

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING**  
**9:30 a.m., June 14, 2023**  
**Montana State Library and Zoom**

**MINUTES**

Recording can be found at:

YouTube: <https://youtu.be/CWgNNu1iQXY>

Unedited closed captioning is available.

**ATTENDEES:**

**Commissioners:**

Elsie Arntzen (Superintendent of Public Instruction), Tom Burnett, Carmen Cuthbertson, Tammy Hall, Robyn Scribner, Chair Peggy Taylor

Commissioners Absent: VACANT (Commissioner of Higher Education Appointee)

**MSL Staff:**

Colet Bartow (Zoom), Marilyn Bennett (Zoom), Malissa Briggs, Bobbi DeMontigny (Zoom), Tracy Cook, Erin Fashoway (Zoom), Michael Fashoway, Lee Fossum (Zoom), Evan Hammer, Sharon Hardwick, Pam Henley (Zoom), Rebekah Kamp, Jim Kammerer (Zoom), Ashley Kanduch (Zoom), Melody Karle (Zoom), Amelea Kim (Zoom), Genevieve Lighthiser, Amy Marchwick (Zoom), Bryce Maxell (Zoom), Cara Orban (Zoom), Suzanne Reymer (Zoom), Jennie Stapp

**Guests on Zoom:**

Addie Palin (Hoffman York), Taylor Robinson, Kit Stephenson, Nikki Erickson, S Gregory, Dave Ingram, Janet Worrall

Agenda: [Attachment 1](#)

(00:00:01) Call to Order and Introductions

- Changes or additions to the agenda

**Motion by Commissioner Hall to amend the agenda by adding at 9:50 a discussion about the proposed extension of the Hoffman York contract and the motion passed.**

- **Elsie Arntzen-aye**
- **Tom Burnett-aye**
- **Carmen Cuthbertson-aye**
- **Tammy Hall-aye**

- **Robyn Scribner-aye**
- **Peggy Taylor-abstained**
- Welcome new Commissioner, Carmen Cuthbertson, and Office of the Commissioner of Higher Education Appointee (Tentative)
- Staff longevity recognitions

### **Standing reports**

(06:37:26) State Library Report – Stapp

(00:09:51) [FY 23 Work Plan Dashboard](#)

(00:10:48) [Monthly Governor’s Report on Objectives, Goals, Strategies and Measures](#)

(00:14:38) [2022 Public Library Statistics overview](#)

(00:17:46) [Montana History Portal annual engagement contests](#)

(00:18:07) [Upcoming Administrative Rules process and timeline](#)

**Motion by Commissioner Hall to have a discussion of options related to the personnel administrative rule at the October Commission meeting and it passed.**

- **Elsie Arntzen-aye**
- **Tom Burnett-aye**
- **Carmen Cuthbertson-aye**
- **Tammy Hall-aye**
- **Robyn Scribner-aye**
- **Peggy Taylor-abstained**

(00:50:03) Partner Feedback

(00:50:23) [News to Know About](#)

(00:50:30) 2023 Legislative Session wrap up – Stapp

- [2023 Legislative Session webpage](#)
- [House Bill 132 Modify timing of legislative audits](#)
- [House Bill 314 Revise compensation for members of boards, commissions, and councils](#)

(01:04:28) [State Library Awareness Campaign update](#) – Palin

- [Awareness campaign measures](#) – Stapp and Kamp

**(01:22:36) Motion by Commissioner Hall to add an action item in the August meeting to extend the HY contract.**

**(01:49:52) Motion by Commissioner Scribner to amend the motion to have a Zoom meeting before June 30th or ASAP to receive information about the details of what to expect from the extension and what monies will be involved and the amendment passed.**

(02:25:12) Vote

- **Elsie Arntzen-aye**
- **Tom Burnett-nay**
- **Carmen Cuthbertson-aye**

- Tammy Hall-aye
- Robyn Scribner-aye
- Peggy Taylor-abstained

**(01:53:44) Motion by Commissioner Scribner to amend the amendment to have an action item taken at a Zoom meeting before June 30th or ASAP to receive a SOW and contract extension and the amendment to the amendment passed.**

(01:53:44) Vote

- Elsie Arntzen-aye
- Tom Burnett-aye
- Carmen Cuthbertson-aye
- Tammy Hall-aye
- Robyn Scribner-aye
- Peggy Taylor-abstained

**(02:25:52) Motion to have an action item taken at a Zoom meeting before June 30th or ASAP to receive a SOW and contract extension and the motion passed.**

- Elsie Arntzen-aye
- Tom Burnett-no vote
- Carmen Cuthbertson-aye
- Tammy Hall-aye
- Robyn Scribner-aye
- Peggy Taylor-abstained

**(02:26:57) Chair Taylor called for a 10-minute break.**

(02:29:43) [Network Advisory Council report](#)

**Information and discussion items**

(02:31:56) Montana Library Association Conversations with the Commission debrief – Commission and staff

(03:06:18) [Strategic Framework measures of success discussion](#) – Commission

(03:21:56) [Next Generation 911 and the Montana State Library](#) – M. Fashoway

**Business items**

(04:05:38) [Continuing Education Study recommendations](#) – **Action** – Bartow

**(04:06:59) Motion by Commissioner Scribner to adopt the Continuing Education Study recommendations.**

(04:17:42) Motion by Commissioner Burnett to amend the motion to adopt the Continuing Education Study recommendations with the following changes to the library staff track: “The library staff track is optional. To become certified, the following credits are necessary” and the motion passed.

- Elsie Arntzen-absent
- Tom Burnett-aye
- Carmen Cuthbertson-aye
- Tammy Hall-aye
- Robyn Scribner-aye
- Peggy Taylor-abstained

(04:18:42) Motion by Commissioner Burnett to adopt the Continuing Education Study recommendations with the following changes to the library staff track: “The library staff track is optional. To become certified, the following credits are necessary” and the motion passed.

- Elsie Arntzen-absent
- Tom Burnett-aye
- Carmen Cuthbertson-aye
- Tammy Hall-aye
- Robyn Scribner-aye
- Peggy Taylor-abstained

11:40 a.m. (04:26:12) [Federations Study recommendations](#) – Action – Cook

- [Suggested Administrative Rules changes](#)

(04:31:54) Chair Taylor called for a 5-minute break

(04:30:35) Motion by Commissioner Scribner to adopt the Federation Study recommendations to:

- Budget an additional \$4,000 for each federation to be used for cooperative projects, and to;
- Authorize staff to begin an administrative rules process to update the federation administrative rules of Montana.

(04:58:41) Motion by Commissioner Burnett to amend the motion to remove the \$4000 and the motion passed.

- Elsie Arntzen-absent
- Tom Burnett-aye
- Carmen Cuthbertson-aye
- Tammy Hall-aye
- Robyn Scribner-nay
- Peggy Taylor-abstained

(05:01:11) Motion to adopt the Federation Study recommendations to authorize staff to begin an administrative rules process to update the federation administrative rules of Montana and the motion did not pass.

- Elsie Arntzen-absent
- Tom Burnett-nay
- Carmen Cuthbertson- nay
- Tammy Hall- nay
- Robyn Scribner-nay
- Peggy Taylor-abstained

(05:03:51) Federations Fiscal Year 2024 Plans of Service – Action - Cook

- Broad Valleys – Lori Cannady
- Golden Plains – Jonna Underwood
- Pathfinder – Valerie Frank
- Sagebrush – Kelly Reisig
- South Central – Nancy Schmidt
- Tamarack – Abbi Dooley

(05:09:42) Motion by Commissioner Hall to accept the Federation FY24 Fiscal Year plans of service that will not include the \$4,000 additional per federation and the motion passed.

- Elsie Arntzen-absent
- Tom Burnett-aye
- Carmen Cuthbertson- aye
- Tammy Hall- aye
- Robyn Scribner-nay
- Peggy Taylor-abstained

(05:12:28) April 12, 2023 meeting minutes – Action

(05:12:49) Motion by Commissioner Burnett to adopt the April 12, 2023 meeting minutes and the motion passed.

- Elsie Arntzen-absent
- Tom Burnett-aye
- Carmen Cuthbertson- aye
- Tammy Hall- aye
- Robyn Scribner-aye
- Peggy Taylor-abstained

(05:13:19) Fiscal Year 2024 operating budget – Action – Briggs

(05:15:16) Motion by Commissioner Scribner to adopt the Fiscal Year 2024 operating budget.

**(05:52:48) Motion by Commissioner Cuthbertson to amend the motion to remove the additional \$4,000 per Federation and the motion passed.**

- Elsie Arntzen-absent
- Tom Burnett-aye
- Carmen Cuthbertson- aye
- Tammy Hall- aye
- Robyn Scribner-aye
- Peggy Taylor-abstained

**(06:13:02) Motion to amend the motion by Commissioner Burnett to keep the courier budget to \$15,000 and keep the History Portal digitization budget to \$6,000 and the motion did not pass.**

- Elsie Arntzen-absent
- Tom Burnett-aye
- Carmen Cuthbertson- nay
- Tammy Hall- nay
- Robyn Scribner-nay
- Peggy Taylor-abstained

**(06:13:37) Motion to adopt the Fiscal Year 2024 operating budget with the removal of the additional \$4,000 per Federation and the motion passed.**

- Elsie Arntzen-absent
- Tom Burnett-nay
- Carmen Cuthbertson- aye
- Tammy Hall- aye
- Robyn Scribner-nay
- Peggy Taylor-aye

#### **Commission Goals and Objectives – Commission**

(06:18:21) [Annual business calendar](#)

(06:25:53 Commission leadership nominations

**Nomination for Chair: Commissioner Hall nominates and Commissioner Burnett seconds Commissioner Scribner**

**Nomination for Vice Chair: Commissioner Hall nominates and Commissioner Cuthbertson seconds Commissioner Burnett. Commissioner Scribner nominates and Commissioner Burnett seconds Taylor.**

(06:28:06) Administrative Rules task force appointment – Taylor

(06:30:21) Commission bylaws review next steps – Taylor

(06:34:27) Roberts Rules training and certification next steps

(06:35:32) Public Comment on any matter not contained in this agenda and that is within the jurisdiction of the State Library Commission.

(06:35:47) Other Business & Announcements

(06:37:17) Adjourned at 4:47 pm

DRAFT