

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian

Date: September 21, 2018

Re: Conference Room Policy update

Staff presents the following draft update to the conference room policy for Commission action. The most noteworthy changes reflect the fact that, because Montana Fish, Wildlife, and Parks no longer has office space within the State Library, staff recommends that the agency no longer be given priority access. The remaining updates provide further clarification and/or better reflect use practices.

The policy refers to use guidelines for the conference rooms which the Commission does not approve. Those guidelines are also being updated and are available online for Commission review:

http://docs.msl.mt.gov/Central_Services/Staff_Handbook/comm_pols/04_confrm.pdf.

Staff did not receive any comments regarding the proposed changes after the August Commission meeting and recommends that the Commission adopt the policy as presented.