

# Network Advisory Council Meeting Minutes (Draft)

Tuesday, November 3, 2009

Grizzly Room - Montana State Library

9:00 am - 4:30 pm

## ATTENDEES:

Council Members: Brett Allen, Colet Bartow, Barry Brown, Bob Cooper (Chair), Reneé Goss, Joan Hantz, Molly Kruckenberg, Lyn McKinney, Kathy Mora, Richard Quillin, Brian Rossmann, and John York

MSL Staff: Ken Adams, Tracy Cook, Sarah McHugh, Mike Price, Darlene Staffeldt, and Donna Caban

Guests/Other Attendees: Bonnie Beling, Judy Hart, Marsha Hinch, and Lee Phillips

Council Members Absent: John Finn and Bruce Newell

**Chairman Cooper called the meeting to order at 9:05 a.m.**

## MINUTES:

**Motion by Brown, second by Allen** to accept the minutes of the June meeting as presented. Motion passed.

### **Evaluate Courier/Delivery Service Pilot RFP responses – select vendor(s)**

Reviewed, scored, and discussed RFP under the direction of Bonnie Beling from State Procurement. It was determined that 1 respondent will be asked to participate in a teleconference to clarify cost and other questions.

### **Final recommendation for repurposing ILL Reimbursement Program funds**

Discussion focused on the process undertaken to date: the year long effort of the Fulfillment Task Force (FTF), the recommendation to the Council from the FTF that the Interlibrary loan (ILL) reimbursement program funds be repurposed with 50% of the funds going toward the MT-OCLC Group Services contract and 50% of the funds going toward reduction of the ongoing cost of the Montana Shared Catalog, the Council's recommendation to the MSL Commission last year of that 50/50 division and the recognition that the majority of responses received by the Council from the Montana library community are in favor of that 50/50 division.

Public comment was received from Phillips and Hart indicating their preferences that the funds be repurposed only toward reduction of the cost of the MT-OCLC Group Services contract which they stated would help the most libraries in the most fair manner.

Brown recommended that the Council remain steadfast to the course on this matter set previously by the group. Brown stated that nothing had changed in the interim since the Council last considered this matter to change the value of the compromise position adopted at that time.

**Motion by Brown, second by Bartow** that this group put forth to the State Library Commission that 50% of the ILL Reimbursement funds go toward MSL-OCLC Group Services contract costs and the other 50% of the funds go toward lowering the cost of Montana Shared Catalog. Motion passed.

### **FY 2009 LSTA Budget Reassignment Recommendations**

Due to the timing of invoices, the FY 2010 OCLC Group Services gap payment covered by MSL was paid out of FY 2008 LSTA rather than FY 2009 LSTA. \$58,811 had been budgeted from FY 2009 LSTA to cover the FY 2010 OCLC Group Services costs of 15 WorldCat Cataloging Seats and the Group Catalog. Additionally, OCLC applied a \$300 credit to all customers' FY2010 CONTENTdm invoices, because of software upgrade issues over the summer that took time to resolve. This reduced the total invoice for the statewide CONTENTdm license by \$300. There is therefore a total of \$59,111 in FY 2009 LSTA that had been previously assigned to FY 2010 OCLC Group Services, that needs to be reassigned.

**Motion by York, second by Kruckenberg** to recommend to the State Librarian and the State Library Commission that these FY 2009 LSTA funds be reassigned to the following projects as suggested by the MSL Statewide Projects Librarian:

Montana Memory Project Support Position \$6,082.00  
WorldCat Local Additional Phases FY10: \$23,200.00  
Long Term Access/Preservation Solution Startup Pilot \$15,000.00  
Unassigned: To be reassigned before Sept. 2010 \$14,829.00  
**Total FY09 LSTA reassigned \$59,111.00**

Motion passed.

### **Broadband Funding in the American Recovery and Reinvestment Act of 2009**

MSL is applying to the Bill and Melinda Gates Foundation to acquire support funding for a larger grant application effort in early 2010 to the federal Broadband Technology Opportunities Program. We are considering a last mile connectivity project involving 10 to 20 libraries and a public computer center enhancement project involving about 40 libraries.

### **FY 2010 LSTA Preliminary Budget Discussion**

The Statewide Projects Librarian shared with the Council her thoughts and suggestions for FY 2010 LSTA projects, which were based on these central directions:

- The continued growth of a statewide shared catalog
- The implementation of the concept of "Integrated Discovery Systems" statewide
- Continued, new efforts to meet the library user where he/she lives, works and recreates
- Significant growth of a statewide delivery system for all types of library materials

Continue funding was suggested for:

- MSL Statewide Library Resources, Library Development Division and Talking Book Library (This includes marketing and management of statewide projects and contracts, grants management, and provision of statewide library services to Montana's blind and low vision population)
- MSL Statewide Library Consultant positions
- MSL Statewide Trainer position
- Montana Shared Catalog startup costs for new libraries
- Montana Shared Catalog MSL staff

- OCLC Group Services: Gap amount following enrollment
- MontanaLibrary2Go: vendor yearly hosting fee, some level of vendor's New Library Participation Fee

Increased funding was suggested for:

- The statewide CONTENTdm license

These new funding proposals were suggested:

- Digital Long Term Access: OCLC Digital Archive subscription
- Open URL resolver to build a statewide federated searching tool via WorldCat Local and other resources
- Test of OCLC's new web-scale management services
- Pilot to help fund libraries' presence on hand-held devices
- Expansion of the courier pilot
- Expansion of EZProxy for statewide central authentication

The Council agreed with the suggestions and will address the FY 2010 LSTA budget at its March 2010 meeting.

### **ARM procedures and summary of proposed changes**

The Council voiced its support for the State Library's suggestion that because of the likelihood that an Administrative Rules of Montana (ARM) hearing will be needed in early 2010 to facilitate the proposed repurposing of ILL Reimbursement Funds, the State Library should pursue several additional ARM "housekeeping" and updating changes under the same process. The Council agreed with the State Librarian that it is expedient and of service to the library community to combine ARM processes rather than to run several separate processes throughout the year.

The additional, suggested areas of change as proposed by the State Library are:

1. Public Library Standards – Address library board meeting requirements, timeline for review of governance structure, trustee certification, mission statement requirement, timeline for reviewing adequacy of insurance coverage, certification of all public library directors in accord with the revised certification program, library director membership in the Montana Library Association, library director role in the development of innovative programs, staff training, library websites, collection management policies, building plans, and patron surveys.

2. Library Federations - Address the inequity of Federation Coordinator travel costs to Library Commission meetings by altering the Federation funds distribution formula to pay for Coordinator travel prior to the division of the remainder of the funds to each Federation (as suggested by the Federation Coordinators), address timelines for submission of Federation Plans of Service and Annual Reports, include tribal libraries in description of whom is eligible to participate in a Federation, and clarify federation libraries' ability to purchase access to online bibliographical information with federation funds.

The Council agreed with the proposal to pursue alterations in language in these areas, through the approach suggested by the State Librarian.

### **Adoption of a calendar year 2010 meeting schedule**

The Council adopted this 2010 meeting schedule:

Tuesday, March 23, 2010

Tuesday, May 18, 2010  
Tuesday, July 27, 2010  
Tuesday, November 9, 2010

The March, May, and November meetings will primarily focus on addressing immediate Council business. The primary focus of the July meeting will be to discuss and make recommendations regarding the future growth and development of collaborative statewide library services and projects. (Bartow and Staffeldt each offered the use of the outdoor decks at their homes for this July meeting.) All meetings are anticipated to be held in Helena.

### **NAC organizational structure / appointments / bylaws**

Cooper stated that the State Library is asking the Council membership to represent a lot of interests out there in the library world: geographically and by type and size of library. In order for the members to do that effectively people have to recognize who you are, what your role is, and what this body does. This group has a very prominent position of being a main advisory entity to the State Librarian and the State Library Commission.

Cooper will report to the group at the March 2010 meeting in regard to Council appointment criteria and other governance issues.

### **Open Source Software – Further Discussion**

A brief discussion of Open Source ILS solutions was held. Written reports were presented by Mike Price and Ken Adams regarding national level Evergreen and Koha conferences they recently attended. The Council requested that additional Open Source ILS discussions be planned for future Council agendas.

Staffeldt thanked the Council membership for their continued hard work to benefit Montana libraries.

**Chairman Cooper adjourned the meeting at 4:35 p.m.**