

**State Library Commission Meeting Minutes**  
**October 13, 1999**  
**Parmly Billings Library**  
**Billings, MT**

**Attendees:** Mike Schulz, Dorothy Laird, Al Randall, Cheri Bergeron, Mary Doggett, David Johnson, Rosemary Garvey

**Staff:** Karen Strege, Darlene Staffeldt, Amanda Broadwater, Bruce Newell, Suzanne Reymer

**Guests:** Bridgett Johnson, Bill Cochran, Delores Drennen, Marlene Palmquist, Debbie Schlesinger, Patsy Glazer

**Introductions and Announcements**

Chair Schulz called the meeting to order, thanking Bill Cochran for providing the facility and tour of the library, and gave thanks to David Johnson for providing space for the commission retreat and a reception the night before.

Schulz announced an addition to the agenda - a letter from Darlene Staffeldt to Karen Strege regarding LSTA 1998 funds, which will be an action item.

Delores Drennen announced a problem with Miles City Library's automation system and the year 2000 compliance issue and suggested partnering between MSL and libraries to resolve the issue. Strege will refer this memo to the Networking Task Force, after Delores provides specific figures of the Miles City Public Library needs.

**Minutes Adoption**

David Johnson moved to approve the minutes of the August 18 meeting as presented. Mary Doggett seconded the motion, and the motion carried.

**State Librarian's Report**

Strege highlighted activities contained in her report, noting that MSL is hosting a meeting to discuss purchasing databases and sharing resources, among other things, with the state libraries in the region.

The Library Improvement Project (LIP) in Madison County is doing well, and that it is time to look for another library improvement project. Lake County libraries have been approached as potential participants in the next project, and MSL is waiting for indication from those libraries

on willingness to participate. If Lake County libraries accept, this would be a two-year project, as the population is substantially larger and the agreements will be more complicated than the Madison County project.

Staffeldt highlighted activities of staff in Program One and noted that the first fall workshop was a great success, with about 108 librarians and trustees attending. Diane Gunderson has presented the new certification manual, which has just been finished. Christie Briggs has been presenting forums and presentations on Talking Book library services. The volunteer luncheon was a success, as well. The LISD is studying statistics and negotiating future plans, reorganization, and their focus. Additionally, MSL negotiated with the Lewis & Clark Public Library to house the auto repair manual collection.

### ***NRIS Long Range Plan Process***

Strege reported that the Heritage program has produced a new newsletter, *Optimolocus*, which is in line with attempts to gain more recognition and visibility for the program. NRIS is still working on their strategic plan, and hopes to present that in the December meeting.

### ***LISD Preferred Future Statement***

Staffeldt reported that Suzy Holt has hosted three focus groups to determine the services users want. The draft preferred future statement is a result of the input from staff and those focus groups. Additionally, there are ten statements of direction upon which the library could focus its limited resources, depending upon commission priority. The commission will put these into priority order during the action items section of the agenda.

### ***Database Purchase Project Update***

Staffeldt reported that although some small schools may have been missed, overall participation is approximately 76%. Three databases were upgraded because of the high level of participation, and the resulting surplus of funds. The training went well, and those trainees who attended are now training others in the use of the database. Overall satisfaction with the product and training is high.

Bill Cochran thanked the Commission for this program and noted savings for the Parmly Billings Library for subscription to the database is over \$35,000 per year.

### ***E-Rate***

Suzanne Reymer reported that the E-rate funding for the second year is at wave 13, with wave 14 expected soon. Montana totals to date are \$1.5 million, with about half of that used for internal connection. Reymer noted that funding for internal connections are becoming available, and libraries that were turned down before should re-apply for those discounts in the third year.

Reymer attended E-rate training on September 16 and 17 that gave information on the changes for the third year of the program. Reymer will focus some of her efforts into getting some libraries to apply for new discounts that they were unqualified for, previously, and into

getting libraries to apply early and through the online application process, hopefully resulting in early funding decision letters.

### ***Gates Library Foundation Update***

Strege reported that the Gates Foundation plans to do the grant writing workshops in January 2000, but she has encouraged the foundation to utilize the MetNet technology. Thirteen sites are being reserved for this training, which will result in a maximum two-hour commute for most librarians.

### ***State Personnel***

Strege summarized the Commission's actions regarding the State Librarian's salary at the last meeting, and noted that because the State Librarian is not unique in being underpaid, the raise was denied. Each agency is allowed to give one raise per year, which has already been granted to John Finn. However, if that raise was moved to another category, under the Information Technology rule, the one raise rule could be used to grant the State Librarian's raise. Because the process has been so difficult, Strege requested that the total 8% increase be granted at this time, rather than the previously decided 5%, effective immediately. This request will be an action item later in the agenda.

## **LSTA Reports**

### ***LSCA/LSTA Projects Update***

Staffeldt summarized Jackson's report and noted that the Dillon library is holding an open house on Sunday, October 16. Phases 1 and 2 of the Internet connectivity project have been completed. The Madison County library project board is exploring the options for use of the grant money, including school/public combinations, putting new computers into some libraries, and book stations.

### ***Montana Library Network***

Bruce Newell is negotiating statewide membership prices with OCLC and will hopefully have a definitive price report after their meeting on November 10. Newell is also working with regional state libraries to negotiate reciprocal borrowing agreements and a larger buying group.

### ***FY98 Monies***

Staffeldt reported that there are funds left over from the connectivity project, largely because many connections were achieved more economically than planned. Staffeldt recommended that the commission reconsider a motion made in August to fund the remote technology librarian positions with the remainder of FY98 monies instead of FY99 monies, to avoid reverting those funds.

**Federation Coordinators' Report**

Debbie Schlesinger reported that all six federation coordinators met to discuss the administrative rules to implement HB125, federation activities, and suggest a statewide training session. Schlesinger provided an accompanying written report to the commission.

**Federation Annual Reports**

Staffeldt summarized the federations' annual reports, and noted that the South Central and Broad Valleys reports were in on time, however, due to travel schedules, MSL has been unable to review them. These reports will be presented at the December meeting.

**Review of Commission Bylaws and Policies**

Strege summarized her recommendations of action for the policies being reviewed. These policies were first reviewed in August, and will be up for action later in the agenda.

**Networking Task Force**

Strege reported that the last meeting of the Networking Task Force included representation from OCLC managers and OCLC/WLN. The group is negotiating a cooperative purchase, which will be a new development for OCLC. In November, the task force will see proposals and prices for that purchase.

At the next meeting, the task force will be discussing a statewide OCLC membership, and reviewing comments received regarding the MLN plan. That plan will be revised and then brought to the Commission for action in December.

**Law Revision Task Force**

Strege reported that after two years of service on the LRTF, Rep. Royal Johnson has resigned his membership, and Rep. Bob Lawson will be replacing him. MSL will send a letter of thanks on behalf of the Commission to Rep. Johnson.

Being discussed in the task force are rules for implementation of HB 125 (which allowed federations to be multi-type), confidentiality of library records, state aid programs, and review of existing laws for currency.

The task force, with one less than a consensus, voted to move these rules for approval by the Commission. Potential Commission actions now include sending the draft rules back to the task force for revision; approval of the recommendations, which would begin the rule making

process; modify and approve the recommendations, and start the rule making process; or, let the issue drop.

Strege summarized the draft rules, and discussion followed regarding delegates, membership, and consistency of the rules with the law.

### **Public Library Standards Administrative Rules**

Strege gave background for and reviewed the materials provided for this issue. Potential Commission actions include sending the rules back for modification; approving the draft language; or modifying the language and approving the rules. Strege noted that action must be taken on these rules by the December 1999 meeting.

Concern was raised regarding the service population requirement. After discussion, the group decided to require communication from libraries to the State Library when they fall within the 5% range of the standard, and would like to defer to the standard of the lower service population requirement.

The language regarding the referrals comment was modified to read, "a member named by the appellant, who is not a member of appellant's library, board, or commission." Language was modified to read "a member from the library community who is not connected to Appellant's library, state library, or the State Library Commission is named by the MLA president-elect" to clarify eligible appointees. "State Librarian" was changed to "State Library" for consistency.

### **Commission Retreat Report**

Schulz reported that the Commission met on October 12 for a retreat to discuss personal goals. John Munding facilitated the meeting, and will be emailing the results of the retreat to Schulz for distribution. The hope is that these goals and roles will remain active.

### **Action Items**

#### ***Drug Free Workplace***

Garvey moved to approve the policy with updated signatures. Doggett seconded the motion, and the motion carried.

#### ***Exit Interview***

Bergeron moved to repeal the policy. Doggett seconded the motion, and the motion carried.

#### ***Leave Without Pay***

Doggett moved to update the policy. Bergeron seconded the motion, and the motion carried.

**Sexual Harassment**

Laird moved to update the policy with current signatures. Garvey seconded the motion, and the motion carried.

**Job Share**

Johnson moved to repeal the policy, and Garvey seconded the motion. After discussion, Johnson modified the motion to repeal the policy and henceforth to use the State of Montana's policy. Garvey seconded the motion, and the motion carried.

**Reduction in Force**

Garvey moved to approve the policy with updated signatures. Laird seconded the motion, and the motion carried.

**Grievances**

Doggett moved to adopt the state's most current policy as the Montana State Library policy. Bergeron seconded the motion, and the motion carried.

**Golden Plains Annual Report**

Johnson moved to accept the annual reports of the Golden Plains, Pathfinder, Sagebrush, and Tamarack federations. Laird seconded the motion, and the motion carried.

**State Personnel Action**

Randall moved to increase the salary of the State Librarian by 8%, effective the next pay period. Bergeron seconded the motion, and the motion carried.

**Public Library Standards Rules**

Strege summarized the following changes made to these rules:

- ◆ Page 1725, in the new section, concept: the library under these circumstances will have to notify the state librarian.
- ◆ Page 1726, rule five, letter i: "a member named by the appellant who is not a member of the Appellant's library staff, library board, or city or county commission.
- ◆ Page 1727: "member from the library community who is not affiliated with Appellant, State Library Commission, or State Library Staff."
- ◆ Page 1727, section c, number 1: Change "librarian" to "library"

Laird moved to accept the public library standards rules as amended. Doggett seconded the motion, and the motion carried.

**Federation Administrative Rules**

Suggested changes to the language in the second paragraph under "Base Grants" are as follows:

"The federation, after receiving recommendations from the advisory board, shall distribute the base grants in two ways:

1. The federation may use the grants to fund federation projects that maintain or improve cooperative library services and activities.
2. The federation may also allocate (continue with the same language)
  - a. (former paragraph 1)
  - b. (former paragraph 2)
  - c. (former paragraph 3)
  - d. (former paragraph 4)
  - e. To support other objectives that enhance cooperative activities and services.  
(replaces last paragraph of 10/5/99 draft)

Johnson moved to approve the recommendation of the Law Revision Task Force and move forward with the rule making process. Laird seconded the motion, and the motion carried.

#### ***Preferred Future Statement***

Bergeron moved to approve the Preferred Future Statement. Doggett seconded the motion, and the motion carried.

The top three priorities as identified by the Commission are numbers 1, 5, and 8.

#### ***FY98 AND FY99 LSTA Monies***

Doggett moved to spend LSTA FY98 monies to fund the statewide technology librarians. Bergeron seconded the motion, and the motion carried.

#### **Library Literature Sampler**

Strege reported that the press coverage for the last few months has been concentrated on summer reading programming, hence the scarcity of other articles.

#### **Other Business/Announcements**

Laird noted that she is serving on the conference planning committee, and suggested planning the traditional Commission reception early, in hopes of obtaining time on the agenda. In the interest of promoting awareness of the Commission and encouraging a larger attendance, Laird suggested partnering with MLA to host a reception. The group agreed and Laird will move that idea forward with the conference planning committee.

Schulz thanked Parmly Billings Library and Bill Cochran for the facility, and David Johnson for the retreat facility and reception at his home.

#### **Meeting Adjourned**