

**Commission Meeting
Minutes for June 11, 2003
Bozeman Public Library
Bozeman MT**

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Attendees:

Commissioners: Cheri Bergeron, Bruce Morton, Al Randall, Gail Staffanson, Toni Broadbent, Donald Allen, Caroline Bitz

Staff: Karen Strege, Tracy Cook, Darlene Staffeldt, Barbara Duke, Kris Schmitz, Bob Cooper, Anastasia Burton

Guests: Pat Stevens, Alice Meister, Debbie Schlesinger, Emory Robotham, Bette Ammon, Linda Moss

The meeting was called to order at 1:05.

Announcements and Introductions

Bruce Newell introduced Pat Stevens, the Director of Cooperative Initiatives with OCLC. She is touring with Bruce and Bob to several rural Montana libraries.

Karen Strege introduced and welcomed the new commissioners who were appointed by the Governor in May. Caroline Bitz is from Box Elder, Toni Broadbent is from Helena and Donald Allen is from Billings.

Linda Moss was a guest at the meeting. She was an adjunct at MSU Library for almost two years and is now working on her master's degree in public administration. She is doing a project on state library operations.

Debbie Schlesinger addressed the commission and asked that when they look at the federations' annual plans of service they notice the large decrease in federation funding. She pointed out that federations had very little money to operate on in the first place and now they are down to almost nothing. Schlesinger would like a policy discussion to be initiated between the commission, the state librarian and other interested parties to make federations a high priority and consider replacing some of the federation money lost over the last two years with LSTA funds.

Approval of Minutes

Al Randall questioned whether the Storage Area Network discussed at the last meeting is something that the whole library can use or whether it was just for NRIS. Karen Strege explained that the SAN is for the whole library.

Randall also asked Cheri Bergeron what veteran's were eligible for the honorary high school diplomas mentioned at the April meeting. Bergeron said that any veteran, alive or dead, is eligible.

Bruce Morton made a motion to accept the minutes from the April meeting. Gail Staffanson seconded the motion and it passed unanimously.

State Librarian's Report

Strege noted that it's time to review commission policies. For the next year, the commission will look at four or five policies per meeting. If staff suggests changes need to be made to a policy, the commission can agree or disagree with the changes. If changes do need to be made, the changes will be discussed at the meeting and approved at the following meeting. If no changes need to be made, the commission can approve the policy as is.

Program managers have been meeting with an architect to talk about space use at the Library. The architect is currently estimating remodeling cost. It is hoped that the changes can be done in phases over the next three years. The goal is to bring NRIS and LISD together for the purpose of cooperation and working together as part of the digital library.

The campaign to market Montana's libraries is once again underway after being temporarily tabled due to the legislative session and Anastasia Burton's maternity leave. Strege and Burton are meeting with the Montana Library Association Public Relations Committee in July. MLA donated \$5000 to broadcast three public service announcements, which have been completed and will be premiered today.

Burton said that she started out by identifying whom we wanted to reach through the campaign. It was decided that we should focus on current users to retain their use. The PSAs are geared toward letting the public know that libraries still have all of the great resources they have always had, but now they have even more.

The first PSA features Stephanie Ambrose Tubbs, the author. The second PSA is aimed at a younger audience and features Wiley Gustafson, the Yahoo Yodel Guy. Gustafson was born and raised in Conrad, MT, and currently lives in Dusty, Washington. The third PSA features Tom McGuane, a popular author who lives in Montana. Each of these supporters donated their time to this activity.

The radio and television PSAs will air statewide for three months beginning in September. Press kits are being assembled for public libraries to use.

Randall asked Strege about the status of the Gates Foundation grants. Strege explained that the Library received revised guidelines for the grants. In the past, the foundation grants were awarded on a one-to-one basis. Because so many states are now experiencing budget cuts, the Foundation will now match funds on a two-to-one basis. The State Library's contribution is \$100,000 now and those funds can be state, federal or local funds. The first grant application is due in September. Strege, Sue Jackson and Darlene Staffeldt will meet tomorrow to discuss structuring the grant.

Program One Updates

Staffeldt reported that Aaron Mook was hired as the Library's systems administrator. He seems to have the right mix of people and technology skills to be an excellent staff member.

TBL is currently screening applications to fill the vacant Reader Advisor position. Staff is also learning how to use the new digital recording equipment. PBS spent about four hours in TBL this month taping a short segment to be aired in July.

LISD staff continue to work on the deselection and shifting of state and federal publications.

Gates grant money is being used to hold summer institutes in Billings and Missoula. The Fall Workshop will be held on September 26 and 27 in Lewistown.

Standards certifications have been sent and are due June 20.

Randall asked how the Gates Foundation ending its technical support commitment would affect Montana. Staffeldt explained that the Gates Foundation has provided some workbook material and may return periodically to hold workshops about maintaining computers to make the transition as easy as possible.

Program Seven Updates

Strege reported that the NRIS website is averaging over 1 million hits per month and continues to climb. There are over 2000 visitor sessions per day, each lasting about 13 minutes and demonstrating how valuable a resource the site is.

Bids for the Storage Area Network (SAN) will be opened early next week and a purchase order will be issued soon. The SAN will be used for the Library's entire information technology infrastructure and will ensure that the agency's Internet services never go down and always remain robust. ITSD has been very helpful in assisting with the purchase. They asked some very good questions about the need for the SAN and then approved the purchase.

Randall commented how the State Library has reexamined its goals as it moves to a digital format and is no longer trying to be everything to everyone. Its main responsibility is to state employees and to Montana libraries and then to services to the general public. He added that he's impressed with how the Library has improved in teaching state employees how to use the databases and do searches from their desktops. He feels that the Library is moving in the right direction.

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Digital Library Planning

Jim Hill, Kris Schmitz and Strege met after the legislative session to plan how to best manage the merger of LISD and NRIS into the Montana State Digital Library (MSdL). The first thought was to do a radical shift in staff into functional departments, but it was decided that wouldn't work. Instead, there will be a gradual merging of departments over the next year or two. To facilitate that, there has been one meeting with the managers of the two departments and another one is scheduled for later this month. During the first meeting, attendees defined their clients, collections, services and product and drafted unified statements of purpose. At the next meeting, joint goals and objectives and initial joint projects will be identified. MSdL needs to find a project to work on as a team to learn about each other and the work that each staff member does. A web-based project may be considered. The question remains about where the Montana Library Network fits into the structure. That is still an open question that will be considered and answered in the future. This is a period of transition for everyone. Strege hopes to show the commission a year from now what staff has done together for the digital library. There have been only three staff changes as of July 1 due to the merge. Suzy Holt will now report to Jim Hill, who is the director of the new MSdL. Kathy Madison will temporarily report to Holt rather than Sarah McHugh, and McHugh will move to MLN.

LSTA Report

The only LSTA monies expended this quarter were for the catalog for Eastern Montana.

MLN

Newell reported that McHugh is in Billings doing training for librarians who are joining the shared catalog. There will be another training session at a later date.

MLN and the shared catalog have been working together to draft a business plan. Once the plan has been finalized, it will be presented to the commission to be used as a tool to determine the shared catalog's future growth and to decide if federal LSTA funds can be used to support the project.

The deadline for OCLC enrollment was May 30. We are down a few libraries, mostly schools, but we have raised enough funds to honor the contract.

Newell reported that he has been appointed to the OCLC executive council for a one-year term and finds it encouraging that OCLC is reaching into smaller libraries.

The Request for Proposal for the magazine database is out and responses are due on June 13. The RFPs will be opened on June 16 and the Networking Task Force will meet June 25, 26, 27 at Carroll College to discuss the proposals and make a decision based on state procurement regulations.

Final 2003 Legislative Report

Federation funding and interlibrary loan reimbursements took deep cuts in the 2003 legislative session. There were also reductions in the administration, materials and NRIS/Heritage budgets. One staff member was let go due to a Reduction in Force and the data coordinator position was lost. It will not be necessary to RIF anyone in the next six months, but the possibility may arise at a later date.

Most of the bills in this session were budget related. The only library bill introduced would have allowed parents to view their children's library records. The Commission and the Montana Library Association opposed the bill and it was tabled in committee.

A special session may be necessary to decide how to spend federal dollars. Even if a special session is called for one particular purpose, legislators can revisit any bill or issue they choose.

Strege commented that the Library will need more staff, particularly IT people, if we are to keep the information on the website up-to-date and usable. We also need more specialized electronic resources; Infotrac is not enough. Our needs are growing and we need to communicate the importance of these needs to the legislature.

Schmitz added that this session was an entirely different than previous sessions. The legislature did not want lists of priorities or goals. They just told agencies what their budgets were and left it up to them how they would allocate it. Strege added that during the Library's hearing, there were no questions about services; they all focused on money.

Randall said that this has been the most difficult year he can remember that the Commission has had to face.

ALA Legislative Day Report/Federal Legislation Status

Randall attended the American Library Association annual legislative day in Washington, DC, along with Darlene Staffeldt, Lois Fitzpatrick, Debbie Schlesinger, and Bernadine Abbot Hoduski. He said they spent one day in training, but he was not pleased with some of the sessions. The

delegates then met with Montana's congressional members or members of their staffs. Senator Burns met with the group and Randall said he was impressed with Burns' knowledge and position on library topics. Baucus and Rehberg were not available to talk to the delegation, but their staff members were helpful. Literacy through school libraries was a key topic. President Bush has suggested that the money for the program be increased. Libraries would like the funding increased to \$100 million and distributed by a formula so that every state is included. E-rate was also a topic of concern. Library finances are being reviewed to assure that they are actually eligible for e-rate funding.

Schlesinger added that states need help from the federal government to fund library services. The combined power of librarians can convince legislators of this.

Staffeldt said that other subjects discussed were the LSTA reauthorization and the wonderful things LSTA funds are used for, copyright legislation and making government printing office material available on the Internet. Staffeldt sent thank you notes to Burns and the staff members that met with them. A member of Burns' staff called for follow-up information on e-rate funding.

Commission Goals and Objectives

Strege said that she found some old material referring to the goals and objectives of the Commission, but that the information is dated and it is time to review them. Perhaps in the spring the Commission can update them.

Randall asked the commission members to read over the memo from Strege listing the Commission's stated goals and objectives and also look over the mission statement and they can be discussed at the next meeting. He added that Commission members need to be visible in their communities and attend events where they can represent the State Library and communicate the importance of library services to the public. Commission members take turns attending ALA Legislative Day in DC to represent Montana's library community.

Caroline Bitz reported that she stopped at libraries in Madison County to introduce herself to library directors and their staffs.

Federation Plans of Service and Federation Update

Staffeldt stated that all general fund money for federations was cut, but that there is still a small amount of coal tax funding left. The coal tax money was split in half, with half being split evenly among the federations and half being distributed based on population. The reduction in funding is almost a 50% decrease for some of the federations.

Schlesinger reported that the Broad Valleys Federation would only have one meeting a year. They will still have their two-day retreat. The federation hopes to hang in there until money is restored or the federation system is abandoned altogether.

Emory Robotham from the Golden Plains Federation reported that funding for travel would be cut to fund other areas. Robotham added that he urges the Commission to put Federations and Federation funding at a higher priority so the Federation will have the monies in the future to do the good things that they do. He also urged the Commission to be very active in legislative matters.

Bette Ammon said that the Tamarack Federation would eliminate the fall meeting and just meet once in the spring. They will use their money as direct grants to individual libraries to offset the

costs of OCLC or Infotrac. They also had their collection management policy approved, and next year libraries will be able to buy materials with the grants. Ammon added that the administrative library for the Federation does not receive much compensation for administrative functions. At one point there was talk of having the State Library handle the administrative tasks for the Federations. She understands that's not a possibility at this time since there is no funding to pay for a staff member to do it, but she hopes that's an option in the future. The Federation is moving forward, but plans will need to be made for the future.

The Pathfinder Federation plans to use most of its money for cooperative purchases of OCLC. They will still hold meetings, but they won't reimburse as much for travel.

The Sagebrush Federation still plans to meet twice a year, but they probably won't reimburse for one of the meetings. They will also use their funds for collaborative purchases of the shared catalog and OCLC.

The South Central Federation will continue to disburse its funds as grants to individual libraries.

Staffeldt said that the plan for the State Library to take over the administrative duties for the Federations hasn't been forgotten; it has just been tabled for the time being.

Action Items

Gail Staffanson moved to approve all the Federation Plans of Service as a group. Donald Allen seconded the motion and it passed unanimously.

Literature Sampler

Dutton's new library is taking shape, but they won't be able to open until the sidewalks are finished.

Augusta celebrated the 25th anniversary of the building of their Library.

Other Business and Announcements

The next meeting will be in Helena on August 13.

Bette Ammon encouraged people to visit Missoula in July and August when the public library will be hosting a traveling exhibit about sustainable agriculture.

Burton reported that the local television station filmed part of the meeting for its news broadcast tonight.

The meeting was adjourned at 3:40 pm.