

Montana State Library Commission
Draft Meeting Minutes
August 8, 2007
Helena, MT

Don Allen called the meeting to order at 10:05.

Attendees:

Commissioners: Bonnie Allen, Don Allen, Cheri Bergeron, Cindy Carrywater, Marsha Hinch, and Linda McCulloch.

Staff: Ken Adams, Bob Cooper, Sara Groves, Jim Hill, Jim Kammerer, Maggie Meredith, Darlene Staffeldt, and Julie Stewart.

Introductions

Staffeldt introduced Ken Adams as the Shared Catalog Director. He started July 23 and moved from Utah. Hill presented Kammerer with a five year longevity pin. He's worked diligently on the State Publications program. He recently accepted a promotion to the manager of Library Information Services.

Open Time to Address Commission

None

Minutes

Hinch moved to accept the June 27, 2007 minutes. Motion passed unanimously.

Librarian's Report

Staffeldt referred to the written reports in the meeting packets and added that a last minute addition from the Talking Book Library was distributed the morning of the meeting.

Additional updates and highlights:

Staffeldt attended the Montana Library Association Board meeting and retreat. Staffeldt put in a proposal of 'Conversations with the State Library Commission' at the next Montana Library Association (MLA) conference. At the last MLA conference, this didn't work out very well, so she would like to have a specific program time set aside for a chance to meet with the Commission. Staffeldt will present this proposal to MLA to get 90 minutes to visit about various issues. MLA will be in Great Falls, April 9-12 and Staffeldt will to arrange this for Friday or Saturday morning. The Commission agreed this would be a great idea.

MSL is moving forward with the Performance/Competency performance work plans. Most of the staff has been trained on work plan development. The goal is to have all new work plans in place by mid December if not before.

The Fulfillment Task Force met Friday, August 3. Marsha Hinch and Ron Moody were among the participants. There were good discussions and there is much to do.

Christie Briggs has been elected the conference chair for the western regional conference in 2008 for the Regional Library for National Service to the Blind.

The NRIS/Digital Library program is moving forward. We have a great proposal for the GIS portal. This was an additional piece of funding we received to move forward with. Sibyl Govan is working on this along with a steering committee that consists of Jim Hill, Stu Kirkpatrick, Department of Administration, Lance Clampitt, USGS, Art Penros, from local government, and Ken Wall. The project team is Govan, Tom Marino, Gerry Daumiller, Perry Donnafield, Tim Metcalf and a couple of GIS analysts from ITSD, Department of Administration. This proposal has been shared with the Governor's office and everyone seems to be on the same page.

The Library Development Program had a great retreat with good information. They discussed Web 2.0 and how to use the tools from that in our library development and how to use it to help other libraries. Tracy Cook worked with a group of school and public libraries from around the state for a meeting in Helena. There were discussions on best practices. They will continue to meet at Fall workshop and possibly at MLA.

Sara Groves, MSL's marketing person has been working with the virtual reference folks to put on a new marketing campaign for them. There will be a new logo and new name for that. She's also moving forward with the grant we received from the National Library for Medicine, providing statewide health fairs and multiple training for libraries in the medical field.

Kammerer explained what is happening with the digital library information services program. The program is referred to as Print to Digital Library Transition Plan. It puts into detail how we intend to implement the strategic plan. This plan will give specificity as to how we will implement the strategic plan. We've reviewed all the services MSL provides. The changes will be noticeable because what we will be doing is closing public access to the stacks. There are tremendous reasons for the change and also tremendous benefits to our users. The plan is to digitize the stacks, get it cataloged and dedicate staff resources to move to a digital environment. We are working with other state agencies and in particular the Montana Historical Society in this project. The timeline for this is that on January 1, 2008 we will close public access. There is a lot to get done between now and then, such as:

- Preparing and informing our users – working with Groves to be ready for media inquiries and writing talking points
- Research analysis about scanning equipment – possible outsourcing options for the digitizing of publications
- Canceling subscriptions and finding other sources for that same type of information
- Preparing tutorials and online help for users on how to use our digital library
- Considerable amount of weeding of reference collection
- Processing federal document collection

We have a target date of June 30, 2008 to complete the transition to a digital library.

Besides preservation of state government information, increased public access to information, a great benefit is that we will be providing full text access to the documents. We will no longer have to worry about returning materials, losing materials, paying fines, waiting for a document to come back into the library. It will be available through our catalog and it will be key word searchable.

Staffeldt stated that Jim Hill and Jim Kammerer are preparing a written transition plan and it will be ready no later than the October Commission meeting.

McCulloch suggested bringing in legislators right away in the process. As soon as they hear MSL is going to close print, they're going to think you don't need half the people you have working at MSL. She suggests making sure to bring in both political parties and a variety of age groups of legislators.

Groves is already working on a short term and long term communications plan. This will no doubt include communicating with legislators and the Governor's office. We will be implementing some very cutting edge ideas. It will be a very proactive plan.

Hill said that the process will ensure that all documents are preserved. MSL's discussions are ongoing with the Historical Society to ensure we become the permanent access and preservation of electronic materials. Eventually, the Historical Society would combine the two print collections and that would become the

Financial Report

Schmitz presented both FY 2007 4th quarter report and FY 2008 operating budget report. She gave a detailed description of the reports for the benefit of the new Commissioners.

Policy Reviews

Staffeldt stated there were six policies for review. Four do not need action. The Family and Medical Leave Act and Leave of Absence Without Pay require action. There have been minor changes made to help our internal policy reflect the state's policy.

The plan is to bring a few policies to each Commission meeting for review. Some will take major discussion and changes, however, some will be easily reviewed.

Don Allen asked for background on the policies that will require action, such as any pertinent issues and why the policy is important.

Interlibrary loan statistics for 2007

Staffeldt shared three spreadsheets showing Interlibrary loan (ILL) statistics. These show the FY08 payments that will be issued to libraries in the next two to three weeks for their FY07 loans. This is based on the 50/50 motion the Commission made over a year ago. Half of the money is reimbursed for all loans that were requested from libraries to MSL. That amounts to about 76 cents per loan. The other 50% of the money is divided by the total number of net loans. That amount is about \$2.63 per net loan. Both figures have dropped from last year. Staffeldt wanted the Commission to have the statistics in case they were asked any questions from libraries once the checks go out.

Natural Heritage Program

Sue Crispin presented an overview of the program for the benefit of the new Commissioners. Moody asked if they could provide a Power Point presentation to the Commissioners so that someone like him could do the presentation for folks in his area. Bryce Maxell said they could do that. They intend to start sharing their website with various type organizations and Moody could get that from there.

Commission Goals and Objectives

Staffeldt mentioned that the Commission should be thinking about a retreat in spring, possibly February or March.

Moody suggesting having Bonnie Allen attend a Fulfillment Task Force meetings to describe her ILL experiences in Oregon. Moody went to the Lewistown library's budget hearing.

Hinch attended the Fulfillment Task Force meeting and found it very interesting and very positive. She suggests the next meeting should be personal rather than phone.

Carrywater stopped at the Great Falls library on her way to the Commission meeting.

Bonnie Allen had nothing to report.

Bergeron went to school public library meeting and it was a good meeting, very positive.

Don Allen had nothing to report.

Action Items

Bergeron moved to accept the FY07 4th quarter financial report as submitted. Motion passed unanimously.

Moody moved to accept the FY08 operating budget as submitted. Motion passed unanimously.

Hinch moved to accept the Family Medical Leave Act policy and Absence Without Pay policy as revised. Motion passed unanimously.

Leave of Absence without pay to supplement state policy

Calendar

Allen said the next Commission meeting is in Sidney on October 10, 2007. It would be good to have some tours of libraries on the way to and from Sidney. There will be two groups going different routes. Some MSL staff and Commissioners will be going through Billings while the other group goes through Great Falls and Lewistown. Allen referred to the proposed itinerary and stated it is important as Commissioners to make these visits part of the trip.

Moody, Bonnie Allen and Hinch will go on route 1. Hinch will be taking her own car however but will join the other Commissioners on route 1. Don Allen and Cheri Bergeron will go on route 2. Julie Stewart will check with Nora Smith to see if she is able to join them on route 2. Carrywater will attend the Commission meeting, but not be able to join in the visiting of libraries.

Moody will work with Stewart to arrange a lunch in Lewistown.

Staffeldt reviewed calendar and she will come up with proposal for a retreat.

Literature Sampler

Moody asked where to send articles for inclusion in sampler. Staffeldt said articles can be sent to Stewart or Staffeldt.

Other Business

Bergeron said OPI is hiring six specialists. They have offered the Library Media position to someone on Friday.

Meeting adjourned at 2:25.