

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian and staff

Date: November 23, 2021

Re: December Policy Review

The following policy updates are presented for Commission consideration. Staff will request action to update and rescind the policies at the February Commission meeting.

On Call Reimbursement and Call-Out Policy

Staff recommend that the Commission rescind the On Call Reimbursement and Call-Out policy. After careful consider of our business drivers and user needs, staff have determined that on-call reimbursement is no longer warranted and is not a cost-efficient use of agency resources. With the consolidation of agency hardware at the State of Montana Data Center, the State Library is no longer responsible for most of the failures that result in State Library service outages. In the past eighteen months, no staff have been required to respond to weekend call outs. Requiring our limited number of staff be available in an on-call status and reimbursing them for that time when there is very little likelihood of an issue and even less likelihood of an issue they can resolve is not a prudent use of agency funding and makes unnecessary requirements of agency staff.

Internet Services

Staff recommend that the Commission rescind the Internet Services policy. The state network is administered by the State Information Technology Services Division (SITSD). The scope of this policy is outside the responsibilities of the State Library and fall to SITSD. Other contents of this policy are governed by the State Code of Ethics, state internet use policies, and state email policies. It is not necessary for the State Library to maintain and enforce a separate policy.

Internet Use

Staff recommend that the Commission rescind the Internet Use policy. The State Library no longer provides public access computers therefore the policy is no longer necessary.

Public Access Computer Use

Staff recommend that the Commission rescind the Public Access Computer Use policy. The State Library no longer provides public access computers therefore the policy is no longer necessary.