

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: July 26, 2018

Re: Conference Room Policy update

Staff presents the following draft update to the conference room policy for Commission review. The Commission will be asked to act on the policy in October. The most noteworthy changes reflect the fact that, because Montana Fish, Wildlife, and Parks no longer has office space within the State Library, staff recommends that the agency no longer be given priority access. The remaining updates provide further clarification and/or better reflect use practices.

The policy refers to use guidelines for the conference rooms which the Commission does not approve. Those guidelines are also being updated and are available online for Commission review:

http://docs.msl.mt.gov/Central_Services/Staff_Handbook/comm_pols/04_confm.pdf.