

**MSL COMMISSION MEETING  
MSU-College of Great Falls  
Great Falls, MT  
April 12, 2008**

**Attendees:**

Commissioners: Bonnie Allen, Don Allen, Cheri Bergeron, Cindy Carrywater, Marsha Hinch, Ron Moody and Nora Smith

Staff: Ken Adams, Bob Cooper, Gerry Daumiller, Sara Groves, Jim Kammerer, Sarah McHugh, Kris Schmitz, Darlene Staffeldt and Jennie Stapp.

Visitors: Bernadine Abbot, Dave Ewer and Sara Elliott

**Meeting called to order at 1:02 p.m.**

**Minutes:**

With no corrections or additions, the minutes of the previous meeting were approved as presented.

**State Librarian's Report and Updates – Staffeldt:**

Natural Heritage program budget and survey response will be on the agenda in June.

Hinch will be unable to attend Legislative Day. Smith will be going along with Staffeldt for the State Library and Bray from the Montana Library Association so there will be 3 people representing Montana. There may end up being four because there is another possible attendee from the Library Association. They have appointments with all three of the congressional delegates.

Several positions have been filled recently. These are digital library director Jennie Stapp, NRIS manager Gerry Daumiller, administrative assistant Marlys Stark, web developer Jeff Dobb and shared catalog assistant Jemma Hackbarth. There are 2 content specialist positions being advertised, one for state publications and one for natural resources. There are two NRIS program analyst positions with descriptions and requirements being rewritten. When those are finished they will be advertised.

The conference was very good with lots of compliments for the Montana State Library staff. Sue Jackson, our continuing education coordinator, was selected by the Montana Librarian Association awards committee for the Sheila Cates Award for Librarian of the Year.

There are several new posters and brochures that were available for the conference. Some of those will go to the cabinet meeting.

Sara Groves reported that there has been between 20 and 30 libraries holding health fairs. The State Library did advertisements, including TV and radio time. There has been an offer to pay for the TV time. These materials are being used nationally as a model.

### **Longevity Award:**

Jennie Stapp presented Gerry Daumiller with a 20 year pin.

### **Montana State Library Budget – Staffeldt:**

#### FY08 Third Quarter Financial Report – Schmitz – Action:

Schmitz provided an overview of the third quarter financial report. This is a snapshot year and so this is the budget that the next biennium will be based on. The managers have been meeting to discuss their current status and where they want to be at fiscal year end as well as to make sure all funds are in the proper category in order to form the budget for the next year.

Changes included:

- (1) The final \$20,988 of the prior year funds for Ebsco has now been used up by purchasing additional databases above the core services.
- (2) Other prior year funds have been spent by the Todd Strasser Tour MT project which has been well received.
- (3) There were no new contracts for NRIS.

Having the vacant FTEs has had a positive effect on the personal services portion of the budget but it could have a negative effect on the next budget. It is important to be able to show that the FTE are necessary and to have the positions filled by fiscal year end.

#### Network Advisory Council Report – Cooper – Action:

The council met on the March 21<sup>st</sup>. They made several primary and secondary recommendations. They have been scoring and considering the applications for the Montana shared catalog. There were 6 remaining applicants. The first primary recommendation was that all 6 be accepted into the pool and funding allocated.

The council also recommended that MSL move ahead with its work on the LSTA downloadable e-content pilot proposal for the 14 libraries that have agreed to contribute their share of the funding into this project. This is a second trial for this project and will be limited to these particular libraries.

The next recommendation was that MSL negotiate a new OCLC sole source contract for all the libraries in the state that wish to participate. The state procurement division said that the former contract needs to be replaced not just renewed. State purchasing

has accepted the sole source argument. There will be more things under this contract so increases and/or costs will be more predictable.

The fourth recommendation is that the fulfillment task force recommendations be pursued. The goal needs to be full payment.

The council supports the FY08 LSTA budget proposal.

The final recommendation by the council is that LSTA or general fund money be used to totally fund Montana Virtual Service for FY08. They feel like the program is gaining ground and that it should be encouraged to continue the uphill movement. There has been an 80% increase in activity just recently due to one marketing campaign.

#### Comments from David Ewer:

David Ewer, the Governor's Budget Director spoke to the commission briefly regarding a few items. He feels that the nation is in a recession although Montana is holding its own. Our revenues will be affected by outside sources, such as national companies that we have funds in. Although he believes we will have some new monies, we also have increases in expenses. The budget is built by starting with the status quo base then adding the next increment to get to the same level of goods and services. Then add new proposals, etc. Everybody wants to increase programs and do better.

He feels that even with possible changes, it needs to be stressed that access will not be restricted in any way, shape or form. The budget needs to be planned for the status quo but also needs to present opportunities for investment and increase. Everyone wants to be able to expand their IT capacity and programs. The entire state needs to be working together.

#### LSTA FY 08 Budget – Action:

There are a few changes on the budget from what was previously reviewed as the allotment for 2008 was down \$55,000 from 2007. Some minor cuts are necessary in order to balance. There are some programs scheduled to begin that haven't yet, some surpluses in areas that have been moved to other areas instead of being spent and projected expansions which will be held back. The budget is tight but reflects what has been identified as priorities. The Network Advisory Council supports this budget.

#### Executive Planning Process (EPP update):

There are going to be 2 pieces of proposed legislation to change some statutes which deal with the interlibrary loan program, the statewide library card and public library construction. Budget changes for the Fulfillment Task Force include a repurposing fund for the interlibrary loans reimbursement program and a one time only amount for courier services. The State Library itself has an estimated amount of new money which is intended to be put towards increasing an FTE for the public information officer area, a one time only amount if the money is available to completely digitize the State Publications collection and another one time only fund for complete replacement of the training labs.

## **Commission Policies – Kammerer/Staffeldt:**

### Circulation, Collection Development and Interlibrary Loan Policies:

Most of the changes were language changes as well as bullets. The Collection Development policy has some grammatical changes but also has addition for new materials such as Archive Montana.

### MSL Broadband Pay Plan:

The State plan states that all agencies must have a broadband pay plan. Jim Kerins, a consultant, has been helping work on the plan for the Montana State Library. It defines how payroll money from the legislature is dealt with. This includes raises, competency increases, bonuses, etc. Due to empty FTE's there will probably be money for one time only bonuses this year. Performance appraisals are not finalized so competency bonuses aren't possible yet and raises would put payroll finances in jeopardy for later.

### **Commission Goals and Objectives:**

The next meeting is June 11<sup>th</sup>. An orientation and/or retreat will be given for new members if they are appointed by June otherwise it will be in August. Terms are up for Cindy Carrywater and Nora Smith. Smith has reapplied but Carrywater did not.

### **Public Comment:**

No public comment was presented.

### **Action Items:**

**Motion made by Commissioner Don Allen to approve the FY08 third quarter financial report as presented. The motion carried.**

**Commissioner Bergeron moved to accept the MSC new libraries and the motion passed.**

**A motion to accept the LSTA Budget recommendation as proposed was made by Commissioner Smith and passed.**

**Adjournment at 3:05 p.m.**