

DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., OCTOBER 13, 2017
HELENA, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Chairman Bruce Newell, Kenning Arlitsch, Elsie Arntzen, Connie Eissingner, Anne Kish, and Ken Wall. Aaron LaFromboise was excused.

Staff: Jennifer Birnel, Tracy Cook, Jo Flick online, Evan Hammer, Jim Kammerer, Cara Orban (in person, then online) Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Debbie Kramer online.

Chairman Newell called the meeting to order at 9:32 a.m.

The webside chat is on the agenda. This is a monthly update the state librarian does over the noon hour. Jo Flick will coordinate the presentation and the commission will take part.

Hard copies of the executive session minutes are at each commissioner's seat and will be collected after they are approved.

There are conflicting dates for Tamarack and the correct dates will be announced later.

Cara Orban received her five year longevity pin from Tracy Cook.

APPROVAL OF MINUTES:

For the August 16, 2017 minutes, they will be edited to indicate that Commissioner Arlitsch was part of a group that worked on the grant proposal rather than appearing to have worked on it by himself. **Motion was made by Commissioner Kish and seconded by Commissioner Wall to approve the August 16, 2017 minutes with that update and the motion passed.**

Motion was made by Commissioner Eissinger and seconded by Commissioner Arlitsch to approve the August 16, 2017 executive session minutes as presented and the motion passed.

Motion was made by Commissioner Eissinger and seconded by Commissioner Arlitsch to approve the August 31, 2017 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

The Talking Book Library Volunteer Appreciation event was held yesterday, Thursday, October 12. This year 80 volunteers volunteered 8,150 hours, which was an increase of over 500 hours from the previous year. Since so much of the readers' advisors time is spent on the telephone, they are not finding enough time to get their other work done. For the foreseeable future, phone hours for TBL patrons will be limited to nine to three daily. Outside of those times, calls will go to voicemail or the main library desk. TBL will create a recording that documents the orientation process for new patrons to help with workload.

Staff are taking on new responsibilities to cover for the lost FTE. Pam Henley is administering the public library statistics collection process. Statistics are due next month and then MSL reports them to the Institute for Museum and Library Services in the spring. Colleen Hamer used to do that work so now that Pam has taken it on she has less time for other consulting work. Colleen also helped administer the public library standards reporting process and now Jennie Stapp is doing it all.

Making use of new technology and workflow processes have helped information management staff speed up the monthly cadastral update process. Time spent doing this work is down to a couple of days a month.

An IT intern will be brought in to help with some computer work.

Managers were asked to give their impression on how staff is doing. Commissioner Wall stated he is impressed with how much work is still getting done with such reduced staff.

The commission then held a discussion about how budget cuts are affecting OPI, school libraries university libraries and others.

Some MSL projects approved in August, and funded through the trust, are on hold temporarily. The commission approved trust fund expenditures for a foundation consultant Request for Proposal (RFP). Staff consulted with Ned

Cooney to develop that RFP. A draft scope of work is ready to be delivered to the state procurement office to be issued as an RFP. The commission also approved trust fund expenditures for a public awareness campaign and staff also drafted a scope of work for that project. It, too, is ready to deliver to the state procurement office. However, staff are hesitant to submit those RFPs at this time because of the concern that they would give the wrong impression to the Governor and the Legislature if \$300,000 worth of RFPs were issued at the same time an appeal against the additional budget cuts has been made.

Billings Public Library Director, Gavin Woltjer, testified before the Legislative Finance Committee in support of the State Library.

Stapp and Bryce Maxell offered testimony before the Environmental Quality Council about the Montana Natural Heritage Program. They requested testimony as part of the Council's work plan. In January, staff will give the Council an overview of MTNHP's budget.

The Montana Shared Catalog (MSC) successfully migrated from a platform managed locally to a cloud-based SirsiDynix platform. The transition was very smooth especially considering how short staffed they are. This move does not increase costs for members. Although SirsiDynix costs will increase, this increase will be offset by cost savings because the membership will no longer have to budget for server replacements or maintenance.

Mike Price is retiring on November 10.

MSC is hiring staff to fill two vacant positions. Staff have conducted interviews for the training position. Applications for the systems technician position have been screened and staff will schedule interviews next. The lifelong learning librarian position, which is also vacant, will not be posted until there is more certainty in the budget.

OCLC and MSL staff met for a day of brainstorming and discussion about the future of libraries. OCLC has been a great partner to Montana to support resource sharing. OCLC expressed interest in what libraries are doing to support programming and community engagement. MSL is interested in how libraries might engage non-library users. OCLC agreed to help support MSL to explore future opportunities in these areas. Additionally, OCLC is developing a new patron-focused library management system called WISE. The demographic information the system utilizes is intriguing to staff.

MSL was named in a human rights complaint between a patron and a public library. It is not clear why MSL was named and MSL asked to be excused from the complaint. It is unlikely that this complaint will go any further.

MSL received the final distribution from the estate of Jean Smith, the donor that gave MSL the large donation in July. The final distribution was \$118,000, which was added to the previous donation amount.

STATE BUDGET UPDATE:

There is no additional news regarding the state general fund situation at this time. MSL is not spending anything more than absolutely necessary right now in case additional cuts are required.

With the legislative changes created by House Bill 648, although MSL now has their own coal severance tax account, expenses cannot be paid for from the account until the first quarterly deposit of funds is received. This deposit is expected in October or November. MSL typically makes federation payments and pays their portion of the OCLC Group Services contract and the SirsiDynix contract at the beginning of the fiscal year. If circumstances were different, MSL would ask for general fund loan to make these payments, however loans are not available this year due to the general fund budget situation. MSL does not know how much to expect when deposits are received and the amounts will vary each quarter. When the funds are received, staff will evaluate what bills to pay.

The Montana Land Information Act (MLIA) collections are relatively stable and on track for this fiscal year. Collections remain below historic highs. About five FTE are funded with MLIA funds. The current MLIA budget, as adopted in the last few Land Plans, budgets \$495,000 for personnel. Staff recommends that MLIA collections need to support a personal services budget of \$600,000, or more, annually to hire another permanent FTE.

Although Congress has not passed an FY '18 federal budget, budget proposals from both the House and Senate support level or slightly increased funding for the next Library Services Technology Act (LSTA) award. Typically, MSL receives an official award in February.

FY '18 FIRST QUARTER FINANCIAL REPORT:

The opening budget was basic and there are still a lot of unanswered questions so the budget is not finalized. As of this report, costs associated with the cuts from Senate Bill 261 are at about \$42,000 but \$85,000 still needs to be paid out in retirement.

Motion was made by Commissioner Wall and seconded by Commissioner Kish to approve the FY '18 first quarter financial report as presented and the motion passed.

FEDERATION FY '17 ANNUAL REPORTS:

Since federation payments have not been made due to the situation with coal severance tax funds, the federation coordinators were not asked to travel to the Commission meeting in Helena. Tracy Cook reported for all of them. She highlighted how federation funds add public value.

Motion was made by Commissioner Eissinger and seconded by Commissioner Wall to approve the Federation FY'17 annual reports as presented and the motion passed.

TALKING BOOK LIBRARY (TBL) DIGITAL CONVERSION PROJECT TRUST REQUEST:

Under an agreement with the Idaho Commission for Libraries, TBL is slowly continuing to convert the remaining analog titles in the Montana collection to digital. This project began in 2013 with one-time-only monies appropriated by the Legislature. About 25 percent of the project was completed at that time. Though requested, additional monies have not been appropriated. About 800 titles still need to be converted and, at the current pace, it will take more than 30 years to complete the project. It is becoming increasingly urgent to finish the digital conversation because the analog cassette players required to play the recordings have reached end of life and are no longer supported by the National Library Service. MSL requests \$135,000 from the MSL Trust to conduct an RFP and enter into contract with a vendor to complete this work.

Motion was made by Commissioner Arlitsch and seconded by Commissioner Eissinger to approve the TBL digital conversion project trust request as requested and the motion passed.

MONTANA MEMORY PROJECT AMBASSADOR PROGRAM:

Jennifer Birnel reported that, even though the amount of content in the MMP has grown significantly, she still regularly hears from people who have never heard of it. To support more outreach around the state she would like to organize a group of people to act as MMP ambassadors in every county. Ambassadors would receive training and support from Jennifer and would be asked to offer presentations and trainings in their communities. She briefly

discussed what the program would look like and shared a tentative list of people she had in mind to be ambassadors.

Commissioner Wall suggested she should consider companion youth ambassadors through 4H or similar programs. Commissioner Arlitsch commented that this is a marketing problem.

At this time the commissioner meeting was recessed in order for the commissioners and state librarian to conduct the webside chat. **Recess at 11:55 a.m. and reconvened at 12:34.**

COMMISSION GOALS AND OBJECTIVES:

The commission began the process of going through the theory of change for their new work plan logic models. Based on the August meeting three objectives have been added which should be discussed. Tracy will keep a working document as the commission works on these. After some discussion the commission agreed that the funding discussion will take too long and so they will take it up again December. This overview and others will be discussed later.

Commissioner Kish discussed a draft proclamation that Montana Library Association (MLA) will present at an upcoming board meeting. The proclamation expressed support between MLA and MSL. The draft still has a few grammatical changes to be made and might go to the membership after the board meeting.

Upcoming federation meetings and commissioner attendance are as follows: Tamarack conference call will be attended by Commissioner Newell; Pathfinder will be attended by Commissioner LaFromboise; and Sagebrush will be attended by Commissioners Eissinger or Newell.

OTHER BUSINESS/ANNOUNCEMENTS:

There were none received.

EXECUTIVE SESSION:

In order to discuss legal concerns, the commission chair chose to close the meeting for an executive session at 1:18 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.

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Executive session closed at 1:35 p.m. and the public meeting was called back in session.

PUBLIC COMMENT:

There was none received.

ADJOURNMENT:

The meeting adjourned at 1:36 p.m.

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