

# DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
10:30 A.M., APRIL 9, 2014  
BILLINGS, MONTANA**

**ATTENDEES:**

Commissioners: Vice-chairman Lee Miller, Colet Bartow, Jim Gransbery, Brent Roberts and Anita Scheetz. Richard Quillin was excused.

Staff: Ken Adams, Jo Flick, Sarah McHugh, Cara Orban, Suzanne Reymer, Kris Schmitz, Jennie Stapp, and Marlys Stark.

Visitors: Janeen Brookie, Carly Delsigne, Steph Johnson, Heather Johnstone, Marlys Lee, Kathy Robins, Trista Smith, and Sonja Woods.

**Vice-chairman Miller called the meeting to order at 10:36 a.m.**

**APPROVAL OF MINUTES:**

**Motion was made by Commissioner Roberts and seconded by Commissioner Scheetz to approve the February 12, 2014 minutes as presented and the motion passed.**

**STATE LIBRARIAN'S REPORT:**

The day after the last commission meeting, MSL had a good Legislative Audit hearing to review the audit report for the two fiscal years ending in June, 2013. The report is available online.

At the last MLIAC meeting held on March 13, the council discussed the merits of a strategic vision versus a strategic plan rather than going through a long term planning process. The council, MAGIP and GIS Managers Forum would all contribute to identifying needs and goals and document the trends impacting the GIS community. The draft of this document should be available to share in June.

With help from Geo Info the State Information Technology Services Division (SITSD) is developing a data base for all state owned, rented or leased buildings which will be helpful for General Services planning and will use GIS. This is an excellent opportunity to reach out to other state agencies to demonstrate the power of GIS and some of the many uses. The map will include the location of the buildings, square footage, costs, and so on.

LIS processed the last shipment for this year's contract with the Internet Archive and the contract for the upcoming year is being worked on.

Montana Memory Project (MMP) continues to grow and add collections, including more than 6,000 archival photographs from the University of Montana, the Danvers project, an oral history project and so on. The MMP allows for limited file storage so only snippets of the audio were done with full transcripts. Nine institutions received funding for assistance to add more collections to the MMP. This year MMP is working with a contractor to do the scanning. They have become a partner in the Mountain West Digital Library which is a contributor to the Digital Public Library of America. Jennie is participating on a grant committee project for the Montana Historical Foundation. At least half of those grant applicants asked to be part of the MMP. Jennifer has done analytics on usage and access and will be doing more in the future.

The MSL booth at Montana Library Association (MLA) will feature the makerspace kits which will be available for circulation later this spring.

The first born digital book produced by Talking Book Library (TBL) has been accepted into Braille and Audio Reading Download (BARD) by National Library Service (NLS). TBL has the opportunity to continue adding titles so that patrons can access them from around the country. Martin Landry has been invited to be a Keystone Library Automation System (KLAS) advisory council member.

MSL has been beefing up their social media presence. The patrons of the library is made up of such a diverse audience with widely different types of information so specific pages and media have been directed to specific audiences. A meeting was held with the Office of Tourism and with Fish Wildlife and Parks (FWP) in order to plan objectives better Facebook procedures have been developed. Each program will designate staff to contribute to specific facebook pages. Department of Administration (DOA) has conveyed interest in using those methods to distribute information to agencies.

Diane Gunderson is retiring at the end of April. Her retirement party is April, Friday 26 at the State Library.

## **FY'14 THIRD QUARTER FINANCIAL REPORT:**

All the LSTA FY'12 projects are closed as wells as a small grant from First Interstate Bank that was received for Ready2ReadRendevous. The Montana Shared Catalog (MSC) executive committee approved a budget increase and a NRIS contract is added. Both the trust fund and the land act money will be reported quarterly. FY'14 is a snapshot year and Kris is working with the managers to refine the budget.

**Motion was made by Commissioner Bartow and seconded by Commissioner Roberts to approve the financial report as presented and the motion passed.**

## **LIBRARY SERVICES TECHNOLOGY ACT (LSTA) FY'14:**

The LSTA award for FY'14 is just above the pre-sequestrian level and the budget does reflect the five percent wage increase which takes effect in November. The budget also recommends a small increase in MMP funds for travel. The funds for this budget must be expended by September 30, 2015.

**Motion was made by Commissioner Gransbery and seconded by Commissioner Bartow to approve the LSTA FY'14 Budget as presented and the motion passed.**

## **NETWORK ADVISORY COUNCIL REPORT:**

Rosebud Public Schools and Richey Public Schools have been approved as new libraries to the MSC. Richey did not submit a retrospective cataloging plan with their application but with Ken's help they submitted an approved plan by the deadline. The membership will meet in May and discuss adding an FTE to the budget. New libraries still will not go live until after the reorganization has been completed and that seems to have impacted the applications received.

**Motion was made by Commissioner Scheetz and seconded by Commissioner Roberts to approve the new libraries for the MSC and the motion passed.**

MSL is still in negotiations with OCLC for the contract. NAC approved the statewide projects recommendations and set aside money for the potential gap. MSL is hoping to reduce or eliminate that amount since a dedicated amount is already set aside under the new formula. The contract needs to be signed by the end of June although enrollment will be open soon. The BTOP project showed a demand for statewide online technology training so that is included in the statewide projects budget as is a statewide license for interactive training and library staff meeting capabilities. The selection committee for the E-content pilot wants a regional and Montana collection. The website is ready to go and titles will be available when the content is purchased.

**Motion was made by Commissioner Bartow and seconded by Commissioner Gransbery to approve the NAC recommendations as presented and the motion passed.**

## **EXECUTIVE PLANNING PROCESS (EPP) BUDGET PRIORITIES:**

Final formal instructions from the Governor's office have not been received yet so the list presented has not been finalized. The priorities were organized into three categories of differing importance level with tier one being the one that is important to move forward and maintain services without adding more. All are listed out with descriptions and how they fit different goals. Action will be requested at a later meeting which will likely be a teleconference meeting.

The previous legislative session passed a bill with the intent of eliminating positions which have traditionally been held open as part of each agencies required vacancy savings but MSL has never held a specific position open and hasn't had any vacancies which lasted over a year. Depending on how the Governor's office interprets the wording of that legislation, MSL could have to give up 1.18 FTE.

## **SUMMER INSTITUTE PROJECTS PRESENTATION:**

All institute participants were required to do a project for the next year and report on it at the next institute. Carly Delsigne, Trista Smith, Janeen Brookie, Heather Johnstone, and Sonja Woods told the commissioners a bit about the projects that they worked on over the year.

## **OFFLINE CONFERENCE OUTCOMES REVIEW AND DISCUSSION:**

This conference was hosted by MSL this year and featured Lorcan Dempsey from OCLC as the keynote speaker. He said that there are three areas of library responsibilities of which infrastructure has been the focus in the past and innovation and engagement second and third. Using that model MSL had put many of their services in one or the other of those areas and has a booth at MLA demonstrating that concept.

## **COMMISSION GOALS AND OBJECTIVES:**

The next meeting will be June 4.

## **PUBLIC COMMENT:**

There were none received.

## **OTHER BUSINESS/ANNOUNCEMENTS:**

Anita Scheetz mentioned that Paul Ryan proposed a budget that would cut out all IMLS funding and therefore she contacted Senator Walsh and left a message for Senator Tester to express her concern.

This is Commissioner Lee's last meeting and she was given a memorial plate.

## **ADJOURNMENT:**

**The chairman adjourned the meeting at 12:53 a.m.**