constitution which is available to all Montanans. The effort was supported and publicized by the Secretary of State. Congratulations to Christie Briggs and Charlie.

FISCAL YEAR END WORK PLAN REPORTS:

The three managers briefly mentioned highlights, accomplishments and goals of their program reports for the year.

Evan Hammer spoke on the Digital Library with the reorganization being dominate this year. The process and results have mostly been positive but there is still work to do. The three open lead positions in information management, information products and user services have made it more challenging. Kudos to Troy Blandford, Michael Fashoway and Jim Kammerer for stepping up in their role as leads.

Contract work for Bureau of Land Management has been a highlight and was completed in January. The next steps are to adjust boundary and parcel data. Staff are working with Wyoming staff on that border.

The final two counties address point collection is complete so MSL has a true statewide address data base which is critical for 911. The next process is to go through and evaluate and determine the accuracy of those points.

Evan is excited to see where water information is going and that they have been able to make real strides. Troy is taking a dual focus including improving tools to submit requests for change and exploring other ways to improve the overall quality of the dataset. He commented that Gerry Daumiller and Bob Holliday get a lot done.

ESRI has implemented improvements that standard users can work with.

Certain areas of the state were not collected during the NAIP 2015 collection due to smoke and snow. NAIP 2015 is the fifth orthoimagery dataset that we make available and all will be up in managed services. They hope to supplement that with the late 90s and early 2000s black and white orthoimagery so there will be 15 years of data.

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User Services staff of Karen Dimmitt, Jo Genzlinger, Diane Papineau and Jim Kammerer have really stepped up to be sure the day to day library work gets accomplished.

Several items not accomplished will mostly carry over to the next fiscal year with the top priorities moving forward being the request management and tracking tool and the staff cross training of library to GIS.

Sarah McHugh summarized the SLR programs. She discussed improved cost share formulas for MontanaLibrary2Go and the Courier which she hopes will pave the way forward. The shareable downloadable content of MSL has had input in a national pilot. There are new collections in MMP which is becoming a direct service hub of the Digital Public Library of America. MSC is in full compliance with the new metadata standards and the policy work is almost completed so that the work to add a new library is reduced. Training has been focused on succession planning for trustees. A Mentoring program for librarians developed in partnership with the Montana Library Association has potential. The SLR portal (website) is a highlight of the year. There were TBL challenges with Christie being out but the TBL staff really stepped up. Programs have been working on end of year work plans and there are many items in the report that will continue into the next fiscal year.

Kris Schmitz reported for Central Services which really provides backup for all other programs. The accounting tech position was dropped to half time at the beginning of the year and it took time to adjust out how to realign the work. Colleen Hamer was trained as a backup to Carol Churchill to maintain internal controls. Kris expressed thanks to Carol for being positive about the reduction and staying on board. Human resources and financial did all the change for the reorganization such as restructuring the orgs/expenditures for new categories, creating new lead positions, changes in reporting, training on time sheets and so on. There is still work to be done but progress has been made.

She just finished the legislative finance compliance audit which never gets easier and are a lot of work. Should get the audit report sometime after the end of the following week.

She is also providing information to the Legislative Audit Division as part of a statewide performance audit which is looking at the Broadband Pay Plan policies and structures. - Staff are working on rewriting the directory which is a lot of work for Colleen so thanks to her for her input and hard work. EPP work has also been ongoing. Recruiting has been very busy the last couple months so thanks to Marlys Stark for her work on that. Managers and supervisors have a lot of work to make sure everything is turned in on time. Kris is working on the 2019 biennium process. The budget should be developed and turned in to the Governor by the end of August. This is a snapshot year so the books will be closed in July and used for that. Policy work is just being the review with the commission.

Most work is ongoing and will continue into the following year.

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COMMISSION POLICY REVIEW:

For this commission meeting, Kris is bringing seven policies which are recommended for deletion as they are no longer needed as supplements for the state policies.

Motion was made by Commissioner Newell and seconded by Member LaFromboise to adopt the recommendations to remove these seven policies and the motion passed.

Staff try to bring the broadband pay plan policy every year for review but changes aren't always recommended. This year there is one change recommended, on page five it is recommended to add 'under progressive discipline'. An update to the appendix is also recommended with changes based on the state market analysis. MSL has a couple of exceptions because we can't pay the range so the interagency pay tool is then used.

Motion was made by Commissioner Eissinger and seconded by Commissioner Wall to approve the broadband pay plan policy update as recommended and the motion passed.

2016 PAY INCENTIVE DISTRIBUTION STRATEGY:

Due to the many vacancies and the contract work in the digital library, there is funding that can be used in compliance with the broadband pay plan to recognize staff through bonuses. The recommended amounts are for staff that are underpaid by the pay plan and for those that have been in areas that have really been stepping up. After these recommended bonuses are paid out, about \$34,000 will revert to the general fund.

Motion was made by Commissioner Newell and seconded by Commissioner Roberts to accept the recommendations made and the motion passed.

FEDERATION FY'17 PLANS OF SERVICE:

All federations were represented by their coordinators. Each coordinator pointed out highlights of their plans from the written report.

John Finn reported on Broad Valleys, Janeen Brookie for Golden Plains, Debbie Wellman for Pathfinder, Sonja Woods for Sagebrush, Nancy Schmidt for South Central, and Honore Bray for Tamarack. At Broad Valleys meeting, all libraries had representation this year. Also their bylaws were changed to allow another library to be the coordinator but the vote kept Lewis and Clark Library. Tamarack had one library that didn't attend any meetings although their bylaws state they must attend at least one so they won't be include in the funding disbursement next year.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Eissinger to approve the plans of service for the federations as presented and the motion passed.

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Meeting was recessed for lunch at 12:38 p.m. Reconvened at 1:17 p.m.

COURIER FUNDING PROPOSAL TO THE MSC:

Forty percent of MSC libraries have no access to courier which means it is hard to be a part of a sharing group. The pilot is exploring other ways to make sharing more affordable including cost sharing. They are also identifying gaps and how to fill them. The pilot shipping costs are mostly coming from MSC with some from Library Services Technology Act funds. The budget for all the courier program is between \$200,000 and \$500,000.

COMMISSION GOALS AND OBJECTIVES:

Commissioner Eissinger reported on her attendance of the National Library Legislative Day. She said there were a lot of good speakers. One item she learned is that there is legislation that have made libraries part of the workforce investment system and have a relationship with the National Association of Counties which provides lot of opportunities for collaboration. She suggests that job training in libraries should come with some funding.

Commissioner Wall attended the Tamarack Federation meeting and got a lot out of it. He said there were really great in depth discussion on topics he doesn't usually think of. The group was smaller so he learned more than in the fall workshop. He also attended a tribal round table on broadband that Senator Tester held which was a follow up to a meeting the Federal Communications Commission had with tribal representatives in September.

Commissioner LaFromboise attended two federation meetings. The Pathfinder seems to be growing every year. She reported that the first session at Tamarack was on how to handle sticky situations and she was late so walked in on a guy yelling! It was a very good session.

Commissioner Kish attended some 'meet the candidate' forums which was an opportunity to get to know people that might be in office.

Commissioner Eissinger went to Golden Plains which appears to be a close group. She was amazed at what is done in some of the libraries. She felt Scobey was very innovative.

Commissioner Roberts attended the South Central Federation meeting.

Commissioner LaFromboise will have a reception in Browning the evening before the August meeting in Cut Bank.

OTHER BUSINESS/ANNOUNCEMENTS:

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There was none reported.

PUBLIC COMMENT:

There was none received.

STATE LIBRARIAN PERFORMANCE APPRAISAL PROCESS:

Due to privacy concerns, the commission chair chose to close the meeting for an executive session at 2:12 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 3:00 and the public meeting was called back in session.

The commission directed the chair to finalize the performance appraisal form from FY'16 for signature. They further directed the State Librarians to edit her suggested appraisal goals for FY'17 based on their notes.

ADJOURNMENT:

The meeting adjourned at 3:02 p.m.