

Library Commission Meeting Minutes

June 17, 1998

Meeting attendees: Dorothy Laird, Chair, Mary Doggett, Mike Schulz, Harold Stearns, David Johnson, Rosemary Garvey, Cheri Bergeron

Guests: Janice Bradley, Debbie Schlesinger, Delores Drennen

MSL Staff: Karen Strege, Darlene Staffeldt, Amanda Christen, Sue Jackson, Dana Ruby, John Finn, Magi Malone, Kris Schmitz

Introductions and Announcements

Dorothy Laird called the meeting to order and asked for introductions or announcements.

The group congratulated Mary Doggett for her reappointment to the commission.

Janice Bradley reported that the South Central Federation now has a home page which can be accessed at www.lewis-carnegie-library.org. She encouraged attendees to visit and noted that the site links to the MSL home page, as well, to facilitate patrons' access to documents put out by the MSL.

Karen introduced Jim Stimson as the new director of the NRIS Program.

Minutes Adoption

It was noted that Delores Drennen's name had been omitted in the previous minutes.

Doggett moved to accept the minutes as corrected. Schulz seconded the motion, and the motion carried.

LSCA/LSTA Project Updates

Sue Jackson reported that the "Have Laptop Will Travel" demonstration was tested and found to be very interesting, yet not as portable as hoped.

Jackson noted that the construction in the Sheridan public library was going well, and that the forest service money was helpful. The State Historical Preservation Office (SHPO) has agreed to approve the final drawings for the Dillon library, and is ready to begin the construction as soon as that approval is given.

Jackson reported that in the LSTA Internet connectivity project, there are seven libraries currently in progress, and agreements are in place for Phillipsburg and Phillips County libraries. Manhattan Community Library has joined with the high school library, which already has connectivity, so Manhattan will not be participating. Still in progress are agreements with Chinook, Conrad, and Stevensville. Before phase two of the project begins, libraries not connected will be contacted for second chance at participating. Phase two includes upgrading to direct lines those libraries serving more than 3000 patrons.

LSTA Budget Adjustments

Strege summarized the proposed adjustments to be made, and noted that the recommendations were brought forward from the Advisory Council.

Strege presented the recommendations from the Advisory Council regarding the Madison County Pilot Project.

Discussion followed regarding the need for stronger language, community support for the petition, goals, potential for consolidation, how the money would be spent, involvement of city/county commissioners, potential for failure, and determination of grant amount.

III Training Workshops

Strege reported that the highest priorities identified by libraries and trustees were the need for training and the desire to be a leader in networking and technology issues. As a result, the Library Development Department (LDD) identified four venues for possible training, two of which are MLA driven.

Financial Report

Kris Schmitz presented and answered questions about the financial report.

Networking Task Force Recommendations

At the last meeting, the commission gave preliminary approval to change ILL reimbursement to an annual rather than a quarterly basis, and to require proof of competency. Strege distributed copies of the rule notice which was published in the Montana Administrative Rule Register. Strege noted that the hearing on this rule will be held July 16, and comments will be received until July 24, however, those comments must be received in written form, including E-mail format. Strege reported that only three comments have been received so far, but more are anticipated. Strege proposed to

compile all comments received and present them for discussion at the commission's August meeting. Strege noted that the rule would take effect on July 1, 1999, to allow for budgetary and other planning.

Strege reported that the task force met and decided to recommend elimination of the MSD legislation placeholder, because it was felt that the issue is one of education. Strege noted that in addition, the task force would like guidance regarding their role in educating and lobbying, if any. Strege noted that the commission's charge to this task force was one of, A review and recommend changes in library law.≡

The third item deals with the commission's rulemaking authority over base grants to the federations. Strege noted that under the current method of distribution, consolidation is a disincentive, due to the loss of money that would result due to the consolidation. Strege noted that nothing budgetarily prevents a change in the formula, however, the attorney suggested changing the statutes to give rule making authority to the commission. The Law Revision Task Force has subsequently requested guidance from the commission.

The group decided by consensus to thank the task force for their work to date, and ask that they be available if called upon in the future, but not to ask for additional assistance in the education or lobbying phases of the upcoming legislative session.

Copies of the sections of law in question were distributed. Strege summarized the topic of each section, and noted that the rule making authority for the commission was specifically left out of 22-1-330.

Discussion followed.

Strege noted that rules can not contradict statutes, and clarified that the commission could not decide to not distribute the money and that the money would still go to the federations.

Schmitz clarified that the legislative intent when originally passed was to distribute \$1000 to each library. She noted that the commission could ask for the same amount, and defend the amount by saying it would be used for all libraries, instead of in allotments of \$1000 per public library. Schmitz noted that the law does not specifically mandate that the grants must be given in equal distributions.

Certification of the Legal Status of Public Libraries

Staffeldt summarized the status of the libraries working to become legally certified. She noted that many have gone to the current county commission or city council and ask for a resolution. At the August meeting, there may still be some not certified, and they will not be eligible for state aid. Strege noted that MSL is working very hard to get them certified.

Long Range Plan Evaluation

Strege noted that the library development report was complete and sent with the initial mailing, and the reports for NRIS and the LISD departments will be distributed for the August meeting. Strege offered to answer any questions regarding these reports.

Commission Goals

Mike Schulz reported that the group has met four times, and developed a mission statement and outcomes and brain stormed strategies to arrive at those outcomes, and noted that the group is still happy to take comments.

Review of Commission Policies and Bylaws

Strege reported that the group consisting of herself, Rosemary, and Mary were charged with reviewing the commission policies. However, they have not yet met due to school still being in session. The group plans to meet before the next commission meeting.

The commission asked the group when reviewing the policies, to determine those no longer needed, and consider putting the policies on a rotating schedule, so that some policies are being reviewed periodically, to avoid having to review all the policies at once, in the future.

Laird reported that the bylaws state that each year the commission will review the bylaws in their February meeting. Since this did not happen this year, it was put on the agenda for this meeting. The bylaws were last amended in April 1996. The group established by consensus an agreement that the bylaws should be updated to reflect their review in June 1998.

Acceptable Use Policy

Strege reported that the policy was distributed at the April meeting, and noted the purpose of the policy is to guide the MSL on use of electronic resources. Action at the April meeting was deferred.

Interlibrary Loan Protocols Revision

Strege introduced John Thomas, co-chair of the MLA=s ILL interest group, who revised the protocol. Strege noted that Thomas has also reported to the LRTF, and the group is done with the revisions.

Thomas reported that over the last year, this group asked the library community for comments on the current ILL protocols. Work sessions were held to collect public comments and make the proposed changes known and available to the public. Thomas noted that the earlier protocols focused on books, but the current terms included in the protocols was expanded to materials. Thomas noted that the greatest area of concern seemed to be in the area of load leveling techniques, which was in part, motivation for the revision, and has been addressed.

Strege noted that the commission will be asked to take action on these updated protocols in their August meeting, and any changes will be highlighted to the commission at that time.

Reports

WLN

Staffeldt attended the WLN Library Directors Colloquy in Seattle on May 8, and reported that there were 63 attendees and 13 staff members, and three of those were from Montana. There were presentations on networks and libraries, and automated collection assessment.

MLA Report

Staffeldt reported that MLA was a big success and noted that both the Big Sky Libraries newsletter and Focus on MLA newsletter carried wrap ups on MLA and the election results. SNUG, a new interest group, will be meeting at the Lewis & Clark County Library. The theme for the next year at MLA will be *AMaking Certain It Goes On.*≡ The conference dates for 1999 are June 13-16, and conference plans are close to being finalized, and will be in conjunction with the Mountain Plains Library Association.

Standards

Strege reported that the group met at MLA, with Garvey and Laird in the audience, soliciting comments. No meetings have since taken place, however, the group continues to correspond through E-mail. The committee has decided to look at standards on which no consensus could be reached. The group will write standards pros and cons written by committee members. Strege noted that no one has been assigned to write the pro and con pieces yet. Strege noted that the discussion regarding standards at the August meeting will be a long one. The group decided to discuss the issue of standards at their August meeting, but defer decision until the October meeting.

ALA Legislative Day

Strege reported that attendees at ALA included Strege, Doggett, Schulz, and Fitzpatrick. Overall, the meetings with the three delegates were successful, and the congressmen were more informed about Erate, and excited about LSTA and bringing Internet access to libraries.

E-Rate

Strege reported that on June 12, the FCC issued reconsideration of program. Before that, a lot of statements and political posturing had taken place. The FCC considered all comments, and decided to make it an 18 month program. One change made is the cap of the amount collected, which will be 1.92 billion for 18 months, instead of 2.25 billion for one year. Strege noted that no money has yet been received.

Executive Planning Process (EPP) Update

Strege reported the priorities identified were as follows: the periodical database, shift NRIS funding to the General Fund, a circulation clerk for the Talking Books section of the State Library, a geospatial system for NRIS, and shifting federal funds to general funds. The governor=s office has tentatively approved the first two issues, but have some questions. The governor asked why federal funds couldn=t be used for this, to which we answered, we have a five-year plan, and feel the need to follow that plan, in addition to the philosophical desire to use that money for pilot projects. The second question from the governor was how much will having a statewide database save local libraries, to which we answered, libraries will save a little, but will be able to use that to increase the information resources of their own libraries. Other questions included groups who use NRIS, and whether costs for NRIS use include indirect costs.

Budget Items

Schmitz Kris reported that the commission will see reports for the closing of fiscal year 98, the startup of fiscal year 99, and hopefully, a biennium budget for fiscal years 2000-2001. Schmitz noted that the timing is tricky due to the implementation of the new budget system. Schmitz explained that the base budget for FY 99 is the closing balance of FY 98.

Statute Changes

Strege reported that the statute changes sent over to the governor=s office in conceptual form. Both the library districts and the MSD legislation received preliminary approval, but there were questions about exceeding the levy, and also on ILL changes. MSL met with the governor=s office to explain the changes in more detail, and Strege believes those changes will receive approval, and be included in the governor=s recommendations for legislative changes. The drafts are due September 1, and each agency is responsible for finding their own sponsor.

State Librarian Evaluation Process

Schulz felt that in the previous years, it was beneficial to have input from the staff and library community, both, in evaluation of the State Librarian. Schulz explained the process of collecting input and information, and the group decided to follow the same procedure for this year=s evaluation. Laird and Schulz will serve as the evaluation committee.

Action Items

Doggett moved to approve the Internet Use Policy. The motion was seconded by Garvey, and the policy was approved.

Bergeron moved to accept the adjustments to the LSTA budget to reflect the additional funding. Johnson seconded the motion, and the motion carried.

Johnson moved adoption of the report regarding projects for FY1999. Garvey seconded the motion, and the motion carried.

Based on the task force=s report, Schulz moved to drop the MJSD law from the legislative agenda. Doggett seconded the motion, and the motion carried.

Literature Sample

Strege highlighted articles of interest to the commission.

State Librarian=s Report

The group decided by consensus that in the future, this report should fall in the agenda after the approval of the minutes.

Strege noted that the program manager positions sent over for reclassification had both been upgraded from grade 17 to grade 18, and reflected the expanded responsibilities, and expressed her congratulations to Staffeldt for this upgrade. Strege noted that the only report received from federations was the Sagebrush one, which was included in the report.

Other Business

Laird invited attendees to the August meeting to her home for a reception, and confirmed that reservations have been made for commissioners at the Pine Lodge in Whitefish, for the nights of August 11-12.

Meeting Adjourned