

Montana State Library Commission

Draft Meeting Minutes for June 8, 2005

Helena, MT

Attendees:

Commissioners: Don Allen, Caroline Bitz, Cheri Bergeron, Bruce Morton, Nora Smith, Cindy Carrywater, Ron Moody

Staff: Darlene Staffeldt, Barbara Duke, Bob Cooper, Jim Hill, Christie Briggs, Sue Jackson, Tori Orr, Jim Kammerer, Roberta Gebhardt, Sibyl Govan, Sara Groves, John Redmond

Visitors: Gloria Langstaff, Marilyn Daumiller, Bridgett Johnson The meeting was called to order at 9:05.

Introductions

The three new commissioners introduced themselves. Cindy Carrywater is the librarian at HaysLodge Pole School; Ron Moody is from Lewistown; and Nora Smith is from MSU-Bozeman. Staffeldt introduced new staff members John Redmond, the Library's system administrator, and Sibyl Govan, the NRIS projects manager. Other MSL staff also introduced themselves.

Marilyn Daumiller, Legislative Fiscal Analyst for the State Library introduced herself.

Approval of Minutes

Hill asked that a sentence on page two, paragraph two of the April minutes be reworded to be more clear. Smith pointed out that the minutes said the meeting was in Bozeman rather than Billings. Cooper added that the name of the company in the MLN report should be UserFul. Caroline Bitz made a motion to accept the April minutes with the proposed changes. Bruce Morton seconded the motion and it passed unanimously.

State Librarian's Report

The remodeling has slowed down because of a code problem. The city inspector discovered that the ceiling grid no longer meets seismic codes for buildings the size of the Justice building, so general services is negotiating with the city to see if the grid can be modified to fit code or if the whole ceiling will need to be replaced. If it can be modified, the contractor said it can be done in two weeks. If it needs to be replaced, that will take until the end of July. The carpet in the conference room is supposed to be laid tomorrow or Monday and then the conference room will be useable again.

All Library positions have been placed in a band level, and the Department of Administration is in agreement with all but one. They also question whether the State Librarian should be classified as an agency director since that position is hired by the Commission and not appointed by the Governor, like all other agency directors are. Schmitz met with state personnel Friday and is waiting to hear from them this morning whether the switch to the broadband can happen today. If the Department of Administration will not approve the two positions that are still being questioned, Staffeldt would still like to go ahead and switch all the other positions over now and work to get the other two approved at a later date.

Staffeldt will be gone from June 21 - July 5. She will be in Chicago for the American Library Association (ALA) conference and will attend the Chief Officers of State Library Agencies (COSLA) meeting while she is there. The rest of the time she will be on vacation.

Staffeldt's trip to DC went well. The Senate was out and the Representatives were on the floor, so she met with staffers in all of the congressional offices. A couple of them were very attentive, took good notes, and seemed to really care about library issues.

Library Development Department (LDD)

The Summer Institutes will be held in Billings and Butte next week and will focus on leadership training and planning for librarians and trustees. The sign up for those has been good.

Trustee workshops will be held in Billings in October and in Missoula in November. The theme for the workshops is "Evaluation at Your Library."

As part of the Gates Staying Connected Grant to support public access computing, the Library has contracted with a vendor to provide some hands-on, troubleshooting workshops at eight locations around the state this summer.

The annual two-day Fall Workshop will be held in Great Falls in September.

Tracy Cook has been working on the library board education program. Volunteer trustees have been trained and will now travel around the state training other trustees. So far 13 libraries have scheduled training sessions with the trustee trainers. The trainers are not paid, but their travel is reimbursed and their library receives a small stipend.

Diane Zimmerman from the Lewis & Clark Public Library has been hired to design some custom holding path templates for libraries to use for the ILL software. The templates should save librarians a lot of time when doing ILLs. The templates will be available for downloading from the MSL website.

Talking Book Library (TBL)

The technical difficulties with WebOpac have been fixed. Briggs explained what WebOpac is. Patrons can order and reserve books using the system.

Statistics show that recording is less. This is because of the remodel, and moving the collection.

Two TBL employees attended the national Keystone conference and are now preparing the rest of the staff to migrate from version 5 to version 7, which is a Windows format.

Briggs attended a National Library Services (NLS) collection development committee meeting. She is on the committee for two years and represents the western states. NLS is also working on a digital project to decide what the new format for audio books will be and how they will be distributed. The new digital players will be available in 2008 and each state will be given a limited number of them. Briggs said veterans will be given priority for the new players in Montana.

Montana State Digital Library (MSDL)

Hill said he was happy to have Govan and Redmond on board to make a dent in the backlog of work in Natural Resource Information System (NRIS). Tim Metcalfe has also been hired as a Geographic Information System (GIS) programmer/analyst on a permanent basis. That leaves his temporary position open and that will be offered to a candidate tomorrow. Jamie Harmon left her position as collections access and outreach librarian to start a family, so her position will be recruited for. The second round of recruiting for the systems librarian failed when the top two candidates selected for interviews withdrew their names from consideration, so the digital library is still struggling with a significant lack of personnel. When we're short on personnel, other staff members have to take up the slack so commitments to our contracts can be fulfilled, which means internal applications are ignored. For FY06, Hill would like to be fully staffed so his team can focus more internally on its own applications.

Hill said the Library has been able to improve its Information Technology (IT) infrastructure. In the past, the computer labs and the public access computers have been built with a mix of hand-me-down computers and new computers purchased piecemeal when finances allowed. Maintaining and updating these computers has been a problem at times. All of those computers are now being replaced with new ones, which should be a significant improvement. The serverbased IT infrastructure has been built in a similar way, but Hill has decided to move forward and buy servers that are dedicated to our web and mapping services. A couple of weeks ago, the power to our building failed. The servers continued to run but the air conditioning didn't, making the situation in the server room critical and the servers had to be brought down. When power was restored and the servers brought back up, it was discovered that some disk drives had failed. During the last session we asked the legislature for one-time-only funds to install backup power to the Library, and that was approved. We're now determining how best to provide that backup power when the money is available in July.

The Montana Geographic Information Council (MGIC) has been replaced by the Montana Land Information Advisory Council. That council will be made up of some of the same individuals who served on MGIC, including the State Librarian or her designee, but other members will be appointed by the Governor, which is a significant change. The council will serve as a policy council and will actually have close to \$1 million per year in funds to administer as grants for the development and maintenance of GIS data throughout the state. Interested individuals should be encouraged to apply.

Another development that will affect NRIS significantly is the attempt on the part of the GIS community to do enterprise GIS planning in order to see how GIS is being implemented at all levels of government. Any actions that affect how GIS is implemented in the state will affect NRIS, so they will be participating in that planning very actively.

We potentially need to find a new home for administration of the Natural Heritage Program. All heritage programs have historically been run by contracting with the Nature Conservancy, they are getting out of the business of administering natural heritage programs nationwide. Essentially options include assimilating the program into state government, or contracting with another group to run the program, or leaving the program as it is. Sue Crispin will talk more about it.

After a long planning process, the Library Information Services (LIS) department has finally decided to use the Online Computer Library Center's (OCLC) Digital Archive product to capture electronic state publications. LIS and Montana Library Network (MLN) will also participate in a one-year trial of OCLC's Content DM (Digital Management) product.

Sue Crispin spoke about free distribution of the reptile book as a result of the memorial fund for a former NHP staff member who passed away while on the job in northwest Montana. NHP distributed the book to public libraries that wanted them, and then distributed others to Montana schools. Crispin shared some responses to the books, which were very well received. NHP also sent a letter that brought to their attention the NHP website that lists species of concern in Montana.

Crispin went on to talk about the review of alternative for the Natural Heritage Program (NHP) administration. They launched a web survey using a Survey Monkey to about 216, with over 170 respondents. Only 2 said the survey, which was 30 questions, was too long. There is a huge amount of support for the services of the program. Respondents do not want to change what is working well. Also, respondents indicated that it was important to keep the program outside of a regulatory agency. NHP is currently compiling the information. The NRIS Advisory Committee met and more than 30 people attended. Forest Service, Bureau of Land Management (BLM), Fish and Wildlife Service are so involved in using and funding the NHP services, their input is invaluable. It is import to continue to have an advisory committee of the key users. This gives an opportunity for funding partners to communicate and keeps NHP out of the middle when they disagree. It has been a very helpful part of the process.

The best alternative for future administration may be a combination option where Heritage stays at the State Library and contracts with another entity to administer it.

Morton asked Hill what the relationship between the Montana State Library (MSL) and the Information Technology Services Division (ITSD) was these days. Hill answered that there are two branches of ITSD. The MSL's relationship with the technology branch is great and we get a lot of help from them. The relationship with the policy and procurement through which we request to purchase software, is a little shakier, although they question a lot of our purchases, they do ultimately approve them, so things seem to be improving.

The question of outreach to let people, especially young people know about the services offered by MSL, database access, etc., came up. Hill responded that MSL is aware that the services need to be promoted. To that end, Sara Groves has been brought on staff to coordinate marketing and one of the librarians has been designated as a collection and outreach librarian. Hill stated he is confident that they are ok in this regard.

Library Services and Technology Act (LSTA)

Currently watching two grant cycles, fiscal years 2004 and 2005. Jackson reported that the FY04 LSTA grant awards need to be expended by September 30, 2005, which won't be a problem. The FY05 awards, which need to be expended by September 30, 2006.

There will be public service announcements about the summer reading programs across the state starting very soon. The announcements promote not just the summer reading program, but reading for children overall.

Jackson reported that several applications have been received from libraries wanting to be added to the Montana shared catalog. Sarah McHugh is working through those.

Three applicants were interviewed yesterday for the shared catalog technical position.

Networking Task Force (NTF)

NTF is an advisory group of MSL. They met on Monday. First part of the day included demonstrations by companies putting in bids for the statewide magazine database. NTF had a presentation from the University of Montana on the regional digital archiving project that is getting off of the ground.

There was a brief discussion with Kathy Mora of the Great Falls Public Library on the thin client software that helps manage public access computers. This is used in Great Falls and Kalispell and seems to be quite popular. MSL is looking at this to potentially do a statewide or other cooperative purchase.

They will be running a second Montana Shared Catalog program. About five applications to join the shared catalog have been received. Instead of just 2 tiers, large and small, they want a third tier for medium size libraries.

Also spoke about the ILL situation, which will be covered later in the meeting.

Marketing and Outreach

Groves handed out a draft marketing plan. She is looking for comments.

Groves then passed out copies of the weekly MSL program update, which is e-mailed to all MSL staff. Groves stated they are looking at developing an internal web site for staff. Groves talked about the logos being developed for the "What's Your Story" project, which is a statewide library marketing project. She handed out the current draft logos. The image will change with the focus of the campaign. Committee has asked the designer to try some different fonts.

Big Sky Libraries newsletter will be coming out, focusing on statewide resources.

Question was asked if there has been field market testing built in. Logo will be tested with different groups, librarians and the public. They are not there yet. The other thing that will happen is that it will be reviewed to see how it affects libraries. They will be putting together a committee to figure out how to do that.

PEEL Scholarship Awards

Jackson report that the scholarships are for librarians, funded by IMLS. Offered scholarships to seven people last year, but two were unable to accept. Five are now in school and scheduled to graduate next year. The other two scholarships were offered to others in a second round. We need your approval of the recommended recipients. Jackson handed out a breakdown of the background of the nine people who applied. Offered two \$18,000 scholarships. Recommending

that one \$ to Kathy Mora of the Great Falls Public Library and one to Samantha Pierson, director of Lincoln County Public Library in Libby, requested \$14,298, which is what the committee recommends she receive. This leaves \$3,702 still available. Committee asked to rank all the applicants. The first alternate is Katherine McMullen of Bozeman. It is recommended that she be awarded the \$3,702. There is a possibility of more funding, so more money may be offered to her later. The Committee was complimented on their hard work and thoroughness.

Policies

Collection Development Policy will be addressed in August, 2005 meeting as there are new members on the Commission and it is not quite ready to go.

Interlibrary Loan (ILL) Reimbursement Program

This was discussed in the NFT meeting. This money may not be leveraged to best affect. The NTF recommends that further analysis be done on this question. Historically it has been a quid pro quo arrangement. The program may need to emphasize funding for the net lenders. There are libraries bearing a disproportionate amount of the load. Staffing commitment is a concern. Commissioners expressed concern that there is no "business plan" for the ILL reimbursement program. The real cost and volume of ILL is going up, but available funds are not increasing. Need to look at whether the loaning process needs to change. ILL subsidy from the state is not covering the cost of the loans. It was noted that some libraries budget with the assumption that they will get the ILL reimbursement, so changes need to be made in a way that gives them time to adjust. Commissioners concluded that they need more information to make a good decision on how best to structure the program.

Federation Plans of Service

State Librarian Darlene Staffeldt submitted four federation plans of service and recommended that they be approved by the MSL Commission. She also introduced Bridget Johnson of the South Central Federation, and Gloria Langstaff for the Tamarack Federation, both of whom have submitted the plans for their federations, but they have not yet been reviewed. They will be given to the Commission in August. Langstaff and Johnson each talked about their federation's plans. Each mentioned how important federation funding is to the libraries in their federations.

Staffeldt said she would let the Commissioners know when the federations meeting are scheduled as soon as she finds out herself.

Commission Goals and Objectives

Caroline Bitz was nominated for vice chair of the MSL Commission. She accepted the nomination and the MSL Commission voted her into the position.

Commission ListServ

Staffeldt reported that the ListServ has been set up. All MSL Commission members are already signed up on the list. Asked if there was any other staff they want on the list. Staffeldt asked that any communication with the staff include a cc to her.

Commission Chair pointed out that there is an issue of a quorum. He said that they do not want to get into a position where they are having, in effect, a closed meeting, which is illegal. The MSL Commission needs to draft a use policy and adhere to it.

Staffeldt commented that reading materials would be appropriate to pass along on the ListServ, and even passing on some of the issues that come up, but if the MSL Commission comments on and discusses the issues, that would be an inappropriate use. A guideline will be drafted.

Technical aspects of the ListServ were explained by Staffeldt.

Action Items

Caroline Bitz moved that the MSL Commission approve scholarship awards as recommended by PEEL advisory council. Motion was seconded by Ron Moody, and passed unanimously.

Bruce Morton moved to table action on Interlibrary loan reimbursement until August, 2005 MSL Commission meeting. Cheri Bergeron seconded, motion passed unanimously.
MSL Interlibrary Loan Policy: This was presented in the April meeting. This item was table until next meeting.

Commissioner Caroline Bitz moved that the MSL Commission accept the four federation (Broad Valleys, Sagebrush, Golden Plains, and Pathfinder) plans of service as submitted. Cheri Bergeron seconded and the motion passed unanimously.

Bruce Morton moved to approve/accept the strategic marketing plan for the Montana State Library. Nora Smith seconded the motion and it passed unanimously.

Federation Meetings

Caroline Bitz reported that she went to the Pathfinder Federation meeting in Shelby. She complimented Bob Cooper on a good job explaining everything. Ron Moody suggested that Federations might be a good venue for Montana Challenge Partnership presentation(s).

Other Business and Announcements

Staffeldt suggested that the MSL Commission might like to have an hour to an hour and a half training on how to respond to questions from the media. The MSL Commission agreed. Staffeldt will try to arrange this for a forthcoming meeting.

Staffeldt said "Thank you to Barbara Duke," who has quit to get married and move.
The meeting adjourned at 1:59.59 p.m.