



Montana State Library Commission

August Business Meeting

Wednesday, August 13, 2025 | 9:00 a.m.

Montana State Library | Gertrude Buckhouse Conference Room
1201 11th Avenue
Helena, MT 59601

AGENDA

The authority of the State Library Commission is found in Montana Code Annotated (MCA) [Title 22, Ch. 1, Part 103](#).

The State Library Commission is committed to providing access to its proceedings in accordance with MCA Title 2, Ch. 3 Part 2 Open Meetings. All meetings of the State Library Commission will be streamed and recorded via an online meeting platform. The State Library Commission welcomes public comment. The Chair will ask for public comment on agenda items throughout the meeting from persons attending the meeting in person or online. Members of the public who wish to share written comments or pertinent visual materials must submit written public comments no later than two (2) business days before the start of the public meetings. During public comment periods, speakers shall identify themselves and who they represent. Speakers shall limit their address to the State Library Commission on agenda items to three (3) minutes unless further time is granted by the Chair with the concurrence of the Commission. The Chair reserves the right to limit public comments if comments are not germane to the motion or if they are deemed disruptive. To ensure clear communication and an opportunity for follow-up questions, chat comments are not accepted. All comments received become part of the official public record of the State Library Commission proceedings in accordance with MCA 2-3-212. The Commission shall move through the agenda as needed.

9:00 a.m. **Call to Order and Introductions**

- Changes or additions to the agenda
- Welcome to new administrative assistant
- Staff longevity recognitions
 - Dave Ratz, 20 years

Business items

- #### 9:10 a.m.
- Consent agenda– **Action**
 - [June 13, 2025 meeting minutes](#)
 - [4th quarter Fiscal Year 2025 financial report](#)
 - [PDF Version](#)
 - Public Comment

- 9:20 a.m. • Serving the Community, Open Hours Public Library Standard draft Administrative Rules amendments and timeline – Action
- Public Comment
- 9:40 a.m. • Continuing Education Program draft Administrative Rules amendments and timeline - **Action**
- Public Comment
- 10:00 a.m. • Excellent Library Services Award retirement – **Action**
- Public Comment
- 10:20 a.m. • State Library activities and electioneering - **Action**
- Public Comment

Discussion and information items

- 10:30 a.m. • The roles of government and the private sector in GIS – MSL staff
- 11:30 a.m. • American Library Association (ALA) motion review – Commission
- 11:45 a.m. • Montana Library Association's relationship to ALA – Sarah Widger, MLA
- 12:00 p.m. **Lunch break**
- 12:30 p.m. • Initial 2026 executive program planning discussion – Stapp and Commission
- 12:45 p.m. • Department of Administration (DOA) review of the Remote and Office Workspace Study, DOA services centralization, and the job classification process – Director Giles, DOA, & Lisa Coligan, DOA State Human Resources Office
- 1:15 p.m. • Trustee Manual Quick Start Guide review - Cook

Standing reports

- 1:20 p.m. • State Library Reports – Stapp and staff
- [Final FY 25 Work Plan Dashboard](#)
- PDF Version
- [FY 26 Work Plan Dashboard](#)
- PDF Version
- 4th quarter FY 25 staffing memo
- 4th quarter FY 25 grants and contracts memo
- [Continuing Education and Certification dashboard](#)
- PDF Version
- FY 25 4th quarter courses taken for credit
- Excel Version
- [Downloading dashboard instructions](#)

Commission Goals and Objectives – Commission



- 1:35 p.m.
- Review meeting motions and directives to staff to confirm Commission intent
 - Standing Committee appointments - Scribner
 - Review and prioritize agenda items for October business meeting October 8, 2025, 9:00 a.m., Belgrade Community Library, Belgrade, Montana
 - [Annual Business Calendar](#)
 - [PDF Version](#)
 - [Suggested future agenda items](#)
 - [2025 Commission goals status](#)
- 1:45 p.m. Public Comment on any matter not contained in this agenda and that is within the jurisdiction of the State Library Commission.
- [Written public comments](#)
- 2:00 p.m. Other Business & Announcements
- 2:15 p.m. Adjourn

Join Zoom Meeting

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