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**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., DECEMBER 14, 2016
HELENA, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Chairman Bruce Newell, Kenning Arlitsch, Colet Bartow, Connie Eissinger, Anne Kish, Aaron LaFromboise online, and Ken Wall

Staff: Jennifer Birnel online, Troy Blandford, Christie Briggs, Eve Byron online, Tracy Cook, Jessica Edwards, Erin Fashoway, Evan Hammer, Duane Lund, Cara Orban, Kris Schmitz, Jennie Stapp, Marlys Stark, and GG Waldburger.

Visitors: Pamela Benjamin online, John Finn, Sonia Gavin, Nanette Gilbertson, and Siri Smillie.

Chairman Newell called the meeting to order at 9:31 a.m.

The newest Talking Book Library (TBL) staff member, Readers' Advisor Glenda (GG) Waldburger was introduced by Christie Briggs.

Jennifer Birnel was present online in order to receive her five-year longevity pin from Cara Orban. Erin Fashoway received a 10-year pin from Evan Hammer who in turn received his 10-year pin from Jennie Stapp. Carol Churchill was unable to attend but will be receiving a 25-year longevity pin from Kris Schmitz. Duane Lund also received a 25-year longevity pin from Evan Hammer.

APPROVAL OF MINUTES:

Motion was made by Commissioner Eissinger and seconded by Commissioner Wall to approve the minutes of October 12, 2016 as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

Dr. Anthony Chow has been to Montana twice to perform his information gathering work on the Library Services Technology Act (LSTA) five-year plan evaluation. He has met with staff, commission, and Network Advisory Council (NAC) representatives here at the library and has been in the field to meet with librarians. He is also conducting an online survey to gather feedback from librarians and patrons. Dr. Chow anticipates that the draft report will be ready by February 1 so the draft should be in the February materials review.

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The evaluation is the first step of the upcoming Institute of Museum and Library Services (IMLS) LSTA five-year planning process.

Senator Jon Tester will be the co-sponsor for the IMLS reauthorization, which should move through this Congressional session.

The project to install the second TBL sound booth, previously approved by the commission, has been delayed. A review of the schematics by a new architect revealed that the booth was not wheelchair accessible and, therefore not in compliance with the American with Disabilities Act. To increase the size of the modular booth will increase the booth cost by about \$4,500, an amount that is within the original budget approved by the Commission. However, the new timeline will require the State's General Services Division to bid out the necessary construction work rather than doing the work in-house. Staff will have more information about the costs of a bid at the February meeting and may need to make an additional request for funds from the Trust to complete the necessary work. Staff is cognizant that this project significantly reduces the amount of funds available in the trust.

Gerry Daumiller, hired as the first GIS Analyst for the Natural Resource Information System in the late 80s, has retired. He will continue his work on the Montana Association of Geographic Information Professionals (MAGIP) board.

Items of MSL interest in the upcoming legislative session include House Bill 61, the bill to implement next generation 9-1-1. The public safety services bureau and the 9-1-1 advisory council would plan the use of 9-1-1 funding.

A bill draft exists entitled 'generally revise library laws' which the drafter says she is keeping open as a placeholder. There are other pieces of legislation naming the library to watch but affect seems minimal to the library. An example of this would be a bureau of mines bill to start a surface water advisory committee. MSL staff will be monitoring all bill drafts, currently nearing 2,200, for anything that might affect their work and the communities we serve.

January 18 will be the library legislative night and MSL has requested that they hold the budget hearing on that date.

Representative Garner is carrying the legislation to extend the sunset date for the statutory appropriation for public library state aid. MSL will share the number after it is introduced.

MSL has drafted legislative talking points for libraries to use with their legislators and other interested parties. The legislative snapshot will be updated frequently this session. MSL staff will be preparing briefing sheets and folios for each legislator and then weekly briefing sheets from then on.

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GOVERNOR'S OFFICE LEGISLATIVE AGENDA:

Siri Smillie, Governor's Education Policy Advisor, reviewed the Governor's agenda for the upcoming legislative session. She commented on the commission's strategic framework and said it was very beneficial. The Governor's legislative plan is to live within our means and retain the rainy day fund. She identified six main priorities:

- 1.) Fiscal responsibility, including building the rainy day fund;
- 2.) Infrastructure investment, including schools and long-term solutions to funding infrastructure;
- 3.) Job creation and business incentives, including apprenticeship programs;
- 4.) Educational opportunity, including early childhood grants, quality childcare, timber for technology funds dedicated for a limited time to the broadband infrastructure and more;
- 5.) Tax fairness for businesses; and
- 6.) Caring for Montana families, including keeping seniors in their homes, suicide prevention, child and family services and more.

She summed up by stating it will be a challenging biennium.

MONTANA LIBRARY ASSOCIATION (MLA) LEGISLATIVE AGENDA:

John Finn and Nanette Gilbertson represented MLA. They feel that the MLA and MSL relationship is like no other as it is very collaborative and coordinate well with excellent communication and priorities aligned.

LC0824, MSL's state aid funding bill, sponsored by Representative Garner, is the number one priority of MLA. MSL has developed tools to tell stories of what the funding does for communities. John wrote an article for libraries to put in their local papers. MLA presented at the local government interim committee along with several library representatives that gave great presentations.

The second MLA priority is supporting the MSL budget and their third priority is to keep an eye on policy decisions that might affect libraries in regards to privacy, intellectual grounds, censorship, tax levies and so on.

A professional photographer will take the read poster pictures for the legislative night.

LAWS (LEGISLATIVE LOOK UP BILLS INFORMATION) PRIMER:

Sonia Gain, Legislative Reference Librarian, gave a tutorial on how to negotiate the LAWS website to monitor legislative bills and encouraged people to call her with questions.

2019 GOVERNOR'S EXECUTIVE BUDGET REDUCTION PLAN:

Staff is requesting approval of the proposed reduction plan. The proposed Governor's budget is the beginning point for the legislative session and includes a five percent

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across the board reduction in agency operating dollars. Legislative action will likely change the budget in the coming months but staff will use the proposed reduction plan as guidance when discussing the impacts of the proposed cuts. Importantly, this plan does not change our current budget.

Motion was made by Commission Kish and seconded by Commissioner Bartow, to approve the reduction plan as proposed. Commissioner Arlitsch proposed an amendment to the motion to include a statement of concern with the idea of further reductions and tying more MSL services to Coal Severance Tax monies. Commissioners Kish and Bartow were okay with the amendment and the amended motion passed.

Meeting recessed for lunch at 12:01 p.m. Reconvened at 12:20 p.m.

NAC REPORT:

The bulk of the meeting was about choosing library development task force recommendations to focus on and to set up small groups to look at goals and impacts and so on. There was a small amount of FY'16 funding remaining approved to apply to the training budget.

POLICY REVIEW:

Staff proposed updates to three policies. Staff requested edits or comments now and will request action to approve the updated policies in February. The first two policies pertain to employees and the third policy pertains to patrons.

The draft Telework Policy removes the requirement that employees work at MSL for one year prior to teleworking. This change is necessary because the current restriction is not practical for MSL given our reliance on remote staff. There are currently six positions that telework and are advertised as telework. The commission offered no comments.

The Drug & Alcohol Free Workplace Policy is primarily a format update with alcohol added to clarify that it is included. The commission offered no comments.

The Code of Conduct replaces the Disruptive Patron policy. The goal will be to post this in a public area so reformatting seems beneficial. This is a list of a variety of behaviors expected or prohibited rather than just referencing violent or inappropriate behaviors.

The commission felt that the tone seemed negative and asked for rewording and attorney review prior to approval. They commented on items such as 'no food' and asked for reasoning.

FY'18/'19 MONTANA LAND PLAN:

The council would like to focus on a two-year cycle planning cycle that better accommodates the granting cycle, which will result in a more data driven plan. This

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plan is a first attempt at revising the cycle. The granting priorities remain the same. Staff updated the budget and changed the timeline slightly. In the future, the staff plan to shift the timeline of the planning process to better accommodate the budget process for local jurisdictions. Grant awards will be announced sooner in the year even though the grants will still be awarded based on the fiscal year.

Motion was made by Commissioner Bartow and seconded by Commissioner Arlitsch to approve the land plan as presented and the motion passed.

MONTANA LAND INFORMATION ACT (MLIA) LEGISLATIVE REPORT:

Statute requires that MSL present an MLIA report to the Legislature. Staff are excited to have exchanged the traditional text based report for one that uses a story map.

Motion was made by Commissioner Eissinger and seconded by Commissioner Kish to approve the report to go to the legislature. Commissioner Wall will suggest some presentation changes that will not change the report substance. The motion passed.

MONTANA STATE LIBRARY STRATEGIC FRAMEWORK:

The commission has been working on a strategic framework for most of this year. The goal is to have an impact driven plan with input from various interested parties. This is the final draft for the commission to approve.

Motion was made by Commissioner Eissinger and seconded by Commissioner Bartow to accept the plan as presented and the motion was passed.

The commission will form task forces to review reporting and funding with a first look report in February and a progress report in June. The funding strategy group will consist of **Commissioners Newell, Eissinger and Kish** and will look at how much is needed and discuss ideas of where and how to come up with funding. The reporting group will consist of **Commissioners Wall, Arlitsch, LaFromboise and Bartow** and they will look at reporting mechanisms that correlate to the framework and are impact and data driven with the ultimate goal of less staff work and better information. The commission will also continually review the framework.

COMMISSION GOALS AND OBJECTIVES:

The proposed 2017 meeting dates are February 8, March 29, June 14, August 9, October 11 and December 13. The March meeting will be in conjunction with the MLA conference in Billings and there might be an online LSTA planning meeting and/or legislative meeting.

Motion was made by Commissioner Wall and seconded by Commissioner Eissinger to accept the 2017 meeting dates as presented and the motion passed

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with Commissioner Bartow recusing herself, as she does not know if she will be the designee.

PUBLIC COMMENT:

There was none received.

OTHER BUSINESS/ANNOUNCEMENTS:

The OPI launched a new online information resource called Montana Teach on December 13, 2016. This resource idea came out of the hackathon held earlier this year. The website surfaces the best of Montana's information resources for teachers and students as well as the public. Montana Teach was created through a partnership of many different people and agencies and the url is montanateach.org.

ADJOURNMENT:

The meeting adjourned at 2:08 p.m.