

Montana State Library Commission
Helena, Montana

April 12, 2000

Attendees: David Johnson, Al Randall, Mike Johnson, Dorothy Laird, Mary Doggett, Rosemary Garvey

Commissioners

Absent: Cheri Bergeron

Staff: Karen Strege, Darlene Staffeldt, Kris Schmitz, Amanda Broadwater, Duane Anderson, Sue Jackson, Sue Crispin, Ted Chase, Velda Welch, Kris Larson, Bob Cooper, Bruce Newell, Ed Madej, Suzy Holt

Guests: Bonnie Lovelace, Debbie Schlesinger, Bonnie Williamson, Ralph Atchley, Bridgett Johnson, Marlene Palmquist, Catherine Siegner

Introductions

Chairperson Johnson called the meeting to order and asked all guests to sign the roster.

Darlene Staffeldt introduced Ralph Atchley, trustee for the Phillips County Library, who was attending on behalf of the Golden Plains federation.

Minutes Approval

Laird moved to adopt the minutes as presented. Schulz seconded the motion, and the motion carried unanimously.

State Librarian's Report

Gates Library Foundation

Strege reported that the Gates Foundation has made its awards to libraries, and sent a binder of summary information to the State Library. Jackson reported that all the award checks have been mailed to Montana libraries. Libraries must send at least one person to attend the "Before Your Computer Arrives" training, which begins today. The training will be held in seven different locations in the next two weeks. Training on the new machines is scheduled to start in June, when the Foundation will be traveling to libraries to conduct those sessions. Additional trainings are being held in Seattle, to which the State Library is sending staff, as well as some librarians from around the state, when appropriate.

Strege thanked Jackson for her work in obtaining a grant award for the Colstrip library, and noted the letter of thanks that had been sent on behalf of the people in Colstrip.

NRIS Strategic Plan

Strege reported that Jim Stimson had resigned. Stimson indicated that he felt good about the strategic plan, but regretted being unable to fix the funding structure of NRIS. With the development of the plan, NRIS managers and the NRIS advisory council felt it was a good time to examine the structure of the program.

At the NRIS advisory council meeting the previous day, staff expressed concerns that the program is heavy in management, and a resultant committee to study that situation was formed. Strege gave background and history of the NRIS program, with an overview of past and present contracts, and the resulting funding.

Duane Anderson distributed a report to give context of the proposed strategic plan, and described the process of deciding upon the recommendations.

Bonnie Lovelace, chair of the NRIS advisory council and the member of longest term, reported on the evolution of the NRIS program and advisory council. Sue Crispin helped clarify the relationship and funding of the Heritage Program with that of the rest of NRIS.

Anderson summarized the goals in the plan, and gave the rationale behind each, as well as the current accepted practice. He gave a summary of the current funding structure, number of employees and their duties, and explained how the re-organization would benefit the program and begin to realize the mission and goals.

Velda Welch thanked the commission for allowing her time to represent the opinions of NRIS staff. She reviewed the staff statement, and noted that the second page contained signatures of all but one staff member.

Lovelace summarized the NRIS advisory council meeting, and noted that overall, the council endorses the strategic plan, however, there are some concerns. The role of the council will change, having a much stronger role with more involvement. Two council members did not endorse the plan, one citing concerns with the proposed reductions in force. All felt a pressing need to complete the management investigation, which could affect structure and staffing levels. Further, the council felt that a description of coordination with the heritage program was an essential part of the plan, as well as continued provision of mediated requests. The council also intends to examine membership on the council, and is researching potential legislation to clarify and define members.

Discussion followed regarding NRIS advisory council recommendations, the process of bringing a mediator to resolve staff conflicts, mediator recommendations, the NRIS director position status, process of conducting a reduction in force, employee assistance efforts, involvement of NRIS staff in the decision making process and NRIS director hiring process,

LISD Reorganization

Staffeldt reported that as yet, only five applicants have applied for the Government Information Specialist position, which closed Monday. One grievant has through today, and the other until Friday, to file responses and take the grievances to the next step in the process.

ALA Legislative Day

As Strege will be unable to attend legislative day on May 1-2, Staffeldt will be attending on her behalf. Mary Doggett and incoming MLA president Suzanne Goodman will be attending, as well.

E-Rate Report

Staffeldt gave an update including libraries that have received three-year funding.

LSTA Reports

Projects Update

Jackson reported that Bob Cooper is working very closely with the Library Improvement Project (LIP) in Madison County. Three libraries will be upgraded to 56K connections, and work continues on the model for developing a countywide system, with hopes of having it finalized in June.

The Lake County LIP project has not officially started, as there is not yet a signed agreement on file, however, they hope to have the final signature before the board meets again on April 23.

Applications for the Summer Institute were due April 1, and a total of 48 applications were received, with 43 of those from the targeted audience of small library directors. The state library will send out notices on Friday to those who were accepted. The venue has changed from Rocky Mountain College to MSU Billings, and some details are still being worked out to provide ample time for networking.

Because the OCLC training is going to take place near the same time as the Fall Workshop, the two may be combined for efficiency.

Montana Library Network

Bruce Newell reported that a statewide contract is very close. The networking task force is working on the interface design to determine what the user will see when logging on.

Newell spent a week learning about the Site Search product, and reported that the product is capable of doing anything desired. The process to hire an assistant to train librarians in software use has just begun.

Libraries will be receiving two letters soon. The first was sent yesterday and invites participation in the Montaniana grant by May 10. The second will be sent as soon as the contract is signed and invites libraries to join OCLC by May 5.

Executive Planning Process (EPP) Issues Update

Strege distributed an update summarizing the significant new proposals and requested adjustments in the state library base budget, which are due to the governor's office soon. Strege summarized the request and noted the recommended priority order. Anderson explained how he devised the formula for determining which agencies pay for NRIS services, and justifying the amounts.

In priority order, the list of projects is:

- Secure additional funding for NRIS
- Build a sustainable infostructure for Montana including:
 - Fund two statewide technology librarians
 - Change distribution of state aid to libraries
 - Fund statewide magazine database
 - Fund a GILS project

Law Revision and Networking Task Force Report

The Law Revision task force recommended changes in the distribution of state aid, as outlined during the EPP update. Other legislative changes include:

- District law
- Federation law
- Public library law
- Possible changes in NRIS advisory council membership and roles

Federation Plans of Service

Staffeldt reported that the reports had arrived before the previous commission meeting, however, there had not been enough time to process the plans and make staff recommendations. All plans are being presented now for approval.

Federation Coordinators' Report

Schlesinger distributed a report of the coordinators meeting, and summarized issues discussed, including plans for the fall meeting, potential CE topics for a multi-type federation meeting, federation-wide library cards, key tag library cards, and increased costs to federation headquarters due to the change to multi-type federations. Additionally, the group felt a thank you to the Gates Foundation is appropriate.

FY00 Third Quarter Financial Report

Kris Schmitz presented the financial report and reported that the only change in program one is the movement of travel funds, due to the budget office's decision to track it as an expenditure.

Schmitz noted the number of small contracts in program seven, which are different than the core level budget. To use contract funds, NRIS employees have to be working on tasks requested by the contractor, not on core functions. Schmitz noted that if all the core level hours were used, NRIS would end the year with a \$16,000 deficit in personnel services. Further, some agencies haven't paid the entire amount mandated by the state, which accounts for additional shortfalls in core funding. To resolve these deficits, Schmitz will attempt to access the contingency fund.

Commission HB 125 Rules

Strege reported that only one person attended the rules hearing, but her concerns were unrelated to the rules. Three responses were received, and the agency responses to those comments were outlined in the memo to the commission.

Commission Goals and Roles

Mike Schulz presented a summary of the commission retreat in October. The subcommittee is at a loss for direction, and asked the commission to give clear direction on whether to pursue this avenue of involvement with libraries.

Strege suggested setting up a meeting with the candidates for the Superintendent of Public Instruction position, and perhaps the Governor candidates, to inform and educate them on the operation and structure of the state library and commission.

After discussion, commissioners decided to identify the issues that have had no further movement. The next meeting will involve presenting these issues, and taking volunteers for working on a number of the identified issues.

Commission Reception at MLA

Dorothy Laird reported that the commission has contributed \$300 for the MLA joint reception in May. The Parmly Billings Friends of the Library has also committed to help host the reception, which will take place at the art museum, and serve desserts and wine. Commissioners are encouraged to attend and mingle.

Review of Commission Bylaws

Strege reported that the bylaws review is scheduled for every February. Staff has no recommended changes or additions, but simply a review.

Collection Honor Roll

Staffeldt summarized the criteria for being included on the honor roll, and thanked Sue Jackson for her work on compiling the honor roll. The list will be prominently displayed in the state library's booth at MLA, and listed libraries will receive a certificate.

Action Items

Financial Report

Garvey moved to approve financial report. Doggett seconded the motion, and the motion carried unanimously.

Federation Plans of Service

Schulz moved to approve all plans of service and commend Golden Plains for their diligence in moving to a multi-type format. Randall seconded the motion, and the motion carried unanimously. Strege will write a letter to the Golden Plains federation, expressing the commission's praise.

NRIS Reorganization

Laird moved to accept the strategic plan for NRIS as presented. Doggett seconded the motion. After discussion, the second to the motion, and the motion were withdrawn.

Laird moved to accept the NRIS strategic plan, goals 1-4 as presented, and goal five including only the goal statement, which is to secure adequate and stable funding. Randall seconded the motion. The motion carried with a vote of 3-2.

After further discussion, the commission decided to seek further information, and conduct a meeting at MLA to determine whether to accept the state librarian's recommendation to reorganize NRIS.

The commission asked for information from the committee studying the issue of management (Chairperson Johnson will participate), and reports regarding the following:

- The performance evaluations process;
- Potential areas of integration with the Heritage program;
- What state agencies have added GIS specialists and their duties;

- What positions are available in MSL and if they are appropriate for staff with potential RIFs, and;
- Plans to meet mediator's comments.

EPP Issues

Schulz moved to accept the EPP issues outlined in the memo dated March 27, 2000, and the NRIS EPP issues handed out in today's meeting. Laird seconded the motion, and the motion carried unanimously.

Collection Management Honor Roll

Doggett moved to accept the Collection Management honor roll list as presented by the state librarian. Garvey seconded the motion, and the motion carried unanimously.

Commission HB 125 Rules

Schulz moved to approve rules with the changes outlined in the memo. Randall seconded the motion, and the motion carried unanimously.

Law Revision Task Force Recommendations

Laird moved to adopt the recommendations of the Law Revision Task Force in the following priority order:

1. District Law
2. Federation Law
3. Public Library Law
4. NRIS Advisory Council – membership and roles

Doggett seconded the motion, and the motion carried unanimously.

Library Literature Sampler

Strege summarized the contents of the literature sampler, including a letter urging librarians to encourage cooperating with the census.

Meeting Adjourned