

FINAL

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., OCTOBER 8, 2014
HELENA, MONTANA**

ATTENDEES:

Commissioners: Colet Bartow, Jim Gransbery, Anne Kish, Aaron LaFromboise, Bruce Newell via phone, and Brent Roberts. Anita Scheetz was excused.

Staff: Ken Adams, Christie Briggs, Allan Cox, Bobbi deMontigny, Sara Groves, Evan Hammer, Jemma Hazen, Jim Kammerer, Stu Kirkpatrick, Sarah McHugh, Cara Orban, Andrea Pipp, Kris Schmitz, Jennie Stapp, and Marlys Stark.

Visitors: Brett Allen, Honore Bray, Janeen Brookie, Judy Hart, Nancy Schmidt and Sonja Woods.

Commissioner Bartow called the meeting to order at 9:30 a.m.

CHANGES OR ADDITIONS TO AGENDA:

The Montana Land Information Act (MLIA) grant presentation will not be held this meeting. New staff will be introduced. The longevity pin presentation will be moved to later in the meeting when the recipient is able to join the meeting.

INTRODUCTIONS:

Talking Book Library (MTBL) welcomes new Readers' Advisor Bobbi deMontigny. Montana Shared Catalog (MSC) welcomes Jemma Hazen back as the Technical Services Assistant. MSC also congratulates Amy Marchwick in her new position as the Systems Technician. Natural Heritage Program (NHP) welcomes Andrea Pipp as the Botany Program Manager.

APPROVAL OF MINUTES:

Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to approve the August 13, 2014 minutes as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

Staff has been very busy and coming off a successful fall workshop with over 100 attendees including several trustees and Commissioners Scheetz, LaFromboise and Bartow. Congratulations to Statewide Library Resources (SLR) staff for their hard work.

The commissioners have received e-mails updating them on the current situation with the coal severance tax monies. The latest indication is that MSL should expect only a seven percent reduction or about \$42,000 in FY'15. Therefore there is no need to

FINAL

extend the EBSCO contract so a request for proposal (RFP) process may be done sometime within the year. MSL and Office of Public Instruction (OPI) will split the tutor.com license fee to make up for the needed expenditure reduction. FY'14 status quo is the projection for the next biennium. More information will be provided in December.

More work is being done to modernize the e-rate program. Comments continue to be submitted to the FCC in order to promote an ideal solution for everyone. Current changes were positive impact for some libraries but the rural/urban designation would be detrimental to many Montana libraries. Staff will continue to monitor the work and submit comments and keep the commission updated.

FY'14 was the worst year ever for collections for the real estate recording per page fee. A percentage of that fee goes into the MLIAC account to fund grants and FTE. There was about a \$200,000 reduction in funds for that account. There are several factors that play into this but it is likely that future collections will remain lower than in years past so other forms of funding will need to be found.

A survey on the SLR consulting changes has been distributed. Results and evaluations will be brought to the commission in December or February.

A state agency pay task force is collecting pay equality information. More information on their findings will be shared in the future.

An RFP for an outside professional review of business priorities and workflow went out and two responses were received. An interview with one group will be held for the end of October and will include a discussion of deliverables. The ultimate goal is to have ideas for efficiency and streamlining for management to work with but it isn't definite that any recommendations will be acted on.

During the last Montana Shared Catalog (MSC) meeting, the long range plan was discussed. The draft goals are a good start but more action items that are specific as to what shall be accomplished in the next five years need to be added. There was a very good mission and vision statement discussion. The spring meeting will be held the first Thursday and Friday of May.

The MSL open positions are being reviewed. The cataloging profile is being reviewed and reworked. Amy Marchwick has been hired in a new position and her position will be open soon.

OverDrive was renewed for six years without a RFP or open process because procurement determined that the nature of the subscribed materials allowed for that decision.

FY'15 PROGRAM WORK PLANS:

There were no questions regarding either the Central Services or Talking Book Library work plans.

FINAL

EXECUTIVE PLANNING PROCESS (EPP) AND LEGISLATIVE STATUS:

Senator Tropilla gave MSL a commendation for transparency in which we've managed and demonstrated the benefits from the increased state aid. Kudos were given to Judy Hart, the MLA and many Montana libraries for their input.

There have been no real changes since the last report. MSL will track any bills of interest to their patrons or responsibilities.

MSL did receive instruction regarding the four percent FTE reduction and were allowed flexibility by assigning the reduction to a dummy position.

Planning for the library legislative night has begun although no date has been assigned yet. MLA and OPI legislative priorities will be discussed in the December meeting. A work session to discuss talking points, how to track bills and other priorities will also be held in December.

FY'15 FIRST QUARTER BUDGET:

This report shows HB2 items that were on the startup budget presented last meeting as well as carryover funds for contracts and other funding sources. This is the budget picture after one quarter.

Motion was made by Commissioner Gransbery and seconded by Commissioner Kish to approve the opening FY'15 first quarter budget report and the motion passed.

FEDERATION FY'14 ANNUAL REPORTS:

All of the federation coordinators were available to present the reports for their libraries. There were no changes to the submitted reports or from the original approved plans of service.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Newell to approve the federation FY'14 annual reports as presented and the motion passed.

COURIER CONTRACT AND COST SHARE FORMULA UPDATE:

A RFP went out for a courier contract with responses originally being due September 4. None was received at that time but due to internal issues from one of the possible respondents, procurement extended the deadline to September 22. Funding therefore will all come from FY'14 LSTA. The scoring committee will meet next week to review the Critelli response. Staff will work on a cost sharing formula to be discussed by the advisory board and then submitted to the NAC and the commission for approval. The goal is to allow growth of the courier program by expanding to Great Falls and some highline towns such as Havre and Shelby.

FINAL

MONTANA LAND INFORMATION ACT FY'14 GRANT RECIPIENT PRESENTATION:

This agenda item will be moved to a later meeting.

STAFF LONGEVITY PINS:

Jennie Stapp presented a ten year pin to Sara Groves.

COMMISSION GOALS AND OBJECTIVES:

The work plan is updated as Jennie is informed of accomplishments. The calendar that was previously requested has been put together and Jennie will update that throughout the year.

Commissioner Newell attended the South Central Federation meeting and plans to attend the Tamarack Federation meeting, Commissioner Kish will attend the Broad Valleys Federation meeting, Commissioner LaFromboise will attend the Pathfinder Federation meeting, Commissioner Scheetz will attend the Sagebrush Federation meeting and Commissioner Bartow plans to attend the MLIAC meeting in November.

Commissioner LaFromboise has been visiting a couple of libraries as a student.

PUBLIC COMMENT:

There were none received.

OTHER BUSINESS & ANNOUNCEMENTS:

There were none.

ADJOURNMENT:

Motion was made by Commissioner Roberts and seconded by Commissioner LaFromboise to adjourn the meeting and the motion passed. Time of adjournment was 12:12 p.m.