

DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
10:00 A.M., FEBRUARY 8, 2012
HELENA, MONTANA**

ATTENDEES:

Commissioners: Chairman Richard Quillin, Colet Bartow, Marsha Hinch, Lee Miller, Brent Roberts and Anita Scheetz. Don Allen was excused.

Staff: Ken Adams, Liz Babbitt, Stacy Bruhn, Sara Groves, Diane Gunderson, Evan Hammer, Sue Jackson, Jim Kammerer, Martin Landry, Sarah McHugh, Cindy Phillips, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Judy Hart, Jim Kerins and Nanette Gilbertson.

Chairman Quillin called the meeting to order at 10:00 a.m.

SPECIAL INTRODUCTIONS:

New commission member Brent Roberts, replacing Bonnie Allen as the Commissioner of Higher Education appointee, was introduced.

Kris Schmitz presented Stacy Bruhn with a five year pin. Diane Gunderson received a 25 year pin from Sarah McHugh who was standing in for Christie Briggs. Cindy Phillips was awarded a 10 year pin from Jennie Stapp.

Martin Landry received the National Judy Klauber award from Keystone Systems and gets to attend the Keystone Users Conference as part of that award.

MINUTES:

Motion was made by Commissioner Scheetz and seconded by Commissioner Bartow to approve the December 7 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

In addition to the submitted reports, State Librarian Stapp has met with staff members for updates on their programs, been invited to attend the Legislative Interim Committee for Education and Local Government, is continuing to work with the Geographic Information System (GIS) Task Force which is currently looking at how to fund the State Information Technology Services Division Enterprise GIS architecture, is meeting with MLA representatives for the legislative process and is moving forward with preparing for legislative movements itself. Agencies will receive more formal instructions on the

executive planning process (EPP) around mid-March. Any statute changes will need to be submitted by mid-April.

FY12 SECOND QUARTER FINANCIAL REPORT:

Each Library Services Technology Act (LSTA) project is listed for both FY10 and FY11 but this will be the last LSTA FY10 report. Base Map Service Center (BMSC) funding is shown. This is currently coming through interagency funding and administrative appropriation. There are six FTE with BMSC. Legislative changes will be made to move them into Montana State Library (MSL). Additionally, the Montana Land Information Advisory Council (MLIAC) agreed to move the BMSC off of grant funding and instead recommended a direct allocation of MLIA funds

LSTA EVALUATION UPDATE:

The Institute of Museum and Library Services (IMLS) requires an independent evaluation be done for every Grant to States program. Communication and Management Services (CMS) won the bid to perform that evaluation for MSL. Currently they are in the middle of the evaluation process. Tools being used include a librarian survey which was developed and distributed on WIRED! as well as an attempt to get patron input through patron surveys. A survey link has been posted to some library websites. There has been a better response than in the past but only 45 total responses at this time. They are also trying to gather surveys for specific users such as users of the Montana Memory Project (MMP), the Montana Shared Catalog (MSC), and MTLibrary2Go and have had good response numbers for those. Telephone interviews have been conducted with randomly selected Talking Book Library (TBL) patrons. CMS is also facilitating three focus groups in Billings, Helena and Missoula with librarians and trustees in the mornings and patrons in the afternoon. Social media is available for those that can't attend or have something else they want to share.

CMS will compile, analyze and draft a report in February which will be given to MSL to review. Since this is an independent evaluation, not much input will be allowed but corrections, additions and so on can be requested. The Network Advisory Council (NAC) will see the report in their March meeting and staff and commission members will then have time to review it. The report must be submitted by the end of March. IMLS will next evaluate the report and do follow up on it. The evaluation and IMLS input will be used to develop the next plan which is due June 30.

MONTANA LAND INFORMATION PLAN:

This is the annual plan to set forward goals and budget priorities for FY2013. There is \$240,000 for coordination to support BMSC and MLIAC plus, new to this plan, an additional \$510,000 to support work on the Montana Spatial Data Infrastructure. The remaining funds are used as grant awards for local and governments. The grant applications are due February 15 and the committee will review applications and make

the awards in May. Future meetings will be coordinated with commission meetings so results from MLIAC meetings can be used to advise the commission.

LONG RANGE PLAN REVIEW:

Several drafts have been previously submitted with comments from those drafts being incorporated in this latest version. The plan should be submitted for action in April. Specific work plans will be developed from the long range plan. The commission will also need to discuss developing work plans for themselves.

COMMISSION GOALS AND OBJECTIVES:

No changes were discussed but one item was pointed out. According to the bylaws, the State Librarian is to assist the Commission in preparing an annual report to submit to the Governor and Legislature so a cover letter will be drafted to accompany the MSL Annual Report which will be sent to these two entities.

Commissioners Quillin and Hinch might attend National Library Legislative Day (NLLD) this year. Hinch would be attending as a representative for her library and at their expense.

State Librarian Stapp will be attending all the Federation meetings, Commissioner Bartow will attend Broad Valleys and Tamarack, Commissioner Scheetz will be at Golden Plains and Sagebrush, Commissioner Hinch will go to Pathfinder and possibly Broad Valleys, Commissioner Miller will be at Broad Valleys and Commissioner Roberts will attend South Central.

A teleconference meeting will be held March 28, 2012 at 10:00 a.m. for the purpose of approving the LSTA Evaluation.

Tentative discussion ideas for the Conversation with the Commissioner workshop to be held at the MLA conference include legislative ideas, general goals and resource sharing. Planning suggestions include videotaping the meeting, using clickers to gather ideas and maybe using invitation cards.

Tentative April agenda items include the commission work plan, FY12 LSTA budget, and new MSC library applications.

Offline will be held February 24 and 25 in Bozeman.

Staff requests that the June meeting date be changed from June 13 to June 6 due to several conflicts. There will be an executive session in that meeting.

PUBLIC COMMENT:

None received.

ACTION ITEMS:

1. FY12 Second Quarter Financial Report

Motion was made by Commissioner Hinch and seconded by Commissioner Scheetz to approve the report as presented and the motion passed.

2. Commission Bylaws

Motion was made by Commissioner Roberts and seconded by Commissioner Miller to accept the bylaws as they currently stand and the motion passed.

3. June Meeting Date

Motion was made by Commissioner Bartow and seconded by Commissioner Roberts to move the June commission date from the 13th to the 6th and the motion passed.

ANNOUNCEMENTS:

Commissioner Bartow went to the volunteer appreciation luncheon for TBL and said it was a wonderful event and very impressive. Also she used MTSLR.org for the first time and thought that was also impressive. She picked up school boundaries and GIS information and shared it with other interested OPI individuals.

EBSCO is adding libraries that aren't in MSC so they are making progress.

There was no Broadband Technology Opportunities Programs (BTOP) report since Donci is on maternity leave and not back officially until the 21st.

MSL just went through a BTOP audit where they picked invoices to review. Some invoices were 100's of pages long so it was a very time consuming audit which was passed with flying colors.

ADJOURNMENT:

The chairman adjourned the meeting at 12:05 p.m.