

MSC Spring 2022 Membership Meeting

Held online via Zoom May 26, 2022 9 a.m.

Roll Call (in chat) – 40 institutions in attendance: Belgrade Community Library, Billings Public Library, Bitterroot Public Library, Blackfeet Community College Library, Bozeman Public Library, Bridger Public Library, Clinton Elementary School, Fallon County Library, Fort Peck Tribal Library, Glacier County Library, Glendive Public Library, Great Falls Public Library, Havre-Hill County Library, Hearst Free Library, Hellgate School District #4, ImagineIF Libraries, Jefferson County Library System, Logan Health Medical Library, Laurel Public Library, Livingston-Park County Public Library, Manhattan Community School Library, Miles City Public Library, Mineral County Library, Missoula County Public Schools, Missoula International School, Missoula Public Library, Montana Dept. of Transportation Library, Montana Historical Society Research Center, Montana State Genealogical Society Library, North Jefferson County Library District, North Lake County Library District, North Valley Public Library, Red Lodge Carnegie Library, Sheridan County Library, State Law Library of Montana, Stillwater County Library, Twin Bridges Public Library, Valier Public Library, Whitefish Community Library, Wibaux Public Library

Board and Staff Introductions:

Executive Board:

- Becky Dupre, Vice-Chair, HS/School Districts, Missoula County Public Schools (Big Sky HS)
- Deb Westrom, K-8 Schools, Hellgate Elementary
- Elizabeth Jonkel, Large Publics, Missoula Public Library
- Mark Wetherington, Medium Publics, Bitterroot Public Library
- Jonna Underwood, Small Publics, Sheridan County (Plentywood)
- Carmen Clark, transition seat, Bozeman Public Library
- Sydnie Tallman, Specials, State Law Library (no mic)
- Anita Scheetz, Academic Libraries, James E. Shanley Tribal Library

Not able to be online today:

- Matt Beckstrom, transition seat, Lewis & Clark Public Library
- Kelly Reisig, Eastern-at-Large, Sidney Public Library

MSL & MT Shared Catalog staff:

- Cara Orban, Statewide Projects Librarian
- Amy Marchwick, MSC Lead System Administrator
- Melody Karle, MSC System Administrator (no mic)

- Melanie Carroll, MSC System Administrator
- Laura Tretter, MSC System Administrator
- Keiley McGregor, MSC Trainer

Fall 2021 Minutes Approval:

****ACTION: Heidi Sue made a motion to approve the minutes, Elizabeth Jonkle seconded the motion, the motion passed via Zoom poll.**

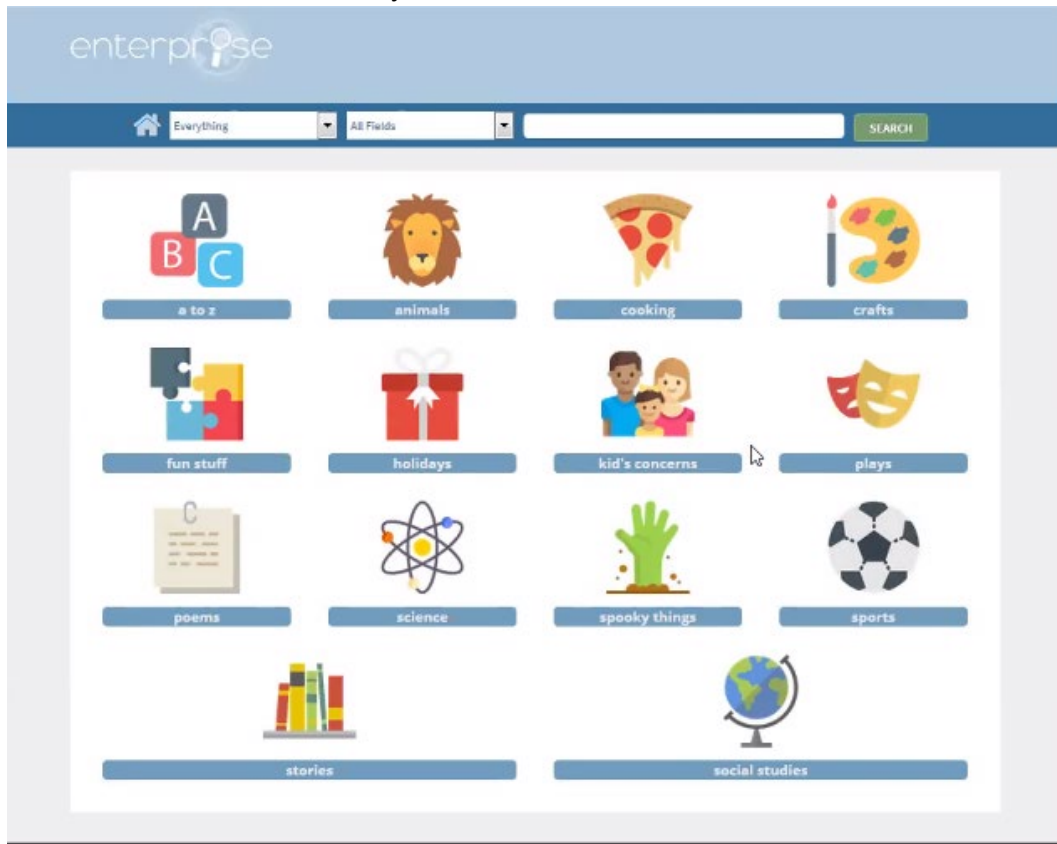
New Libraries:

Because of the RFP the timeline was a little unusual, but Harlowton Public Library and Billings Public Schools applied and were screened and both libraries passed the screening. Normally, this would have happened in January and they would have been to the Commission already, but they will go in June and we have recommended that the Library Commission will accept them. Both libraries were preemptively welcomed by the membership.

MSC System Update:

- Last meeting was just in February, so short update. Working through the end of the RFP and are in the final stages of contract negotiations with SIRSI and the State. Want to make sure the contract is very clear to prevent any issues. Once contract is signed, MSC will begin configuring the new products that were offered in the RFP. Several products were added at no additional costs: Community Engagement Platform, eResource Central, SymphonyWeb, SMS Notifications, BLUECloud Visibility, and Enterprise Kids Catalog. You can read more about them in the System Update Document.
- DISCUSS Listserv will have a poll for prioritization from membership. System Admins will share timelines as soon as they have them.
- There were a few questions about some of the new products. Sirsi does have some online demos and factsheets: [Products | SirsiDynix](#). You should be able to look at all the products except perhaps Kids Catalog.
- Sora/Libby/Overdrive are part of eRC. It would be visible in Enterprise
- Community Engagement Platform: Does it have the ability to allow patrons to reserve meeting rooms? Amy has not seen anything about that, it seems more to be more outreach, but she will note it for when the MSC gets access to the back-end.
- SymphonyWeb: online/cloud-based version of WorkFlows. Do you know how SymphonyWeb works regarding properties set by individual libraries? Would that require the State staff to reset properties defaults for each library such as receipt printing etc? Would it also mean that staff could not change preferences? There likely will be some need for the server-level preferences to be set, but Amy has not seen complaints from current users in other areas, so there must be some preference setting available (perhaps based on login). She will look into this further to make sure users don't have to reset often.
- SMS Notification would replace our 3rd party ShoutBomb and be more integrated into Symphony.

- BLUECloudVisibility turns bib records into web search records. So, if someone types the book information into a search engine, based on location this would provide your library in the search results.
- Enterprise Kids Catalog is not a separate product, it's a plugin. Amy hasn't seen demo or screenshots on SIRSI page, but it enables graphical search similar to Kids Library. Available for everyone to turn on. Question: is it possible to have this available and also have the traditional view? Amy will share some links to libraries who have it.



- Item Cat 1 and 2 batch load - not anything new; start entering - helpful if libraries fill these as they catalog; statistics; helpful for system admin to be able to see patterns; let know if need anything added; there is a list on knowledge base help desk to the fields and what is available - system admin doing the basics but there are lots more available; articles that what the fields are and can ask for things to be removed; request using help desk ticket

FY23 Budget Vote (Cara):

Early invoices - following meeting we will be sharing Shared Catalog (OCLC coming soon - can't accept what sending us right now - hoping to hold to 2% increase)

Spreadsheet and notes in meeting materials - Cara walk through budget 2023-2024 starting July 1st; revenue costs from cost formula from MSC members and State General Fund; Expenses - software and administrative expenses - indirect services state managing of funds,

Sirsi annual invoice, SOSuGI - insurance to have access to software and MSC staff to conference fees for professional development; Zoho software 2 licenses and state pays 2 licenses - knowledge base; hoping to have in person meetings in the coming years - committee, 1 members council meeting, training events; half of the MSC staff members 2.5 out of 5 staff; lean budget and balance - running low on carry over fund for unexpected costs to keep things running - advised to keep a few months emergency funds - proprietary funds; questions? Cost formula spreadsheet - recommending a flat 3% increase which would cover budget, not including opt in service costs; NAC with Jenny Stapp looking to make a cost formula committee to look at all cost formulas - more of a dynamic formula in the future - way we share costs will be different in future but cost would not change; both spreadsheets and written explanation in budget notes on the Aspen event page for this meeting and link in the chat

Question - how cost share decided? Last several years flat fees but origin based on patrons served, # titles, flat fee and then breaks for certain groups and then split of excess need - complex; changes in one library really affect other peoples costs Keep predictability and fairness.

****ACTION: Denise Ard made a motion and Sydnie Tallman seconded the motion to accept the budget and FY23 Cost Sharing formula for FY23. Vote via poll and the motion carried.**

Some discussion about hosting the in-person Spring Meeting earlier to better accommodate schools and also libraries who have to submit budgets early.

Cara will get early invoices ready ASAP. If you haven't already requested, please do a ticket: <https://desk.zoho.com/portal/montanastatelibrary/en/newticket>

Montana Library Network Update, discussion:

- Quick recap from last meeting: NAC is a group of librarians who advise the Commission and the MSL on various things. MLN is a revamping of that counsel to create core services subcommittees where people work together to evaluate existing services for MT libraries and patrons and also examine what we might need to improve or add. NAC looked at Membership groups, Functional groups, Executive groups. MSC and MSL groups are working with MSC Executive Board to attempt to streamline. Current technology allows
- Added some members to the Exec Board to work on this. Will require Bylaws and Contract changes because the Executive Board is threaded throughout those documents. Big process,
- Soliciting questions, concerns, ideas for improved communication methods (this was big in Fall meeting discussion).
 - Some recommendations that have been suggested: Drop in meetings at various times, in particular directly after an update is sent; prior to the membership

- meeting, smaller caucus meetings for discussion; more direct polling of the members.
- Any changes proposed would have to be recommended and approved by the membership, perhaps at the Fall meeting.
 - GovDelivery new email newsletter system with persistent link and page where you can see all the old updates. Everyone who is currently subscribed to MSC-DISCUSS will get an email there for the first several runs, and that will have a direct link to subscribe. MSC will make sure someone from every member library is subscribed. They can also put a button on the MSC section of the website and click to signup. Timeline perhaps in the next month.
 - The Core Services Subcommittee MSC will fall under is the Collection Management Committee. It has not been seated, yet. It will look at an evaluation framework for services that exist for that topic, review them, look at
 - You can view the other MLN Core Services Committees here: <https://msl.mt.gov/libraries/Montana-Library-Network>
 - If you are interested in serving on that committee, keep an eye out for an email from Amy and let her know you would be interested in serving.
 - Comment: What about Resource Sharing? Seems as though we (MSC) provide a great platform to make that happen and should be active there? Collection Management Committee was renamed (from ILS or something similar) the technical services that tie into those are under
 - If anyone is interested in going over the bylaws and contract, let Amy or any member of the Executive Board know. We are open to any feedback on possible changes.
 - Will not replaced WIRED, this may be cross-posted there too. WIRED is managed by MLA. This would be MSC specific and newsletter. Shared Catalog staff will
 - State Library has a Moodle with a discussion forum/sharing space: [Course: Library Program Resources - Sharing Space \(moonami.com\)](https://moonami.com) Colet B, Amelia Kim, Kylie, and more. You do need a login, eventually you should be able to login with your ASPEN credentials.
 - Maybe we could have an introduction to what happened this summer at the Fall meeting, and the Moodle happenings. Amy will add to the list of communication plans.

OCLC Reclamation Update:

You can delete items right now, but it won't be reflected until the reclamation finishes.

- Attending in-person meeting is not paid for by State or MSC unless you are on the Board.
- Encourage members to look at Core Services Committees

- Important to meet in-person sometimes to work through really thinking through what these changes mean to us and how we need to move forward. As a group, we need to figure out what these things mean to us and where we are going.
 - Being a part of those in-person meetings is an important part of membership and
- Does getting rid of the Executive Board create a lot of work for the staff and does it hamper communication between groups? It is hard online to have that discussion, so it is important to make an in-person meeting a priority to understand changes and keep communicating.
 - Amy doesn't anticipate that this will create additional work they aren't wanting to do. Some of the things feed into their current communication goals and workload. If system admins can communicate changes in advance and provide training, problems are averted, versus when they miss things and then tickets increase. Scheduled communication should help.

Public Comment:

- MSC turned 20 this year and we are very lucky to have such wonderful members and staff!
- Partners Sharing Group is going to have a meeting in the near future to make bylaws changes and would like as many of their members to attend as possible to meet quorum to adjust their bylaws.
- Is there an issue with Zoho not working on Chrome? Sometimes has a long subject line in IE, but admins will get in touch with Zoho and look for a solution
- Likely that Ch. 55 Negotiated Rule Making committee will not reach consensus around school librarian and counselor ratios and Superintendent Artzen's recommendations will be the ones that go to the Board of Public Education. Please follow this issue to the Board of Public Education.

Meeting adjourned at 10:39 a.m.