

**Montana State Library Commission
Meeting Minutes for October 9, 2001
Helena, MT**

Attendees:

Commissioners: Bruce Morton, Al Randall, David Johnson, Dorothy Laird, Linda McCulloch, Ralph Atchley

**Commissioner
Absent:** Rosemary Garvey

Guests: Debbie Schlesinger, Broad Valleys Federation; Bridgett Johnson, South Central Federation, Mike Hamlett, Sagebrush Federation; Bette Ammon, Tamarack Federation; Emory Robotham, Golden Plains Federation

Staff: Karen Strege, Darlene Staffeldt, Jim Hill, Kris Schmitz, Suzy Holt, Tracy Cook, Jon Nehring, Sue Jackson, Diane Gunderson, Sarah McHugh, Barbara Sawitzke

Meeting called to order at 9:00 am.

David Johnson opened the meeting by asking that everyone observe a few moments of silence to remember the victims and families affected by the September 11 terrorist attacks.

Announcements and Introductions

Darlene Staffeldt introduced Tracy Cook, the new Statewide Technology Librarian in Great Falls. Cook came from Arizona where she worked as a trainer for the Gates Foundation.

Jim Hill introduced Jon Nehring, the new web specialist. Nehring is the first person hired with web development responsibilities written into his position description. He will divide his time between working with Program 7 and Program 1.

Bridgett Johnson introduced Betty Ammon, the new coordinator for the Tamarack Federation. Ammon is the director of the Missoula Public Library.

Minutes Adoption

Johnson asked if there were any changes or corrections to the minutes from the August meeting. Dorothy Laird moved to approve the minutes. Al Randall seconded the motion and the motion passed unanimously.

State Librarians Report

Karen Strege reported that building security was tightened for about 10 days following the terrorist attacks of September 11. Only one entrance to the building was available employees and the public. Areas of some parking lots were also roped off to prevent vehicles from parking close to buildings. Staff reported that security measures were spottily applied and that security checkpoints were not always staffed. Strege was to attend a Bibliographic Center for Research meeting in Denver on September 13, but the meeting was cancelled due to the attacks.

The Higher Education Library Task Force formed by Richard Crofts met on October 8 at the Commissioner's office and came up with draft vision statements. The Task Force will meet again in December.

Strege announced that the library community had lost a fine librarian. Beth Furbish, the Legislative Services Division librarian, died of cancer last month. Strege attended her memorial service along with hundreds of others.

Program One Updates

LISD has been very busy adding more journals to the Web page. Jon Nehring has been helping with that process.

The Gates Foundation awarded MSL \$53,000 to fund three training sessions next summer. Sue Jackson is coordinating the training with BCR. The Gates Summer Institutes will be held in Missoula, Bozeman, and Billings. The grant will pay for the contract, training costs and travel for the presenters and the travel and lodging for the participants.

Program Seven Updates

Strege facilitated an NRIS planning session on September 27 to analyze and update the existing strategic plan. An important issue emerged about the need to define the scope of the natural resource clearinghouse. Another issue discussed involved structure and staffing. The reorganization plan proposed the addition of a User Services and Support section. Attempts to hire a manager for the section proved unsuccessful. Staff members recommended that more technical help is needed. NRIS managers and Strege will consider the options.

An additional issue is NRIS's reliance on the web. Many agencies use NRIS data and depend on the Web to access information. When servers go down or applications fail, many people and agencies are inconvenienced and understandably upset. If NRIS is to continue placing as many services on the web, support needs to be reliable and around the clock.

Heritage

Sue Crispin attended the annual meeting of NatureServe, a network of Natural Heritage programs. NatureServe has created a website with the same name that allows anyone to come in and look at information from all the Natural Heritage programs in North America. Crispin feels that Heritage needs to do a better job of making local librarians aware of this resource and the access to enormous amounts of research and educational information it offers. There is a button on the NRIS/Heritage website that will take patrons to the NatureServe site. Allen Cox, Heritage's Systems and Services manager, gave two presentations at the Nature Serve meeting that were well received. Both Hill and Crispin expressed the need for NRIS and Heritage to work on outreach programs to better inform the public of the program's many valuable resources.

LSTA Reports

September 30 was the deadline to ensure that all FY2000 LSTA money was either expended or encumbered. Not all the documentation is yet in, but it looks like all the money was spent and none will be reverted. The Library Improvement Project for Lake County had a considerable balance toward the end of September, but the Interim Library Board has said that the first \$50,000 is all encumbered now and will be spent. The biggest expense will be the bookmobile, including the purchase of a converted van, a large quantity of new book materials, and a laptop.

The three Montanaiana regrant projects are also being monitored. The three projects still have outstanding balances, but the grant money has been committed and will be expended.

The MLN Shared Catalog Projects for the Highline is completed and working well for the five participating libraries. There are two corrections to make to awarded amounts for the other two projects. The amount awarded for FY01 for the Project for Gallatin County is \$17,000, not \$22,000 and the amount awarded for FY01 for the Western Montana Shared Catalog Project is \$163,000, not \$180,000. The Law Library will now be part of that project.

The Fall Workshop went well. There was a big demand for the book mending workshop and people had to be turned away. Some people who did attend the book mending workshop are being groomed to do other sessions around the state. The total expense for the Fall Workshop is expected to be about \$4,200. Randall mentioned that he heard positive comments from school librarians about the Fall Workshop.

A contract has been signed with Cindy Christin to provide children's services to libraries statewide. Christin is promoting the summer reading program manual to public libraries and school libraries that do summer reading programs.

Jackson answered a question about the sustainability of the bookmobile in Lake County. Jackson said that the lease is for one year and she didn't know what Lake County's backup plans were, but she's sure they would like to keep the book mobile and make it a valuable tool for the county. Laird asked how Lake County plans to replenish the collection. Jackson believes only half of the collection will be put into circulation initially and then other materials will be added as needed

Bob Cooper and Bruce Newell were both traveling and not available to update their reports. Diane Gunderson gave some brief updates on MLN projects in Newell's place. OCLC training is taking place around the state and is going very well. There have been some problems with the lab, but those have been fixed.

Betty Ammon reported on the Western Montana Shared Catalog Project in Newell's place. A planning committee of twelve librarians met in Missoula to screen the three Requests For Proposals that met the stated requirements. Sirsi led the three in scoring and reference checks were positive. A contract is being negotiated with Sirsi and Newell hopes to have the new system up and running by February.

Strege reported that the Networking Task Force recommended that an ILL Study Committee be formed. Strege has written a charge and appointed members for the committee. The charge is to do a comprehensive study of the reimbursement program and make recommendations to the Task Force. A small study done last summer showed that interlibrary loan reimbursements are decreasing. There is a lot of speculation as to the cause of the decrease including the theory that more information is being sought by electronic means, but there is no empirical evidence to support this conjecture. The committee will meet two times, the first time on November 6th and again in December. Strege hopes to share the committee's findings with the Commission at its February meeting. Randall commented that he believes the ILL Committee will find that small libraries depend on ILL money. He is concerned that the committee does not have enough small library representation.

Strege facilitated meetings with NRIS, LDD, MLN, and some of the federations to get staff comments and suggestions for the new strategic plan. Meetings are planned for the near future for the federation coordinators, TBL, LISD and the remainder of the federations. Strege is getting a lot of information from librarians around the state about what they think the State Library should accomplish in the next five years. The number one issue has been funding. Public libraries are looking for ways to improve their financial standings. Strege suggested that she facilitate a four-hour meeting before or after the next Commission meeting at which input received from the planning sessions can be

discussed. The Commission agreed to get together at 2:00 on Tuesday, December 11, to review issues and identify strategies for the next five-year plan.

Financial Reports

Kris Schmitz presented the first quarter FY02 financial reports. For Program 1 the bottom line has not changed. In December, Schmitz and Jackson will present the FY00 close out which will detail exactly how all LSTA funds were spent. Because of legislatively imposed vacancy saving cuts, the Library is operating in a deficit in personal services. As vacancies occur, MSL will save funds; however, if the deficit is not made up, MSL will request funding from a contingency fund.

The Program 7 budget has just been established. Three budget amendments from federal funds were carried over from FY01 to FY02. The various contracts that NRIS has are not included in this financial statement, but will be reported on in the next financial report.

Internet Services Policy

The State Information Technology Service Division (ITSD) has an advisory group, the SummitNet Executive Council, which has adopted policies on state employees' use of the Internet and related services. The policy's purpose is to address the misuse of Internet and email services. Each agency is required to either adopt ITSD policies or come up with their own policy.

The State Library has drafted a policy and Program Managers and staff members have reviewed it. Strege tried to make the policy simple to understand yet comprehensive. State employees will be required to sign a consent form stating he/she knows the State computer use policy and that he/she agrees to abide by that policy. The ITSD computer use policy also requires a banner on every state employee's log in screen that cites the relevant MCA code and states that by clicking OK the employee is agreeing to use the State computer for the purpose of conducting State business. Employee terminals are now filtered for Web Shots, radio stations, and sexually explicit material and hate speech. Strege, as a member of the SEC, voted against filtering sexually explicit material and hate speech because filters do not work effectively. Strege said that employees viewing this type of material need to be disciplined according to state policy. The policy does not apply to public access computers. There are still a few points that need clarification, for example, some managers feel that employees should only be allowed to subscribe to List Serves that have some relevance to their jobs

Bette Ammon wondered how the librarians would answer reference questions if they cannot fully search for information. Patrons will have access to sites on the public access computers that the librarians will not. She suggested that Strege needs to make sure ITSD understands that patron email requests to library employees are confidential and are not the property of the state. Schlesinger questioned whether confidentiality statutes cover state employees. Strege said that they do when employees use library services.

Laird asked how patrons' confidentiality could be assured. Jim Hill explained that email exists on the state server where it is periodically backed up on tape until the recipient downloads it, so confidentiality has already been lost. Staff suggested putting a passage on any State Library email correspondence that states employees will do all they can to assure confidentiality, but that patrons must realize that no email is 100% secure. Schlesinger suggested that MSL needs to look at strengthening confidentiality at the next legislative session.

Ammon wondered how these policies would influence other libraries throughout the state. She feels the State Library should set a standard for the rest of the state and provide guidance to other librarians because of possible impact on confidentiality.

Johnson asked that the commission members consider the issue for the next meeting in hopes of adopting a workable policy, but he acknowledged that it might take a couple more meetings to adopt the policy.

GILS

Suzy Holt gave a presentation on Find-It! Montana, a pilot project to create a Montana-specific Government Information Locator Service (GILS). GILS provides a one-stop, web-based directory designed to improve the finding of information published by government agencies. It provides a powerful search engine that offers subject-based searching and very precise retrieval. Find-It! Montana will fulfill the State Library's role as a repository for Montana state government publications and the mandate to provide access to those publications. It creates a powerful reference tool for librarians and supports the government's efforts to inform the public.

The project is expected to start in January and continue through June 2003 with the target date for the public launch being May or June of 2002. The pilot project will be funded partially with money from a software maintenance agreement that was cancelled because the software is no longer used. Current staff members will be reassigned to work on this project. If the project goes as expected and support and participation is received from other agencies, then legislative support would be sought at the next session to fund a full-scale, ongoing project.

Commission Goals and Objectives

Randall attended the Networking Task Force meeting in September. Good ideas were brought forth for the next long-range plan.

One of the commission's goals is to attend federation meetings, so Randall asked that federations send a schedule of their meetings to commission members so that they are aware of the meeting dates in their area. Emory Robotham, of Golden Plains Federation reported that he is very impressed by the commissioners' and MSL staff members' willingness to attend meetings and trustee workshops, even with very little notice.

Laird attended the MLA conference program planning committee meeting at the State Library in October.

Federation Coordinator's Report

The federation coordinators' retreat is on October 10 in Helena. Many of the coordinators are new, so it will be a chance for them to discuss goals and issues and get up to speed. Strege and Staffeldt have been attending the fall federation meetings to facilitate discussions on long-range goals and planning issues and that has gone well. Betty Ammon, the director of the Missoula Public Library is the new coordinator for the Tamarack Federation.

Action Items

McCulloch moved to accept the FY02 first quarter financial reports. Morton seconded the motion and the motion passed unanimously without discussion.

Library Literature Sampler

The Lewis & Clark Library established a new branch in East Helena and some State Library staff members attended the opening.

The land for the new Bozeman Library has been purchased and construction may now proceed.

The Missoula Public Library has been able to order new materials and expand hours because of increased funding approved by the voters last year.

An interlocal agreement was finally reached between Stevensville and Ravalli County. Under the agreement, the North Valley County Library will serve as a multiservice jurisdictional library with the building being owned by the town and the library employees and accounting and payroll services being the responsibility of the county.

Schlesinger questioned how HB124 has affected libraries throughout the state. Strege replied that, for the most part, the results haven't been as bad as were expected. In some parts of the state, particularly eastern Montana, funding has fallen, but that's due more to lower property values decreasing the value of the mill than to the Big Bill.

Other Business and Announcements

Ammon distributed posters for the Missoula Public Library book sale. Parmly Billings Library is also having a book sale in October.

Laird announced that Prudential Financial sponsors a global volunteer day on the first Saturday in October where Prudential employees can raise money for non-profit organizations for which they volunteer. The Flathead County Library took advantage of the program to have volunteers read throughout the day and the Library Foundation received \$1,000 from Prudential. Laird suggested other libraries might want to check with their local Prudential agents to take advantage of this program.

The Talking Book Library hosted a Volunteer Appreciation Award Ceremony at the Montana Club in September to honor their volunteers. Commission members were given etched mugs like the volunteers received.

The commission and Strege went into executive session at 1:30 pm at Strege's request for her evaluation and resumed a regular session at 2:20 pm after which the commission adjourned.