

**MSC Executive Board**  
**March 1 2023 – 2:00 p.m. Online via Zoom**

**Present:** Deb Westrom, Rebecca Dupre, Jonna Underwood, Elizabeth Jonkel, Mark Wetherington, Kelly Reisig, Amy Marchwick, Melody Karle, Keiley McGregor, Mel Carroll, Laura Tretter, Cara Orban

**\*\*ACTION: Minutes approved for 1/5/23 meeting. Elizabeth moved to approve the minutes, Jonna seconded, the motion passed.**

**MSC Update (AMY):**

- **Patron Removal:** in the middle of patron removal, then we will do the regular pull of patron statistics to compare (end of this week). There was a survey in the Gov Delivery email for [inactive patron purge survey](#)--please fill out by Friday. For the past few years we have done flat percentage increases, but please do keep patron survey
- Prepping for Spring Meeting
- CMC Meeting next week
- Still working on new products: Kids Catalog is almost ready--had to wait for Enterprise upgrade. More and more people are switching to HTML notices. MSC switched to Gov Delivery, but still actively sending to MSC Discuss. Encouraging librarians to subscribe to the Gov Delivery newsletters.
- First open office hours is next Tuesday!

**OCLC Contract (Cara):**

- OCLC Contract is something she will bring to MSC Membership Meeting at MLA. Preface, we will not take any access from people for what they are using. But the general trend is that prices go up, and our usage (especially for ILL) continues to go down. The MSC has a very unique way of using OCLC, bib records are used (and original cataloging done by some libraries). At Spring Meeting, Cara would like to talk about who is interested in forming a Task Force. Core Services CMC, plus information from MSC membership, Resource Sharing Core Services (because of ILL) will all be taken into account. Current administrative rule divides about \$200K between MSC and OCLC--is the OCLC portion the absolute best use of those complete funds. Time to review.
  - What does current OCLC coverage look like? Good to have some description in the meeting materials correspondence beforehand.

- What schools get out of OCLC, as well (they may not understand what they are using going through SmartPort)
- What is the total cost at this point? Current OCLC contract is around \$450K

**Spring Meeting Agenda Draft (draft needs posted three weeks before 4/12-but materials can be added):**

- OCLC task force recruitment
- Budget will be previewed by Exec Board in next meeting.
- Discussion (even if we aren't ready to vote) on Bylaws
- Communication--keep bringing up at each meeting to get feedback and add any new ideas
- Recruit for NAC Collection Management (CM). If interested, contact Amy.

**Bylaws Document:**

- MSC Staff made a great start with some changes where MSC appears (sometimes changing to Members Council, sometimes to MSC Staff)
- When will we be ready? Need member feedback, then a vote.
- We may need to spell out how the direct voting and the electronic meetings are going to work. We don't want a quorum so high that we can't meet and vote, but also the number of members showing up online and using only a majority is a little tricky. We need to be sure to be representative for those who can't travel or have a hard time getting leave for even online meetings. Be very clear on how we are allowing votes and what counts as a majority, etc.
- Zoom is convoluted, but the count of polling or using chat, but it does give us data. Polling was tricky because it had to be started before the meeting and of how it may be worded, but could include "Vote #1" with Y/N. State Library has Microsoft Forms, also, so that could be used for future direct polling.
  - How to deal with non-voting members in attendance? This is also the case for in voice voting--where it was close we can just revert to roll-call vote. Make sure it is clear that one vote per member is the expectation.
- What do we poll on and survey through the year and what do we vote on only in the members meetings? Budget is voted on in the meeting. Try to spell out general expectations.
- Appendix B: Where will CMC bylaws and guidelines appear and how will those be changed in the future? Again, try to spell out in the document.
- Members Council v. Voting Member--Council is made up of voting members--check language in the first portion and define "Voting Member"

- Some areas are very clear and others are a little confusing, so hopefully this will make them clear as we move forward.
- How do we give the membership the ability to make changes to the bylaws? Perhaps we include a schedule for reviewing bylaws? Clarify how a bylaws change gets requested. What do we do if there ever is a time with changes that affect someone negatively or arbitrary changes? Transitions happen, so what is recourse if something goes wrong or is affected? Members should be able to understand bylaws without relying on institutional knowledge.
- Do we need to make sure we provide for an ILS (instead of “current ILS is”) and generally explain more clearly what will be provided/expected?
- Majority of members group expects that someone has the institutional knowledge, and we have been really pleased with how everything has gone. But we don’t want to fall into the trap of not being adequately set up for the future just because we haven’t experienced a problem.

**Other discussion:**

- Congratulations on new baby, Becky (probably next week!)
- Office Hours coming up soon--planning to have some prepared topics if people show up and don’t have questions
  - Are those sustainable? MSC Staff thinks yes--probably have a few staff at the first few, and then in the future someone (or several) could be at the office hours. Maybe having multiple MSC staff if only one shows up
  - Also 1:1, use ticket system to set up a phone call meeting--library has to know that’s a thing to ask for it. If these are both advertised--which will be used more and will both have their place, or will one be a clear winner? Prefer ticket system as starting place, but if you open a ticket to schedule something, that is still helpful to MSC.
- Next Executive Board meeting--is there a week that works better for the group? Will budget options be ready? Yes, no issues anticipated/not waiting on outside parties.
- Is MSC Director not a position in the future? It is already not a position--folded into consortium director, Cara took on more things to allow for another system admin--again, a reason why the bylaws review is necessary (keep things up to date). Job titles are all controlled by the State.
- Amy will send meeting poll. Week of the 20th is not as good for Deb.

**Public Comment:**

None

Meeting adjourned at 3:15 p.m.

The MSC Executive Board is the representational advisory board of the Montana Shared Catalog, comprised of members from each type of library and region. The Executive sets the tone and vision of the MSC, presents proposals on costs, future projects, etc. to the full membership.