

DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:00 A.M., JUNE 6, 2012
HELENA, MONTANA**

ATTENDEES:

Commissioners: Chairman Richard Quillin, Colet Bartow, Marsha Hinch and Brent Roberts. Lee Miller was excused.

Staff: Ken Adams, Christie Briggs, Tracy Cook, Beth Downs, JoLynn Genzlinger, Sue Jackson, Jim Kammerer, Sarah McHugh, Kris Schmitz, Marjorie Smith, Neil Snow, Jennie Stapp, Marlys Stark and Sam Suber.

Visitors: Kate Lewis and Sonja Wood.

Chairman Quillin called the meeting to order at 9:01 a.m. with only three commissioners present as Commissioner Hinch was delayed. Therefore the agenda was adjusted so action items will be addressed with a quorum.

INTRODUCTIONS AND LONGEVITY AWARDS:

Jim Kammerer introduced Sam Suber as the new Metadata and Cataloging Specialist. Donci Bardash received a five year pin from Kris Schmitz. Jennie Stapp presented a ten year pin to Jim Kammerer.

STATE LIBRARIAN'S REPORT:

State Librarian Jennie Stapp, Commissioner Colet Bartow and MLA Legislative Representative Judy Hart all attended National Library Legislative Day (NLDD) in Washington D.C. this year. American Library Association (ALA) representatives reported that they felt gridlock would be likely this legislative session. ALA is watching cyber security bills being planned which would give the right for Internet Service Providers to report on customer use. There is strong support from ALA for school library funding initiatives. Commissioner Bartow felt the briefing day with ALA was very informative and the interaction with other state librarians was helpful. The message is that it is better to demonstrate to Congressional representatives library funding benefits in local communities and share actual stories.

Our delegation asked the congressmen to support level funding for Library Services and Technology Act (LSTA) grants. They suggested that in order to raise awareness of libraries and library programs it would be good to hold their Montana meetings in libraries instead of town halls and other locations. They also talked up the benefits and accomplishments of the Broadband Technology Opportunities Program (BTOP). Senator Tester has reached out to Lee Miller regarding seniors' use of the connectivity in Butte.

Library Information Services (LIS) has launched a new web interface that helps users find items they are looking for in the MSL web archives. Montana Land Information Act Council (MLIAC) announced that FY13 grant awards totaling over \$250,000. Ten recipients in ten counties received grants to promote GIS efforts and mapping resources. MSL is increasing map tools uses to map library services and impacts across the state.

Trustee training organized by Tracy Cook has served more than 80 people in six different sessions with particular emphasis on financing of libraries. Sara Groves has been focusing her marketing efforts around the statewide database project and has been asked to participate in a national webinar which will be attended by approximately 3,000 people. The Gates Foundation is sponsoring Donci Bardash to attend the Bold Visions & Collective Capacity Convening to be held with COSLA before the ALA conference. Montana Natural Heritage Program (MTNHP), in partnership with Fish, Wildlife and Parks (FWP), contributed to the latest edition of the new bird book, P. D. Skaar's Montana Bird Distribution.

Christie Briggs attended the public hearing with the Postmaster General in Helena regarding the possible closing of the Helena Post Office and added comments on how any office closures would affect TBL patrons. 'Hand Raised: The Barns of Montana' by Chere Jiusto and Christine W. Brown will be the first completely digital book that Talking Book Library (TBL) has available and should be done in later fall or early winter. TBL is prepping for the summer orientation and nursing home directors training.

There have been a few applications received for the two open appointments for the commission but no appointments have been made. The Attorney General's opinion discussed in earlier meetings has been made final. This opinion affirms that local governing bodies have final authority over library budgets. It was noted that special voted library levies and some governing districts still fall under the authority of the higher governing body. MSL will need to discuss with libraries and Montana Association of Counties (MACO) what it would mean to pursue legislative changes.

EXECUTIVE PLANNING PROCESS (EPP) STATUS:

MSL's proposed legislative changes were submitted on April 16. Most relate to the Base Map Service Center (BMSC) addition and will actually be carried by the Department of Administration (DOA) but a tickler was included for a possible proposed change regarding the Attorney General (AG) opinion. State Librarian Stapp met with Dan Villa and staff to discuss budget issues regarding the EPP. Approximately half of the requests submitted are included in the budget as place holders without dollar amounts attached. The ones that aren't there are out for good except a couple that might qualify for special revenue possibilities. The early literacy request is going forward but an FTE was not allowed to be assigned to that request.

Stapp also met with Judy Hart about MLA's goals for legislation. They will push to increase funding for direct state aid.

The request for a FTE from Office of Public Instruction (OPI) to support Montana Shared Catalog (MSC) did not make the cut from OPI's cabinet.

MINUTES:

The name of the Secretary of State needs corrected from Juneau to McCullough. Motion was made by Commissioner Roberts and seconded by Commissioner Bartow to approve the April 11 minutes as amended and the motion passed.

FEDERATION PLANS OF SERVICE:

Representatives for the federations were available to summarize their plans of service, point out any changes or highlights and answer any questions. Sonja Woods was available for Sagebrush, Kate Lewis attending for South Central and Tracy Cook spoke for Broad Valleys, Golden Plains, Pathfinder and Tamarack federations. None of the federations have made any drastic changes from last year. Golden Plains has a grant to support school libraries going to MLA. Sagebrush has had an ongoing goal of having as many members of their federation as possible join MSC and has been putting funds towards that. As of this fall, Jordan will be the only Sagebrush library not a member of MSC. South Central had one library that did not receive any funding due to not attending meetings so the other libraries split that library's portion of federation funds.

Commissioners held a brief discussion about ways that school libraries can be encouraged to attend federation meetings. Failure to communicate, scheduling issues, time of the year and other issues were brought up as reasons that attendance was difficult. One suggestion was dedicating portions of meetings to something of particular interest to them, such as early literacy.

Motion was made by Commissioner Roberts and seconded by Commissioner Hinch to approve all federation plans of service as submitted and the motion passed.

NETWORK ADVISORY COUNCIL (NAC) REPORT:

The NAC recommends that MSC stay with the current Integrated Library System (ILS) vendor based on the RFP process and the MSC membership opinion. Based on that recommendation, the previously submitted budget for adding new MSC libraries with a few adjustments based on cost adjustments received since then is recommended to be accepted leaving some funding to be decided later in the year.

Motion was made by Commissioner Roberts and seconded by Commissioner Bartow to accept the NAC recommendation to enter into a new contract with SirsiDynix and the motion passed.

The NAC held a retreat after their last meeting where they discussed four main issues. The first was defining statewide projects versus pilots versus programs. The second was how to fund content purchases with LSTA funds to encourage other funding to be found and to free up the money for new programs. The third discussion was the importance of communication with librarians. The fourth and final involved the leadership role that NAC should have. They also worked on the draft work plan for FY13 and identified several goals for the NAC.

LIBRARY SERVICES TECHNOLOGY ACT (LSTA) FIVE-YEAR PLAN:

Sue Jackson was available to answer questions regarding the draft LSTA five-year plan. The plan is due to Institute of Museum and Library Services (IMLS) on June 30. It goes through review and approval by IMLS. The last submission took about four months before approval was received. This plan won't be used until the 2013 grant award period. The plan is meant to identify library needs and provide MSL with direction to address need, goals, priorities, programs, activities and so on. It is possible to amend the plan itself in the future if necessary but that is a long process so MSL tries to keep the plan general rather than specific so as not to limit themselves over the period of five years.

The plan is directed by the eight Congress-approved LSTA purposes of which this plan addresses six. It incorporates needs assessment data and key recommendations from the recent LSTA five-year evaluation which was just completed. The goals of the plan match the MSL long range plan also.

Motion was made by Commissioner Bartow and seconded by Commissioner Hinch to approve the LSTA five-year plan as presented and the motion passed.

TALKING BOOK LIBRARY CIRCULATION POLICY:

Christie Briggs of TBL presented a draft of the proposed TBL circulation policy. This policy will be brought for action in August.

BROADBAND PAY PLAN POLICY:

There was one slight change from the policy presented to the Commission in April. Items H and I addressing situational and strategic pay in section IV were added as a response to the DOA plan just released. The rest remains as previously seen.

Motion was made by Commissioner Hinch and seconded by Commissioner Bartow to accept the policy as presented and the motion passed.

2012 PAY INCENTIVE DISTRIBUTION STRATEGY:

MSL has some unspent personnel funds due to vacancy savings of approximately \$90,000. The State Librarian recommends raises for the three lowest paid employees

and one time only bonuses to the rest of the staff. The bonuses would be graduated by percentage with the lowest paid getting the higher percentage bonuses.

Motion was made by Commissioner Bartow and seconded by Commissioner Hinch to approve the 2012 pay incentive distribution strategy as presented and the motion passed.

COMMISSION GOALS AND OBJECTIVES:

During the April meeting, previous work plan discussions were mentioned. State Librarian Stapp has added measurable goals, drafted a role for the Commission, added group norms as well as goals and objectives from the long range plan to present a working draft.

Robert's Rules of Order training will be held at a future meeting for commissioner and guests, probably in August. Code of Ethics training may also be done in the future.

One commissioner per year should attend a visioning conference in order to bring back information for discussion. There will be more communication regarding the role of the commission. The work plan should be clarified regarding any potential points of conflict.

PUBLIC COMMENT:

There was no public comment received.

OTHER BUSINESS AND ANNOUNCEMENTS:

MSL has received a request from Rosebud County Library to transfer from Sagebrush Federation to South Central Federation. They will have representation at the August meeting and MSL staff will research how this would affect several areas including other libraries or counties and funding. Action is planned for the August meeting.

EXECUTIVE SESSION:

The chairman closed the meeting for an executive session at 11:25 a.m. It was reopened to the public at 12:15 p.m.

STATE LIBRARIAN STATUS:

Motion was made by Commissioner Hinch and seconded by Commissioner Roberts to advance State Librarian Stapp from probationary to permanent station and the motion passed.

ADJOURNMENT:

The chairman adjourned the meeting at 12:17 p.m.