

FINAL

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
1:00 P.M., FEBRUARY 13, 2019
HELENA, MONTANA
OR GOTOMEETING**

MINUTE LOG

Recordings are found at <https://vimeo.com/album/3267051> and https://www.youtube.com/playlist?list=PLB_J1FN8dGZfJJQ0VnGgg_NsK-RJ-3dGI. Unedited closed captioning is available at the YouTube recording only.

ATTENDEES:

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

Staff: Tracy Cook, Jessica Edwards, Evan Hammer, Cara Orban, Jennie Stapp, Marlys Stark and Malissa Williams.

Visitors: Jeff Doud.

Call to Order at 1:05 p.m. and introductions (00:00:46)

Executive Session (00:01:50)

At 1:07 p.m., the commission chair closed the meeting for an executive session as allowed for in 2-3-203, MCA Sections 3-4, to discuss legal action pertaining to implementation of reductions in force. The recording was stopped at this time.

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.

The executive session closed at 1:26 p.m. and the public meeting was called back in session. (00:02:59)

Approval of Minutes – **Action** (00:03:14)

December 5, 2018 (00:03:16)

Motion was made by Commissioner Newell and Doggett and seconded by Commissioner Arntzen to approve the minutes as presented and the motion passed. (00:03:30)

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Legislative Update (00:04:14)

- (00:04:46) Budget hearing summary
- (00:05:34) Follow-up discussion
- (00:06:12) Digital Library services state special revenue account
- (00:16:40) Budget subcommittee executive action
- (00:17:18) FTE discussion
- (00:19:45) Other legislation possibly affecting budget
- (00:22:20) Other legislation being watched
- (00:24:07) Legislative comments by Commissioner Arlitsch

Commission Arntzen left the meeting at 1:45 p.m.

State Librarian's Report (00:26:01)

- (00:26:34) The Office of Public Instruction proposal for a pilot to fund a Montana Shared Catalog School Library System Administrator
- (00:33:21) Library Services Technology Act FY19 award
- (00:33:48) Museum and Library Services Act passed Congress
- (00:37:43) Staff updates

Fiscal Year 2019 Second Quarter Financial Report – **Action** (00:39:52)

- (00:40:08) Report format changes
 - (00:47:37) Coal Severance Tax update
 - (00:49:48) Revenue Estimates
 - (00:51:23) **Motion was made by Commissioner Doggett and seconded by Commissioner Kish to accept the report as presented and the motion passed.**
- (00:52:41)

The next two agenda items were moved to later in the agenda. (00:52:00)

Coal Severance Tax Funds Budget Adjustment – **Action** (00:52:35)

- (00:52:48) **Motion was made by Commissioner and seconded by Commissioner Doggett to authorize staff to reallocate funds as requested.**
- (00:53:08) Finance committee to discuss financial policies and budget changes
- (00:55:49) Bylaw change for subcommittee formation
- (00:58:26) **The motion passed**

Revised Federations' Plans of Service Budgets – **Action** (00:58:57)

- (00:59:07) Coal Severance tax authority increase

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(01:01:06) **Motion was made by Commissioner Arlitsch and seconded by Commissioner Newell to approve the revised federation plans of service budgets for FY 19 and FY 20 and the motion passed.** (01:01:30)

Digital Library Budget Authority Adjustment – **Action** (01:01:44)

(01:02:00) Pay legal fees from MLIA funds

(01:05:15) **Motion was made by Commissioner Doggett and seconded by Commissioner Newell to take the requested action for this agenda item and the motion passed.** (00:06:36)

Montana State Library Trust Request – **Action** (01:07:03)

(01:09:03) **Motion was made by Commissioner Newell and seconded by Commissioner Doggett to authorize staff to spend trust funding to contract for web design updates from a third-party contractor.**

(00:09:31) Accessibility discussion for any web page update

(01:11:23) **The motion passed.**

Draft Limited English Proficiency Policy (01:12:29) This item was moved down in the agenda to this time.

Draft Collection Development Policy (01:15:38) This item was moved down in the agenda to this time.

Draft Resource Sharing Resolution (01:24:34)

(01:25:33) Discussion on 'needs' and 'sufficient'

Commission Arlitsch left the meeting at 3:04 p.m.

Commissioner Goals and Objectives (01:42:52)

(01:43:04) Work plan

(01:43:20) Reporting tools update

(01:44:12) Resolution and work plan

Commission Calendar (01:45:15)

(01:45:24) South Central Federation meeting attendance

(01:46:30) Reimbursement requirement

(01:47:24) ALA, NLLD and hill visits

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(01:50:40) MLA, including April 10 commission meeting and April 11
Conversations with the Commission

Other Business & Announcements (01:52:25)

There were none received.

Public Comment (01:52:38)

There were none received.

Adjourn at 3:22 p.m. (01:52:48)