

Montana State Library Commission

Meeting Minutes for June 9, 2004
Helena, MT

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Attendees:

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

Staff Present:

Karen Strege, Darlene Staffeldt, Kris Schmitz, Barbara Duke, Bruce Newell, Duane Anderson, Sue Crispin, Bob Cooper, Anastasia Burton, Scott Mincemoyer

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Announcements and Approval of Minutes

The meeting was called to order at 9:05 am.

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Randall mentioned that in the minutes for the April meeting, the word "be" should be added after "will" in the third paragraph down. Allen made a motion to accept the April minutes with the change made. Bitz seconded the motion and it passed unanimously.

Staffanson made a motion to accept the teleconference call minutes from May. Allen seconded the motion and it passed unanimously.

State Librarian's Report

Strege reported that voters approved a library levy to support the Jefferson County libraries. Havre Hill county voters approved their library levy by a large margin. Voters in Stevensville approved the first library district in the state.

Strege outlined the changes that the Governor's office will begin requiring on all agency web pages. The page templates will be standardized to give all state pages a common look and feel. Requirements will include a standard header, which can be modified with an agency's own logo, a standard footer, and drop-down, non-cascading menus of no more than seven items. These standards must be used on all home pages and any page three clicks in from that page. All agencies must be in compliance by September 30 or submit a plan by July 16 explaining why they cannot meet the standards by the deadline.

Remodeling plans for the Library are moving forward. Staff committees have met to discuss collections and office issues. Strege met with Doug Olson, manager of facilities for General Services, and Chris Smith, chief of staff of FWP to discuss the revised plans. Sometime next week Olson will speak to the architects who drew up the original plans to get an updated cost estimate. Strege will meet with Olson and Smith again once the cost estimate has been updated to decide whether the costs are in line with what FWP has to spend. A draft Memorandum of Agreement is being developed between the Library and FWP to outline the responsibilities of each agency. The plan is for FWP to pay the upfront money for the building improvements. The benefits to the Library will be having all collections on the same floor and to have all staff on the same floor to facilitate working together as part of the digital library. Strege hopes to have a final version of the MOA to present for the commission's approval at the August meeting. Construction would start after that.

Morton pointed out that on the top of the second page of the MOA there is a chronology of notification, but no chronology of vacation of the premises. Language needs to be added that states how long FWP would have to vacate the premises after the 30-day notification. Strege made a note of that.

The legislative session is approaching and budget and bill drafts are being prepared for the Governor's office. Strege and Schmitz will meet with Chuck Swysgood, the state's budget director, next Monday to hear the Governor's decision on the commission's request to restore Library funding. Strege will update the commission via email next week.

The legislative proposals to make changes to the state publications law and for federation statute changes were approved by the Governor's office. More information was requested on the proposal to change library district laws. The agency's attorney is being consulted to clarify the proposed changes. Strege will be attending an Education and Local Government interim committee meeting at noon today to make a brief presentation of the three issues.

Strege announced that staff member Roberta Gebhardt received the Sheila Cates's scholarship to attend library school, Duane Anderson received a GIS service award, and Suzy Holt received her five-year pin and is retiring at the end of the month. Phone interviews will be held with three candidates next week for Holt's position. Anastasia Burton accepted a job with DPHHS and Catherine Love accepted a position at DEQ. Sheila Sterns, Commissioner of Higher Education, who had hoped to be at this meeting had to postpone until August.

LDD & TBL

Staffeldt announced staff awards. The following staff received pins for their years of state service: Bruce Newell, 5-year pin; Kathy Madison, 10-year pin; Lee Madison, 25-year pin; and Carolyn Meier, 20-year pin.

The Summer Institute is going on in Bozeman now. At least 25 libraries are represented.

Tracy Cook will be doing customer service training in Kalispell next week.

Staffeldt and three TBL staff members went to Rapid City for the National Library Services national conference. There they learned more about digital books and what progress has been made in that technology. There is still disappointment about how slowly it's going. Staff members have made presentations at many health fairs this summer.

MSdL

Jim Hill is at a digital library conference in Tucson, so Duane Anderson gave the report.

Anderson introduced Scott Mincemoyer, who is the new botanist for Heritage.

Heritage Program is working on updating the stewardship database.

The Library has completed a migration of servers into what the state calls the DMZ. This was a technical move required by the Department of Administration to improve the security of the web-hosting environment.

The digital atlas application, which came out of the IMLS grant, achieved the 1 million-user session mark at the beginning of June, which is a significant achievement in state of Montana's size.

NRIS has five new projects in the works. One of the projects is to improve the dataflow for five remediation databases for DEQ. Another project with DEQ involves getting airshed data into the clearinghouse and also assisting them with importing near real-time quality data for the summer fire season. NRIS reached an agreement with the state historical preservation office to provide web-enabled access to their cultural and archeological sites. NRIS is working with DNRC to improve the water right application. NRIS is also working with the D of A to define critical structures and infrastructure as part of the homeland security project and is developing a new high-resolution statewide transportation data layer

for the D of A's transportation group. NRIS recently rolled out the Montana Fishing Guide in cooperation with FWP, and it's getting great reviews. The application runs on our servers and NRIS did all of the mapping for the application. NRIS may also add soil moisture data to the clearinghouse to aid the state in drought monitoring.

Randall asked how the development of the Digital Library is progressing. Strege answered that the integration of LISD and NRIS has gone slowly. Holt's position has been advertised and a new position description for a staff member in the library department with web-based skills has been written and will also be advertised. Strege added that the staff in the library department has been doing an outstanding job of deselection materials. The paperwork involved in such a project is intensive and a temporary employee was hired to help with that. Just preparing for the integration has taken a lot of time. Randall said that he would like the Digital Library to be kept on the front burner.

MLN

Newell reported that Wyola has dropped out of the Shared Catalog. The Library is in the process of negotiating with Sirsi to lower some of the start-up licensing costs for joining the consortia. That means the number of funded libraries has been extended to include Laurel and possibly provide partial funding for Miles City Community College library. Newell thinks 20-25 libraries per year will be added to MSC, which means more staff will need to be added at some point. Where the funding for more staff will come from is being discussed. Newell had hoped to migrate the catalog to a new server here at the Library. That has not yet happened because ITSD hasn't given permission to purchase the server. Strege met with Jeff Brandt, acting chief information officer for the state, and appealed the decision informally.

In September, the MLN Catalog will move from the MLN Gateway to a product hosted at OCLC in Dublin, Ohio. This is part of the OCLC enrollment and provides a much better interface for users and is maintained by OCLC rather than Library staff.

The Digital Library Museum Content Inventory meeting was held at the Library on May 20. Topics discussed were digital content and how to make materials more available to patrons.

Training has been done for the Cooperative Reference project and it will have a soft start in early July and a public start in early September.

Cooper announced the official results for the North Valley Public Library district vote. Voter turnout was about 70% and there were 1,587 votes for and 395 against forming a library district.

PEEL Scholarship Committee Awards

The 28 scholarship applications were screened and eight were chosen for funding. One of the eight has since withdrawn from the process. The recommendation is to fund the remaining seven, three at the maximum and four at 90% of what they requested. One applicant is on a waiting list at her chose school, if she is not accepted, the money may be used to award a scholarship next year. If all the scholarships are accepted and awarded, there will be a little bit of money left and that will be used for administrative costs and other PEEL activities.

ALA Legislative Day

Bitz thanked the Commission for sending her to Washington, DC for ALA Day and also thanked Lois Fitzpatrick and Bernadine Abbott-Hoduski for guiding her. There were 500 attendees at the conference. The President of ALA spoke about the importance of ensuring that libraries don't get swept under the rug in these times of wartime spending. Bitz attended workshops on lobbying and e-rate while in DC. On Legislative Day, Bitz, Fitzpatrick and Abbott-Hoduski met with staff members representing Senators Baucus and Burns and Representative Rehberg. Bitz thanked the aides for the LSTA grant money and told them how Montana had used the funds.

Policies Review

Strege presented three policies for the Commission to review.

The classification policy meets the state's specifications and requires no major changes. The term program manager was changed to division manager.

The FMLA policy is required by the state and is guided by federal and state law. There are no changes suggested.

The safety policy is a requirement of the state. Strege changed some language but made no substantial changes.

Federation Plans of Service

Staffeldt reported on how each federation will use its funds in the upcoming fiscal year.

Broad Valleys will continue to have an annual two-day meeting for continuing education opportunities. Lewis & Clark Library will receive a stipend for the federation coordinator. They will also use funds to reimburse mileage, for technology and resource sharing and for continuing education.

Golden Plains will use the bulk of their money for technology, including computers, software or to help pay OCLC or shared catalog costs. They are also considering some community outreach and adult education classes. Members are still hesitant about the federation changes, but they are ready to move forward.

Pathfinder will use some of its funds for continuing education and administrative costs with the bulk of the money going to OCLC services for member libraries.

Sagebrush is giving a stipend to the federation headquarters. They're also funding OCLC costs, continuing education, and paying a trainer to provide continuing education.

South Central will use its funds to pay for continuing education, federation meetings, travel expenses, technology, and resource sharing.

Tamarack set up zones for mileage reimbursement to fund travel to meetings. Other funds will be used for technology and collection management.

Commission Goals & Objectives

Morton met with staff members of the Governor's budget office and the legislative fiscal analyst's office to present a memo cosigned by himself, Strege, Frank D'Andraia, and Judy Meadows rationalizing why the Governor should consider increasing the materials budgets for their respective libraries in the next biennium. While in Helena, Morton toured the Lewis & Clark Library, which is currently being remodeled. He also met with a librarian from the Montana Bible College in Bozeman.

Staffanson visited the Granite County Library. She passed along the message from the library that they couldn't operate at all if they didn't have the State Library behind them.

Bitz attended ALA in Washington, DC. She is also working on a project to form a partnership between a public service organization in Big Sandy and the Dolly Parton Imagination Library.

Allen wrote an article for newsletter.

Bergeron reported that McCulloch and her staff went on a one-day to Anaconda schools and to the Hearst Free Library.

Randall said that he was impressed that every Commissioner attended the conference this spring. He added that he is doing groundskeeper duties in two of the Lincoln County branch libraries. He is also active in the local library foundation.

Action Items

Morton made a motion to accept the PEEL committee's scholarship recommendations. Bergeron seconded the motion and it passed unanimously.

Allen moved to accept the policy revisions. Staffanson seconded the motion and it passed unanimously.

Bitz moved to accept the federation plans of service. Staffanson seconded the motion and it passed unanimously.

Library Literature Sampler

There was an article in the Billings paper about a developer showing interest in the library block, but Parmly's library director is not very optimistic about it happening.

There was an article about the Great Falls Public Library and the good things going on there.

The automotive repair database has received a lot of good press throughout the state.

Randall said that he was pleased Morton and Bitz were reappointed to the Commission.

Other Business & Announcements

The next meeting is August 11 in Helena.

The Commission requested that Schmitz give a brief overview of the legislative audit report at the next meeting.