

# FINAL

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
10:00 A.M., AUGUST 10, 2011  
HELENA, MONTANA**

## **ATTENDEES:**

Commissioners: Chairman Don Allen, Bonnie Allen, Colet Bartow, Marsha Hinch, Lee Phillips, Richard Quillin and Anita Scheetz.

Staff: Ken Adams, Allison Badger, Donci Bardash, Jennifer Birnel, Christie Briggs, Tracy Cook, Sara Groves, Jim Kammerer, Sarah McHugh, Kris Schmitz, Marjorie Smith, Dr. Neil Snow, Darlene Staffeldt, Jennie Stapp, Marlys Stark and Chris Stockwell.

Visitors: Sandra Barrows, Lisa Coligan, Judy Hart, Peggy MacEwan, and Laura Tretter.

**Chairman Allen called the meeting to order at 10:00 a.m.**

## **INTRODUCTIONS:**

Jim Kammerer presented a five year pin to Chris Stockwell. Kris Schmitz presented a ten year pin to Marlys Stark. Darlene introduced the new Natural Heritage Program (NHP) Director, Dr. Neil Snow. The new Broadband Technology Opportunities Program (BTOP) technology trainer, Jennifer Birnel, was introduced by Donci Bardash. Darlene announced that Christie Briggs is this year's Governor's Award of Excellence recipient. The award will be given in September. Don announced that Darlene has earned her certification for the Library Administrator's Track in the Montana Certification Program for Library Directors, Staff, and Trustees.

## **MINUTES:**

**Motion was made by Commissioner Quillin and seconded by Commissioner Scheetz to approve the June 8 minutes as presented and the motion passed.**

## **STATE LIBRARIAN'S REPORT:**

Additions or updates to the report were presented by Darlene. The new statewide data base contracts have been signed. The discovery system is being integrated.

Staff helped Great Falls Public Library write a grant for \$35,000 to add more content to Montana Library to Go.

Library Information Services (LIS) has renewed the digitization contract with Internet Archive.

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Darlene Staffeldt, Jennie Stapp, Stu Kirkpatrick and Evan Hammer have been working on the Memorandum of Understanding (MOU) to administratively bring Base Map Service Center (BMSC) into Montana State Library (MSL).

The contract with NHP has been renewed for two years.

The reduction in force (RIF) process has been completed with one open position being closed, one person being laid off and the position closed and finalizing the paperwork for reducing hours for one position. The last one may not need to be executed depending on when the MOU for the BMSC is completed because that would bring in funding and the need for the extra time to be put back on.

An update on open positions include that the statewide projects librarian position has been reopened to get more candidates, the metadata and cataloging specialist position has reached the offer stage and the committee for the state publications position is conducting interviews.

## **FY'11 FOURTH QUARTER BUDGET:**

Kris Schmitz pointed out some areas of interest on the report for the commission. The fiscal year closed on July 22. Increases were for a trust expenditure, Library Services Technology Act (LSTA) budget authority, Montana Library to Go authority, BTOP funding movement and year end movement involving things such as a large increase in equipment due to a SAN purchase, vacancy savings, and one contract and one grant for NRIS. The vacancy savings of course has to revert back to the General Fund. All other items with funding remaining belong to various grants and will rollover to FY'12.

## **FY'12 OPENING BUDGET:**

The opening budget only shows items that were approved on HB2. All continuing funding such as grants and contracts will show on the first quarter budget when they rollover. This report shows budget breakdowns which will not be shown in any subsequent report.

## **VOLUNTEER RECOGNITION EVENT TRUST FUND REQUEST:**

Christie Briggs requested \$2,500 for the annual volunteer recognition event based on her estimate of expenses.

## **RECRUITMENT OF STATE LIBRARIAN:**

Peggy MacEwen and Lisa Coligan from the state Human Resources Division informed the commission of the different steps involved in recruitment. They can help as much or as little as the commission wishes them to. They can post the job themselves or it can go through the library. They stressed that good upfront planning is the most important issue for a successful recruitment. Selection can be done down to the last few before the commission gets involved if that is how they set up their selection tools or they can be involved in every step. There are many options. The commission will have an executive session later to

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discuss recruiting techniques and the process they wish to follow. Commission members and staff have all been reminded that if they have any interest in applying for the position, they may not help in any of the process discussion.

## **2006-2011 STRATEGIC PLAN EVALUATION:**

The draft presented at this meeting is not the final evaluation but just a current summary of all perceived accomplishments and shortfalls based on comments from various meetings, the MSL website and any other forms. Final evaluation comments will be prepared when the year is completed.

## **2012-2022 LONG RANGE PLAN DRAFT:**

The current draft presented is ready to be put out to the public for input from librarians and any other interested parties as long as the commission approves it. Once the long range plan is finalized, two year strategic plans will be done. Based on those, staff will develop work plans for the various areas. Benchmarks will be in the two year documents. The final two year strategic plan won't be seen until after the approval of the long range plan. Staff evaluations will be tied to the two year strategic plans and the work plans. The Governor's office and legislative committees/members sometimes ask for pieces of the long range and strategic plans but not the whole piece. **Darlene will include a document that outlines the process to send out with the long range plan draft.**

## **MONTANA MEMORY PROJECT PRESENTATION:**

Jennie Stapp gave a brief overview of what the Montana Memory Project is, how it began and has evolved, where it is now and where they would like to go. More information can be found at the website at: <http://cdm15018.contentdm.oclc.org/>

**The meeting was recessed for lunch at 12:06 and reconvened at 12:43.**

## **POLICIES FOR CONSIDERATION:**

### 1. Traveling Lab policy

There were a few minor changes to the policy since it was presented at the last meeting which helped to clarify the partners, that libraries can request the use of the lab for their own use only and that it is operated on a first come first serve basis.

### 2. BARD access via TBL users' policy

A new draft was handed out which included some changes which was suggested by the National Library Services (NLS) who actually operates the program. One change deleting magazines as a choice was noted and after discussion, it was agreed that the term should not be removed.

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## COMMISSION GOALS AND OBJECTIVES:

The commission calendar will eventually have to include dates for the state librarian selection but those will be added when the timing becomes more clear.

## PUBLIC COMMENT:

Judy Hart asked Darlene to inform the commissioners and guests that the Montana Library Association (MLA) is starting a strategic plan process to move forward. They will be negotiating a contract with the legislative lobbyists for the interim. MLA wants to ensure continued communications and cooperation with the State Library Commission and staff on the legislative issues important to all Montana libraries.

## ACTION ITEMS:

### 1. FY'11 Fourth Quarter Budget Report

**Motion was made by Commissioner Bartow and seconded by Commissioner Hinch to approve the FY'11 fourth quarter report as presented and the motion passed.**

### 2. FY'12 Opening Budget Report

**Motion was made by Commissioner Hinch and seconded by Commissioner Quillin to approve the FY'12 opening budget report as presented and the motion passed.**

### 3. Traveling Lab Policy

**Motion was made by Commissioner B. Allen and seconded by Commissioner Bartow to approve the traveling lab policy as provided and the motion passed.**

### 4. BARD Access Via TBL Users' Policy

**Motion was made by Commissioner Quillin and seconded by Commissioner Phillips to accept the BARD access policy as amended and the motion passed.**

### 5. Volunteer Recognition Event Trust Fund Request

**Motion was made by Commissioner Scheetz and seconded by Commissioner Bartow to approve the request for the volunteer recognition event expenditure from the Trust and the motion passed.**

## EXECUTIVE SESSION:

The chairman closed the meeting for an executive session at 1:08 p.m. It was reopened to the public at 2:40 p.m.

## ADJOURNMENT:

The chairman adjourned the meeting at 2:45 p.m.