

# DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
10:00 A.M., APRIL 11, 2012  
BIG SKY, MONTANA**

**ATTENDEES:**

Commissioners: Chairman Richard Quillin, Don Allen, Colet Bartow, Marsha Hinch, Lee Miller, Brent Roberts and Anita Scheetz.

Staff: Ken Adams, Sarah Elkins, Jim Kammerer, Sarah McHugh, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Stephanie Johnson, Andrea Mott and Carol Quillin.

**Chairman Quillin called the meeting to order at 10:00 a.m.**

**MINUTES:**

**Motion was made by Commissioner Scheetz and seconded by Commissioner Roberts to approve the corrected December 7 minutes as presented and the motion passed.**

**Motion was made by Commissioner Hinch and seconded by Commissioner Scheetz to approve the February 8 minutes as presented and the motion passed.**

**Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to approve the March 28 minutes as presented and the motion passed.**

**STATE LIBRARIAN'S REPORT:**

Special projects that the State Librarian has been working on include the Executive Planning Process (EPP), the Attorney General's draft opinion regarding governmental body budget authority over libraries, lunch with John Sesso who is a strong library advocate interested in the prioritized EPP requests and a meeting with the interim committee on Education and Local Government along with Judy Hart to discuss the role of libraries in education. She has attended three federation meetings and visited libraries to and from those meetings at which she has been hearing some of the challenges libraries face and areas to focus on.

The Statewide Library Resources (SLR) orientation has been completed. Stapp will chair the Montana Land Information Act Council (MLIAC) meeting and the GIS conference next week and then go to National Library Legislative Day in D.C. along with Judy Hart and Commissioner Colet Bartow.

Highlights of programs include that the Broadband Technology Opportunities Program (BTOP) has reached their internet speed goal for the participating libraries. They have also recently signed an agreement with two economists from Montana State University to conduct feasibility study for options to help sustain the improvements made through the BTOP grant. A task force of librarians will be put together to direct that study.

Montana Memory Project has contracted with an employment agency to hire Katie Beall as the technical support person. The EBSCO Discovery Service is in full production with customizable search boxes libraries can add to their home page.

The Montana Shared Catalog received six applications for new membership. These applications represent 24 libraries, including 18 school libraries from Missoula.

The planning process for the new five year Library Services Technology Act (LSTA) plan has begun. The evaluation, different survey results, the existing plan and the new long range plan are some tools that will be used to help form this new plan which will be available at the June sixth meeting for approval since it has to be presented to Institute of Museum and Library Services (IMLS) at the end of June. A new reporting tool from IMLS will be available which should make data collection easier and more accurate.

## **FY12 THIRD QUARTER FINANCIAL REPORT:**

This quarterly report is smaller since the FY10 LSTA funds have been finalized or moved to FY11. There was a slight increase in GeoMapp funding for travel. FY12 is an important year to spend all funds and in the area they are budgeted in since it is a snapshot year. The vacancy savings accrued by the agency has increased. The Library Development Division section of the report includes two private grants for special Ready 2 Read projects, from First Interstate Bank and the Washington foundation.

## **NETWORK ADVISORY COUNCIL (NAC) REPORT:**

NAC recommendations are to accept the six new Montana Shared Catalog (MSC) applications and the submitted budgets. Two budgets are presented in response to the two possible scenarios regarding MSC detailed below.

The Request for Proposal (RFP) process to choose the new vendor is almost complete. SirsiDynix is the finalist at this time and will give a presentation to the MSC membership meeting in May. The membership will vote on an ILS vendor at that meeting. The result will be presented to the NAC in May and then to the Commission in June for the final vote.

If SirsiDynix wins the contract for the platform, no migration will be necessary and so the NAC recommends accepting the new libraries and beginning the process to add them

now. If a different vendor is chosen, they recommend using money to help pay for the migration and postpone adding the new libraries until the migration is complete.

The contract will probably be a seven to ten year contract with an escape clause for both parties every year. OCLC Worldshare platform was the second contender and was extremely close to SirsiDynix. Several Worldshare items are not quite in production and they don't have the capability to allow a library to have different catalog groups, such as those that are part other sharing groups in addition to MSC. Sarah McHugh, Director of Statewide Library Resources said that they would encourage libraries to work with OCLC to develop their program. Anything that can be released to the public regarding the RFP will be on State Procurement's website once the contract has been signed.

Commission members expressed concerns about helping OCLC develop their program. It was suggested that it might be something to consider as a pilot program since it is a totally different platform and there is a prior relationship.

## **LIBRARY SERVICES TECHNOLOGY ACT (LSTA) FY'12 BUDGET:**

OCLC costs appear to be going up about five percent so libraries will see about a three percent cost increase based on LSTA budget recommendations. MontanaLibrary2Go content is mostly purchased by donations or subscription fees which are based on the records available. All libraries can participate in this except school libraries.

LSTA funds are awarded on a year to year basis so are not funds that can be counted on for the future and the purpose is supposed to be to support new projects not underwrite ongoing projects. Therefore the Commission wants to focus on encouraging projects to become self-supporting or to get funds from other areas.

## **LONG RANGE PLAN:**

This is the same version that was seen in February. The approved plan will be the basis for the LSTA five year plan and staff work plans which will be developed.

## **BROADBAND PAY PLAN POLICY:**

The policy was first approved in 2008 and this is a draft of an update to the policy. Action will be requested in June. The primary updates are per Department of Administration (DOA) recommendations including the addition of the appendix of the MSL pay plan chart based on internal equity. It deletes any reference to market or inflationary changes, deletes seasonal employees, updates training assignments and deletes longevity increases which are not policy but rather dictated by statute.

## **STATE AIDE TASK FORCE UPDATE:**

# DRAFT

The State Librarian sat a task force in September 2011 to make changes in how state aid is allocated if possible or necessary. The current formula is fairly complex and is based on service area square miles and census population information. The main intent of the review is to respond sooner to population shifts if possible. This task force met a number of times and discussed a number of different options, methods for funding allocations. The end result was that the current formula was the best at this time so the recommendation is to accept the task force decision to keep the current formula.

## **EXECUTIVE PLANNING PROCESS STATUS:**

We received the instructions for the Executive Planning Process from the Office of Budget and Program Planning (OBPP). An initial meeting was held with OBPP to discuss possible legislative initiatives. Legislative requests need to be submitted by next Monday, April 16, with funding requests due by May 7. Funding requests and details were received by staff members in mid-March so the supervisors and State Librarian discussed them and formed the final requests presented at the meeting.

Legislative changes are only in regards to moving the Base Map Service Center (BMSC) to MSL. The governor's office is recommending that DOA carry that legislation and not the library.

**Recess at 12:00 p.m., Reconvene at 1:03 p.m.**

## **DRAFT ATTORNEY GENERAL OPINION:**

A draft Attorney General Opinion has been issued as a response to a request for an opinion from the Livingston City Attorney. The opinion addresses questions regarding who has final approval over library budgets and whether or not the city/county governing body can compel the library board to use their reserves. This is a draft opinion only at this stage so it is not fully adopted. It states that governing bodies can't compel libraries to use their reserves but the city/county has final budget approval. Careful consideration needs to be given as to how to approach this issue but it will probably take legislation now to change the results of this opinion. State Librarian Stapp would like to put forward the legislative tickler at this time but also feel libraries out and see what happens in the future. **The Commission directed the State Librarian to move forward at this time.**

## **PROJECTS OF STATEWIDE IMPORTANCE:**

Sarah McHugh summarized current projects, many of which are funded by a combination of LSTA, state funds and library cost share formulas, and provided brief information on each. Projects discussed included OCLC Group Services, MSC, Statewide Databases, Statewide Integrated Discovery System, MontanaLibrary2Go, Montana Memory Project, training (including the fall workshop, trustee training and

summer institute), Geographic Literacy Campaign, Technology Petting Zoo and EZProxy.

## **COMMISSION GOALS AND OBJECTIVES:**

Commissioner Scheetz will be unable to attend the June meeting and Commissioner Miller will need to attend via GoToMeeting or phone. It is possible that Commissioner Roberts will also be unable to attend in person but will consider GoToMeeting.

Commissioner Scheetz attended the Sagebrush Federation meeting. Her library is building a new library so they may have an open house in October.

The Collection Management Honor roll lists are out.

This is the last meeting Commissioner Allen will attend. State Librarian Stapp thanked him for all he has done and he commented that there has been a lot of changes since he first came on the commission and he admires the staff and the overall educational level of people.

## **PUBLIC COMMENT:**

Carol Quillin asked as to whether it was possible to change the June meeting date since some of the Commissioners are unable to attend but the date was already changed to the best date for everyone.

## **ACTION ITEMS:**

### 1. FY12 Third Quarter Financial Report

**Motion was made by Commissioner Hinch and seconded by Commissioner Roberts to approve the report as presented and the motion passed.**

### 2. MSC New Libraries

**Motion was made by Commissioner Allen and seconded by Commissioner Roberts to accept the new libraries and the motion passed.**

### 3. LSTA FY12 Budget

**Motion was made by Commissioner Roberts and seconded by Commissioner Allen to approve the LSTA budget as presented and the motion passed. Specifically, motion made to allocate funds for migration costs to new MSC ILS. If this migration is not necessary, those funds are to be used to bring on new MSC libraries.**

### 4. MSL Long Range Plan

**Motion was made by Commissioner Scheetz and seconded by Commissioner Hinch to accept the MSL Long Range Plan as presented and the motion passed.**

DRAFT

5. EPP Priorities

**Motion was made by Commissioner Bartow and seconded by Commissioner Roberts to accept the EPP Priorities as presented and the motion passed.**

**OTHER BUSINESS AND ANNOUNCEMENTS:**

Secretary of State Juneau sends greetings and proclamations to support national library week.

**ADJOURNMENT:**

**The chairman adjourned the meeting at 3:07 p.m.**

DRAFT