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**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
10:00 A.M., OCTOBER 9, 2013
TELECONFERENCE**

ATTENDEES:

Commissioners: Chairman Richard Quillin, Colet Bartow, Jim Gransbery, Lee Miller, and Brent Roberts. Anita Scheetz was excused. Fredricka Hunter was absent.

Staff: Evan Hammer, Sarah McHugh, Suzanne Reymer, Kris Schmitz, Jennie Stapp, and Marlys Stark.

Visitors: None.

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

INTRODUCTIONS:

Commissioner Hunter was unable to be introduced as she was not on the call.

APPROVAL OF MINUTES:

Motion was made by Commissioner Roberts and seconded by Commissioner Gransbery to approve the August 14, 2013 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

MSL has responded to the federal government shutdown by doing whatever possible to stave off furloughs. In order to do this, planned travel was canceled, purchasing was halted, contracted work was postponed, and the Ready2Read Rendezvous was cancelled. The \$5,000 trust funds for the Rendezvous will remain in the trust and will be requested again when the Rendezvous is rescheduled. The Talking Book Library BARD system was offline for a short period last week but is online now with no federal staff support. Adding new libraries to MSC will probably not be done until November and all staff has been asked to do as much as possible via other means than travel.

The potential of furloughs has been discussed with affected staff and will become necessary if the shutdown continues beyond October 17. Congress has already authorized back pay to those that do have to go on furlough. The Governor has requested that three days' notice of any furlough be submitted to the Governor's office so, if it becomes necessary, next Monday a furlough plan will be prepared for submittal. If approval is received, the affected FTE will be notified. During any furlough, staff won't accrue or use leave, nor will they incur a break in service. They can draw unemployment but if they receive backpay they will then have to repay the

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unemployment. They will also continue to receive their state health benefits and will of course be recalled as soon as the shutdown ends.

Through the end of the month and in November, staff has been instructed to be aware of any cancellation dates for future conferences and meetings and to not obligate travel at this time.

Both the commission and the library community have been very supportive. The impact to libraries comes from the cancellations, no face to face meetings, no trainings, and other things that really impact the level of service from MSL.

Federation meetings are currently underway and commissioners had planned to attend them however, although commission funding is not federal, the decision was made to not travel as a matter of perception.

The annual fall workshop which was just completed had a record attendance with approximately 200 librarians attending. A thorough evaluation of events will be conducted although feedback has been overwhelmingly positive.

MSL is working closely with the Governor's office on a race to the top early learning grant which is being spearheaded by Education Policy Advisor, Shannon O'Brien, Department of Public Health and Human Services (DPHHS) and Office of Public Instruction (OPI). If funded it will create a DPHHS division focused on early childhood and needs that impact families with young children. MSL was invited to the table and provided a lot of information to support the grant. The grant is currently being written with a .5 FTE for MSL. The grant application is due October 16. Award notifications are expected in mid-December.

Talking Book Library (TBL) has been asked to participate in a pre-pilot program contributing locally recorded titles to the national BARD program. This will make locally recorded Montana titles available for distribution around the country.

Montana Memory Project (MMP) is beginning to make strides in the cleanup of metadata of the different digital collections. A lot of content was contributed without metadata standards in the past. The goal is to become a partner with Mountain West Digital Library out of Utah and in order to participate with that program the metadata has to meet certain standards. MMP staff is working with contributing libraries to perform the cleanup.

In order to share institutional knowledge and to help all staff become more familiar with the opportunities and challenges faced by libraries, staff of Statewide Library Resources (SLR) is actively being trained to become familiar with the wide variety of services SLR provides. They have received training on documentation available to libraries, questions new directors may ask, public library standards, library laws, library governance and so on. Base level questions have been identified and also when

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librarians should be referred to someone else when the question is more complex. These changes are being communicated with libraries.

MSL has been asked to participate with State Information Technology Services Division (ITSD) and the Governor's office to rewrite the online site selector tool and to help them to understand the resources of GIS. The site selector tool is a resource that helps the business community evaluate opportunities for economic development. The tool is currently managed by a private contractor and they want to bring that back under the state and so MSL has been asked to consult.

At the Montana Shared Catalog (MSC) fall membership meeting members listened to a presentation from OPI about the need for an FTE to support school libraries. The funding for a new FTE would have to be through MSC only. The vote to add an FTE narrowly passed. The membership also discussed the number of policies involved in MSC and how the focus has been turned to customized policies rather than policies that benefit the whole. At the spring MSC meeting in May, the membership will vote on the FY15 budget and whether or not to including funding for an FTE. In the meantime staff will be putting together a reorganization plan which looks at governance, structure, polices and so on. Tentative plans will be offered to the Executive Committee at the end of October depending on the federal situation. MSC wants a concerted effort to reduce the number of policies. The timeline is to have a plan to the commission in December. The results of this could impact the ability to bring on new libraries since it isn't fair to go through an application process without knowing what policies will be used. This reorganization might impact some current libraries negatively but in the long run it will benefit the MSC as a whole. The original focus of MSC was resource sharing and development but the rapid growth and size changed the focus. It needs to be brought back into focus in order to further those goals.

The MSL management team of Jennie Stapp, Kris Schmitz, Evan Hammer and Sarah McHugh attended the Montana Leadership Challenge. Attendance of this class was one of the original requirements for State Librarian Stapp and this is the first opportunity to do so. Having the background perspective was very beneficial and working as a team was also. They worked on five leadership practices and found practical ways to evaluate and improve. **One activity they performed was to develop a vision statement for the agency which will be shared with the commission via e-mail.** Another was to evaluate the performance appraisal process.

FY'14 FIRST QUARTER BUDGET REPORT:

The first quarter report includes additional funding above and beyond the legislative appropriation seen in the startup budget presented in August. Some of these additional funds include LSTA funds and ARRA BTOP grant funds for personnel to finish out and close out the grant. About 99% of the grant was spent but the remainder, which was basically vacancy savings, will revert.

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Motion was made by Commissioner Roberts and seconded by Commissioner Bartow to accept the FY'14 first quarter budget report as presented and the motion passed.

FEDERATION FY'13 ANNUAL REPORTS:

Federation reports are all presented for review and approval. The reports document how federation funds were spent based on the plans of service approved in June, 2012. Federation meeting information was also provided.

Motion was made by Commissioner Roberts and seconded by Commissioner Gransbery to accept the Federation FY'13 annual reports as presented and the motion passed.

MONTANA LAND INFORMATION ACT (MLIA) DRAFT ADMINISTRATIVE RULES:

As the final step involved in the transition of the Base Map Service Center (BMSC) to MSL from the Department, the Administrative Rules of Montana (ARM) need to be changed. The majority of those changes reflect state library as the department although some changes were made to align the rules to current practice. The Montana Land Information Act Council (MLIAC) approved the draft rule notice to bring to the commission. After approval is received from the commission, the rule notice will be submitted to the Secretary of State's (SOS) office to be published. A 28 day public comment period is required. Any comments will be responded to in the adoption notice which will be submitted to MLIAC and the Commission in December. Once approval for that notice has been received, they will again be submitted to SOS for publication and will become affective at that time.

Motion was made by Commissioner Gransbery and seconded by Commissioner Roberts to accept the ARM notice as proposed and the motion passed.

STATUS OF BROADBAND IN MT LIBRARIES AND E-RATE OVERVIEW:

Suzanne Reymer has served as the e-rate and broadband consultant for many years. She spoke to the commission briefly about library issues in these areas. Montana is consistently near the bottom of the rankings in all broadband issues although good numbers aren't available on the amount of broadband available to libraries. A lot of them have residential class internet because there is a wide range of product and/or services may be too expensive. Availability is talked about by vendors but cost and speed is not. Better data and a thorough review of what is available and where is needed. Billings Public Library offers the fastest internet speeds of any library in Montana at 100 Mbps but is still way below proposed national standard of 1 Gbps.

E-rate is a federal discount program for schools and libraries which requires an annual application process in order to apply discounts to bills for certain services such as telephone service and internet data lines. A number of Montana libraries only apply for

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the telephone services discount either to avoid internet filtering requirements or because the application process is so onerous. The Federal Communications Commission is currently seeking comments about how to revise the E-rate program. It is likely that discounts for telephone service will go away to free up funding for broadband service. MSL filed individual comments to the FCC and also filed as a part of the Schools, Health and Libraries Broadband Coalition. It would be good for Montana to have the applications be less arduous and also to continue the telephone service discount or to have it phased out over a period of time. MSL also commented on the importance of a short term, federal, capital improvement fund that will be dedicated to broadband deployment in areas of the country where adequate broadband is not yet available.

COMMISSION GOALS AND OBJECTIVE:

The work plan was updated to reflect activity since August. Travel restrictions will impact the work plan.

Compliments have been received by commissioners regarding the trustee training MSL has provided as well as other items.

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS/ANNOUNCEMENTS:

There were none offered.

ADJOURNMENT:

The chairman adjourned the meeting at 11:51 a.m.