

DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., AUGUST 16, 2017
HELENA, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Chairman Bruce Newell, Kenning Arlitsch, Elsie Arntzen, Connie Eissinger, Anne Kish, Aaron LaFromboise, and Ken Wall online.

Staff: Erin Fashoway, Evan Hammer, Jim Kammerer, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Pamela Benjamin, Jason Danielson, and Dylan Klapmeier.

Chairman Newell called the meeting to order at 9:31 a.m.

The grant presentation moved to after the library reports.

Jim Kammerer received a fifteen-year longevity pin.

APPROVAL OF MINUTES:

Motion was made by Commissioner Arlitsch and seconded by Commissioner Eissinger to approve the June 14, 2017 minutes. A request to amend the minutes by adding the total percentage of cuts from both HB2 and HB261 was made and Commissioners Arlitsch and Eissinger amended their motion. Commissioner Eissinger also noted a number of edits which did not change the context but just corrected things like grammar and spelling. The amended motion with the identified edits passed.

STATE LIBRARIAN'S REPORT:

MSL has vacated the space downstairs and moved the collections. MSL will continue to be a digital federal depository. More than 580 federal documents, which are federal property, were boxed and sent to the Mansfield Library which is Montana's regional federal depository library. MSL will have limited public access and computer access to our collection only. Staff are adding a new professional development ebook collection. Agency feedback is being sought for what to include in that collection. A number of Natural Heritage Program (NHP) publications were found that had either been digitized but not made available online or weren't digitized so work will be done over the next year to digitize and make available those items.

The Grizzly Conference Room is a work in progress and the Bitterroot has moved back to the previous location.

Chairman Newell and State Librarian Stapp had a meeting with the Deputy Chief of Staff to begin getting ideas of goals and plans for returning funding.

The Environmental Quality Council, a legislative interim committee, is studying the NHP as part of their work plan. They may consider funding options for the Program. The first council meeting will be in September.

MSL staff has been asked to offer testimony to the Education Interim Committee on the initial impacts of SB261.

FY'17 Institute of Museum and Library Services (IMLS) funding is very close to the amount of the FY'16 award. A House committee voted to support level funding for FY'18 funding but the budget process is far from over.

HB61, which mandated funding changes for next gen 911, includes a requirement for a statewide 911 plan and for MSL to conduct a GIS data assessment. Staff will be on a subcommittee of the 911 Advisory Committee (which is staffed by the Department of Administration) to issue a request for proposal (RFP) to hire a contractor to both develop the plan and conduct the assessment.

Sara Groves has taken a different position so the lifelong learning librarian position will be vacant. This is an essential position but will remain open for now until funding is more certain. That position is funded through federal dollars. There are several other openings currently for various reasons. The Montana Shared Catalog (MSC) director position will be reclassified along with Jemma Hazen's to be system administration positions and will be the same as that of Amy Marchwick. The MSC Trainer position has been posted. Cara Orban will take on the MSC director role.

Work plans will be based on budget changes and include foundation and public relations work. The reporting task force is languishing because of the changes and lack of time but Stapp hopes to discuss what kinds of data to collect. There will be little or no money to invest in tools. Commissioner Wall will take the lead on that reporting task force since he has ideas and can do a lot with the existing tools.

With the loss of IT staff MSL does not have a custom programmer anymore. Staff may consider contracting programming work as priorities and funding allow. Roll out of ASPEN, the new library management system is delayed. Maintaining the current IT environment is our priority. MSC is moving to a cloud based system.

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Kris Schmitz gave the Central Services updates. She is still evaluating what the effects of the changes will be on the central services team. Losing the data technician/receptionist position will mean some changes. A lot of the work from that position will go back over to the Statewide Library Resources (SLR) program. Carol Churchill will move out to the front desk and go back to six hours in order to help cover the phones. Discussions still need to be held about what exactly coverage will entail and where calls will be sent. The internal controls will have to be adapted to reflect fewer available staff. The volunteer coordinator reports to Kris. We hope to make more use of volunteers across the agency.

Evan Hammer discussed the Digital Library updates. They have been focused on the integration of the Talking Book Library (TBL) with the digital library and figuring out how to best accomplish needed tasks. Priority tasks including updating the collection development policy, bringing TBL policies in line with the rest of the library policies or combining them, outreach, digitization and reorganizing how information work is done.

Hammer said funding is an ongoing discussion item with staff and partners. He also had two additional specific comments. First that five or six years ago there were eight staff members each working on specific data themes. At that time, they felt they didn't have enough staff. Over time, staff moved away from a one staff per theme model to a more integrated team approach. Now the Digital Library is maintaining the same eight themes with four staff. Prioritizing work will be challenging. Second, he stated that he is not sure that people realize how rapidly MSL has transitioned to a fully-digital library, which was the result of planning over many years which allowed for the successful changes this summer. MSL needs to emphasize that ability to make transitions.

Since Tracy Cook was unable to attend, Jennie Stapp reported for her. The loss of the data coordinator means more work for SLR. It requires a great deal of support to help librarians collect and submit standards certification and public library statistics and to make use of the reporting tools available. One of the library consultants will take over the work of the data coordinator which will mean she has less time for general library consulting. Staff is working with the Network Advisory Council (NAC) to decide how to prioritize library development work. SLR will develop work plans in a retreat at the end of August.

Commissioner Arntzen had to leave the meeting at this point. Subsequent action was taken without OPI representation.

MONTANA STATE LIBRARY FY'17 CLOSING FINANCIAL REPORT:

The sound booth was finished. The total cost, funded through the State Library Trust, was \$90,145. The sound booth is considered a permanent building improvement for the building owned by the Department of Administration. The amount expended on

building upgrades is reported in a new "Buildings" budget category. There was a mandatory revision for HB3 this year of about \$97,000.

Motion was made by Commissioner Kish and seconded by Commissioner Arlitsch to accept the FY'17 closing financial report as presented and the motion passed.

MONTANA STATE LIBRARY FY'18 OPENING BUDGET:

Usually the Commission receives an opening budget broken down by program. Given the timing of implementation of SB 261 and the significant amount of the budget reductions, staff have not had time to fully develop the operations budget. The FY'18 operations budget will be hard hit due to the costs necessary to implement the reductions including buy-outs and moves. SB261 eliminated new funding for employee raises but the Legislative did pass a pay plan bill so agencies are required to give raises in February so that funding must be found within existing budgets.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Eissinger to accept the FY'18 opening budget as presented and the motion passed.

MONTANA LIBRARY FOUNDATION WHITE PAPER:

This is a proposal for a foundation with the idea to provide secure funding not only for MSL but the larger library and information community. The idea is that MSL take steps to form a separate legal entity with a foundation board to help prioritize how the foundation might use its funds to help support MSL costs, alleviate local partner libraries costs, and some cost for any number of stakeholders. There are a number of legal questions that need to be answered in the future. The board will be charged to come up with organization structure, policies and so on with commission involvement and direction. A sample would be the state parks foundation.

Staff visited with the attorney about legal options. MSL's attorney can't be the attorney for a foundation. MSL has received a couple of significant donations into the trust which gives options to think about forming foundations. That money can't be given to a foundation but the state library commission has the authority to direct use of those monies to help in setting up the foundation. This will be a two step process. It will take between 18 and 24 months to get a foundation up and going. Once it is formed, no trust money can be used.

The commission and staff feel it is important to make it clear in the foundation funding policies that public entities continue to receive public funds as a requirement to receive foundation funds. Any foundation will need to collaborate well with other foundations.

The action requested for this item is to direct MSL to form a foundation. Staff would work with a consultant to draft an RFP to select a foundation consultant who would be directed to conduct the work necessary to create a turnkey nonprofit. The consultant will not be eligible to respond to the foundation consultant RFP.

Motion was made by Commissioners Wall and Kish and seconded by Commissioner Arlitsch to direct MSL to form a foundation and the motion passed.

The commission held a brief discussion about continuing funding once the foundation is on its own.

MONTANA STATE LIBRARY TRUST UPDATES AND REQUESTS:

Donations to the trust can be earmarked for specific purposes or just given to the library. MSL received \$10,000 which was specifically to be used to create a foundation. \$1,800,000 was left to MSL in an estate. The attorney of the estate said the intent was to use some for TBL and there is flexibility to support other purposes such as developing a foundation. MSL is considering a future request to use some of the money to complete the digital conversion of the TBL collection.

1. The first trust request is to use \$5,000 to hire a consultant to help form an RFP to hire a foundation consultant.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Eissinger to accept the request to approve funds to hire a short term consultant and the motion passed.

2. The second request is for \$150,000 to contract with a consultant to help lead a public relations campaign which is largely in response to the fiscal situation and the ongoing rhetoric about the non-essential nature of libraries. The intent is to collaborate with the Montana Library Association lobbyist and to increase public awareness of libraries and MSL work. The project will be similar to the TBL 2011 Patron Outreach Project.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Arlitsch to accept the request to approve funds to contract for a public relations campaign and the motion passed.

3. The third request is from central services to use \$4,300 for the annual volunteer appreciation luncheon scheduled for October 12.

Motion was made by Commissioner Kish and seconded by Commissioner Wall to approve the central service request and the motion passed with thanks.

MONTANA LAND INFORMATION ACT (MLIA) GRANT PRESENTATION:

Jason Danielson from Lewis and Clark County was introduced by Erin Fashoway. Lewis and Clark County was a grant recipient and their project has been completed. Jason works closely with Eric Spangenberg who is a new local government representative on the Montana Land Information Advisory Council (MLIAC).

The presentation included an overview of all three of the grants they have received and what was accomplished with each one.

MONTANA UNIVERSITY SYSTEM/STATE LIBRARY PLANNING GRANT PROPOSAL:

Commissioner Kenning Arlitsch discussed a grant proposal he has been working on that he feels provides an opportunity to be proactive about some of the problems that have been dominating commission discussions. IMLS offers a competitive grant program with two rounds per year. They require a two page preproposal and will let entities know if they want a full proposal.

The preproposal is due the end of the month. A maximum of \$50,000 can be requested. Arlitsch is requesting support to move ahead from both MSL and TRAILS. Most of the budget would go towards hiring a consultant to evaluate opportunities for future collaboration.

After discussion about the proposal and changes to be made, **the commission formed a general consensus to support the preproposal.**

ELECTION OF COMMISSION OFFICERS:

The bylaws of the commission require election of officers this meeting. Chair Newell opened the discussion by stating he doesn't like the current process of election of those officers. This prompted a discussion of problems with the system and several ideas of how to address them.

Since the bylaws state the elections must be held this meeting and the bylaws can only be changed by discussion one meeting and action the next, the commission would be in violation of their bylaws if they chose not to do elections at this time. Therefore the elections will take place but the commission intends to set up a work session in the future to discuss the process and how it would be most effective.

Commissioner Wall nominated Commissioner Newell as chair.

Motion was made by Commissioner Eissinger and seconded by Commissioner Arlitsch that nominations cease and the motion passed with Commissioner Kish abstaining and Commissioner Newell recusing himself.

The nomination of Commissioner Newell as chair passed with Commissioner Kish abstaining. Commissioner Newell will be chair.

Commissioner Wall nominated Commissioner Arlitsch as vice chair.

Motion was made by Commissioner Eissinger and seconded by Commissioner Wall to close the nominations and cast an unanimous ballot and the motion passed with Commissioners Arlitsch and Kish abstaining.

Commissioners Newell and Kish and State Librarian Stapp will work on a new process for elections.

COMMISSION GOALS AND OBJECTIVES:

Future work for the commission will include the reporting task force, a new election process, the foundation process, the public relations consultant and campaign, gathering impact stories, revisiting the strategic framework to add training as staff didn't feel 'fostering partnerships' accurately reflect the work done, and discussing fees for user services.

The commission discussed what travel and conferences they consider essential. Those would include the National Library Legislative Day (NLLD), federation and advisory council meetings. The National States Geographic Information Council meeting is considered a lower priority now since the Congressional visits will no longer occur, as that meeting will be traveling around the country.

Tamarack Federation call is on October 18. Commissioner Eissinger will attend Golden Plains and Sagebrush if her schedule allows. Commissioner LaFromboise will attend Pathfinder and South Central. Commissioner Kish will attend the Broad Valleys conference call. Commissioners Arlitsch and Newell will attend the Tamarack conference call.

The commission has chosen to move the October 11 meeting to October 13.

PUBLIC COMMENT:

There was none received.

OTHER BUSINESS/ANNOUNCEMENTS:

Under the auspices of the Big Sky Digital Network, MSL, the Montana Historical Society, and the university libraries are now an official member of Digital Public Libraries of America.

EXECUTIVE SESSION:

Due to privacy concerns, the commission chair chose to close the meeting for an executive session.

Electronic copies of executive session minutes are kept on the personnel drive. Print copies of the minutes may be requested by authorized persons in accordance with MCA 2-3-212.

Executive session closed at 3:56 and the public meeting was called back in session.

ADJOURNMENT:

The meeting adjourned at 3:57 p.m.