

**MSL COMMISSION MEETING**  
**MSU-College of Great Falls**  
**Great Falls, MT**  
**April 12, 2008**

**Attendees:**

Commissioners: Bonnie Allen, Don Allen, Cheri Bergeron, Cindy Carrywater, Marsha Hinch, Ron Moody and Nora Smith

Staff: Ken Adams, Bob Cooper, Gerry Daumiller, Sara Groves, Jim Kammerer, Sarah McHugh, Kris Schmitz, Darlene Staffeldt and Jennie Stapp.

Visitors: Bernadine Abbot-Hoduski, David Ewer and Sarah Elliott

**Meeting called to order at 1:02 p.m.**

**Minutes:**

With no corrections or additions, the minutes of the previous meeting were approved as presented.

**State Librarian's Report and Updates – Staffeldt:**

Natural Heritage program budget and survey response will be on the agenda in June.

Hinch will be unable to attend Legislative Day. Smith will be going along with Staffeldt for the State Library and Bray from the Montana Library Association so there will be 3 people representing Montana. There may end up being four because there is another possible attendee from the Library Association. They have appointments with all three of the congressional delegates.

Several positions have been filled recently. These are digital library director Jennie Stapp, NRIS manager Gerry Daumiller, administrative assistant Marlys Stark, web developer Jeff Dobb and shared catalog assistant Jemma Hackbarth. There are 2 content specialist positions being advertised, one for state publications and one for natural resources. There are two NRIS program analyst positions with descriptions and requirements being rewritten. When those are finished they will be advertised.

The conference was very good with lots of compliments for the Montana State Library staff. Sue Jackson, our continuing education coordinator, was selected by the Montana Librarian Association awards committee for the Sheila Cates Award for Librarian of the Year.

There are several new posters and brochures that were available for the conference. Some of those will go to the cabinet meeting.

Sara Groves reported that there has been between 20 and 30 libraries holding health fairs. The State Library did advertisements, including TV and radio time. There has been an offer to pay for the TV time. These materials are being used nationally as a model.

### **Longevity Award:**

Jennie Stapp presented Gerry Daumiller with a 20 year pin.

### **Montana State Library Budget – Staffeldt:**

#### FY08 Third Quarter Financial Report – Schmitz – Action:

Schmitz provided an overview of the third quarter financial report. This is a snapshot year and so this is the budget that the next biennium will be based on. The managers have been meeting to discuss their current status and where they want to be at fiscal year end as well as to make sure all funds are in the proper category in order to form the budget for the next year.

Changes included:

- (1) The final \$20,988 of the prior year funds for Ebsco has now been used up by purchasing additional databases above the core services.
- (2) Other prior year funds have been spent by the Todd Strasser Tour MT project which has been well received.
- (3) There were no new contracts for NRIS.

Having the vacant FTEs has had a positive effect on the personal services portion of the budget but it could have a negative effect on the next budget. It is important to be able to show that the FTE are necessary and to have the positions filled by fiscal year end.

#### Network Advisory Council Report – Cooper – Action:

The council met on the March 21<sup>st</sup>. They made the following primary recommendations as well as some additional secondary recommendations:

Primary recommendation #1: Council recommends acceptance of all six new applicant libraries into the Montana Shared Catalog (MSC) and provision of LSTA funding to cover eligible start-up costs for these libraries as per the MSC application process. The approved applicants were: Billings Catholic Schools Libraries, Lincoln County Libraries, Philipsburg Public Library, Power Public Schools Library, Roundup Community Library, Whitehall School District (Whitehall Elementary, Middle School, and High School Library).

Primary recommendation #2: Council recommends that MSL move ahead with revised LSTA Downloadable E-content pilot proposal and second try at the RFP process to obtain a downloadable E-content service for 14 Montana libraries which have agreed to contribute funding to this pilot project.

Primary recommendation #3: Council recommends Montana State Library negotiate a new OCLC Group Services sole source contract for FY09-FY11.

Primary recommendation #4: Council recommends MSL pursue the recommendations put forth by the Fulfillment Task Force as regards repurposing ILL reimbursement funding, additional funding of the Montana Shared Catalog, and full payment with state or federal funding of OCLC costs for all Montana libraries.

Primary recommendation #5: Council recommends approval of the proposed FY 08 LSTA budget.

Primary recommendation #6: Council recommends MSL use LSTA or General Fund monies to totally fund the cost of the AskMontana virtual reference services for FY08.

Comments from David Ewer:

David Ewer, the Governor's Budget Director and Sarah Elliott, Director of Communications joined the Commission meeting. Ewer spoke to the Commission briefly. His comments covered the following topics:

- Appreciate the opportunity to come before you today, trying to come before all boards in state government. Clearly you are a major board with a major mission.
- A few very informal comments on the Governor's anticipated budget. America is in a recession. Montana is still holding its own. I am here partly about expectations. Ongoing monies are going to feel pretty non satisfactory for most because there is not going to be a lot of new initiatives. Present law adjustments (inflation) will use up the new ongoing monies available. May have some capacity to design, approve funding requests for one time only money.
- Some discussion on mission integration or may be better stated as mission harmony. We are not the only agency with mission related to information and information access.
- Supports the thrust of what we are doing with delivery of services and digital age movements but we need to be careful in the nuance of access as we make the changes.
- Additionally David responded to questions from the Commission regarding state revenues, collecting taxes, repurposing monies, more on mission integration, better connectivity for Miles City, value of libraries, and getting messages out correctly.

David concluded by thanking the Commission for the opportunity to come in front of them. "On the behalf of Governor Schweitzer, we much appreciate your service, your willingness to do your work and I think almost all of us have very fond memories of libraries and current needs."

LSTA FY 08 Budget – Action:

There are a few changes on the budget from what was previously reviewed as the allotment for 2008 was down \$55,000 from 2007. Some minor cuts are necessary in order to balance. There are some programs scheduled to begin that haven't yet, some surpluses in areas that have been moved to other areas instead of being spent and projected expansions which will be held back. The budget is tight but reflects what has been identified as priorities. The Network Advisory Council supports this budget.

Executive Planning Process (EPP) update:

There are going to be 2 pieces of proposed legislation to change some statutes which deal with the interlibrary loan program, the statewide library card and public library construction. Budget changes for the Fulfillment Task Force include a repurposing fund for the interlibrary loans reimbursement program and a one time only amount for courier services. The State Library itself has an estimated amount of new money which is intended to be put towards increasing an FTE for the public information officer, a one time only amount if the money is available to completely digitize the State Publications collection and another one time only fund for complete replacement of the training labs.

### **Commission Policies – Kammerer/Staffeldt:**

#### Circulation, Collection Development and Interlibrary Loan Policies:

Most of the changes were language changes as well as bullets. The Collection Development policy has some grammatical changes as well as more emphasis on digital collections including the new web archive, Archive Montana. It also sets guidelines for use to direct renewals of online journals and databases.

#### MSL Broadband Pay Plan:

The State plan states that all agencies must have a broadband pay plan. Jim Kerins, a consultant, has been helping work on the plan for the Montana State Library. It defines how payroll money from the legislature is dealt with. This includes raises, competency increases, bonuses, etc. Due to empty FTE's there will probably be money for one time only bonuses this year. Performance appraisals are not finalized so competency bonuses aren't possible yet and raises would put payroll finances in jeopardy for later.

#### **Commission Goals and Objectives:**

The next meeting is June 11<sup>th</sup>. An orientation and/or retreat will be given for new members if they are appointed by June otherwise it will be in August. Terms are up for Cindy Carrywater and Nora Smith. Smith has reapplied but Carrywater did not.

#### **Public Comment:**

No public comment was presented.

#### **Action Items:**

**Motion made by Commissioner Don Allen to approve the FY08 third quarter financial report as presented. The motion carried.**

**Commissioner Bergeron moved to accept the MSC new libraries and the motion passed.**

**A motion to accept the LSTA Budget recommendation as proposed was made by Commissioner Smith and passed.**

**Adjournment at 3:05 p.m.**