

# DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
9:00 A.M., AUGUST 10, 2016  
CUT BANK, MONTANA  
OR GOTOMEETING**

**ATTENDEES:**

Commissioners: Chairman Colet Bartow, Connie Eissinger, Anne Kish online, Aaron LaFromboise, Bruce Newell.

Staff: Tracy Cook, Erin Fashoway, Jo Flick online, Sara Groves, Evan Hammer, Pam Henley online, Cara Orban online, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Lorette Carter, Jamie Greco and Bess Hjartarson.

**Chairman Bartow called the meeting to order at 9:00 a.m.**

Jennie introduced Tracy Cook, Director of Statewide Library Resources; Sara Groves who will fill the new Lifelong Learning position; and Erin Fashoway is the new State GIS Coordinator.

Kris Schmitz presented Marlys Stark with a fifteen-year longevity pin.

**APPROVAL OF MINUTES:**

**Motion was made by Commissioner Eissinger and seconded by Commissioner LaFromboise to approve the May 25, 2016 minutes as presented and the motion passed with Commission Newell abstaining.**

**Motion was made by Commissioner Newell and seconded by Commissioner Kish to approve the June 8, 2016 minutes as presented. Commissioner Eissinger noted two corrections on page six. The first was to change the work force investment board to system. The second was to correct the spelling of Scobey. Motion was made by Commissioner Kish and seconded by Commissioner Eissinger to approve as amended and the motion passed.**

**Motion was made by Commissioner Newell and seconded by Commissioner LaFromboise to approve the June 8, 2016 Executive Session minutes and the motion passed.**

**STATE LIBRARIAN'S REPORT:**

There are no policy updates this meeting but that will be an ongoing project as staff time allows.

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The financial audit is in the materials. MSL received a recommendation regarding Montana Land Information Act (MLIA) funds to reconcile the revenue collection report to the SABHRS report and that process has been done back to when MSL began managing the funds. The process has been added to MSL's internal controls. State Librarian Jennie Stapp gave kudos and great appreciation to Kris Schmitz for her work which provides such smooth audits. At the audit committee meeting, Senator Dee Brown asked what has been done to communicate the circumstances regarding the coal severance tax (CST) and the resulting decisions. The question provided a good opportunity to express what has been done through the history of CST. The archived video of the audit hearing is online and Jennie's response has been clipped out in order to be available for others to view and use.

The complete FY 16 MLIA collection report is not available. Collections are projected to be about \$795,000 which is about \$16,500 more than the land plan had budgeted for but \$100,000 less than good years. This raises the question of strategizing priorities in the face of volatile funding. The members of the Montana Land Information Advisory Council (MLIAC) discussed what to do with future additional funding. More discussion is warranted regarding how to prioritize funding for grants and for Montana Spatial Data Infrastructure development.

MSL will be launching the Library Services Technology Act (LSTA) five-year evaluation. Dr. Anthony Chow was selected through a limited solicitation. In his proposal he included a great mix of qualitative and quantitative evaluation using inputs, outputs, impacts. Staff are excited about using the evaluation as a learning process to improve our planning and evaluation processes. A commissioner will be chosen later in the meeting to be involved in the September evaluation meeting with Dr. Chow. The draft evaluation will be provided to the commission in December and the final version will be available in February. The evaluation ties into the next LSTA five-year plan.

The Network Advisory Council (NAC) retreat in July was postponed in order to get Tracy up to date. Samantha Becker from the University of Washington iSchool has been invited to that meeting to lead a training for NAC members and staff the use of data in planning and evaluation. She is one of the Impact Survey authors which is used to help libraries evaluate services. She also is part of both the Research Institute for Public Libraries (RIPL) conference and Schools, Health & Libraries Broadband Coalition (SHLB).

MSL has chosen to take a different approach to fall workshops this year. Staff has wanted to take the workshops out to libraries more so will now have fall and spring workshops, first in the west and then the east with similar agendas. The first fall session is September 13 and 14 in Polson. The evening of the 13<sup>th</sup> is targeted to trustees with the next full day for librarians.

The school librarians retreat was last week and Jennie and Colet both attended. They had an hour and a half long presentation which went very well. The goal was to inform the librarians of all the programs MSL supports. Maker kits were on the retreat agenda in the morning and the presenter mentioned the MSL support which was a great segue.

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The hackathon will be held August 16 in the afternoon. This will be a method to brainstorm and collect different free, online resources and programs that can be used to replace or provide better resources than the databases that have lost funding.

Executive Planning Process (EPP) responses or updates will likely be received around the end of August.

MSL has participated in broadband conversations with the Governor's office and staff of the Education Super Highway. It is unknown at this time whether any legislation will come out of those sessions.

SHLB has released a connecting anchor institutions policy document which is a broadband action plan. It is online and would be a good packet item for legislators.

Suzanne Reymer and Jennie will attend the upcoming Montana Telecommunications Association annual meeting. In conjunction with that meeting the National Telecommunications & Information Administration workshop at the end which they will attend. Commission Wall will attend also.

Joe Tosoni has been hired as the new database analyst and will be introduced in October. Offers have been made for the two vacant digital library positions, the Outreach and Electronic Resources Librarian and the Information Products Lead. The Marketing and Communications Position was posted yesterday with the goal of having that filled by October 1.

The Human Resources (HR) system is being tied to network security and is scheduled to go live September 1. To prepare to go live, MSL staff have had to add contractors including Natural Heritage Program Staff, and volunteers to the HR system. This change requires a new onboarding workflow for new staff. This is a process that staff is currently learning.

The orientation process for new employees is helpful and having a checklist to manage those is also beneficial. Staff, and especially Marlys, have had their plate full with so many new hires. Marlys has done a great job of keeping the recruitment process well organized.

The Governor's Award for Excellence for MSL this year was given to the water information team which worked with NRCS to revise and improve data management work flows. The team now produces 51 new maps on a monthly basis compared to five or six previously. The MSL participants in that team were Stacy Bruhn, Troy Blandford, Meghan Burns and Duane Lund.

## **FY'16 MONTANA STATE LIBRARY CLOSING FINANCIAL REPORT:**

An agency's personal services budget is based on the biannual snapshot of filled positions rather than on expenditures. If a position is vacant at the time of the snapshot, it gets funded at entry level. MSL rarely hires new employees at entry (80% of market) so vacant positions at the time of the snapshot may result in budget shortfalls in the

personal services budget. Fixed cost appropriations are zero based each session. MSL saw a telephone service savings with a dramatic drop in the costs since it is not used as much. The appropriation approved by the Legislature for Library Services Technology Act funds is an estimate each year. MSL submits budget changes documents to the Governor's Office for approval to expend actual LSTA dollars along with other funds not appropriated by the Legislature including MLIA funds not in House Bill 2 and other grants and contracts. These monies will be reflected on the first quarter financial report. The MSL trust account amount is different from the actual amount because some funding is designated for certain items. The commission budget was up because FY 16 monies were accrued to complete the contract for strategic planning.

MLIA funds were saved in personal services due to the number of contracts MSL supported. Unspent MLIA funds remain in the MLIA account and are not reverted to the general fund. The ending fund balance for MLIA funds shows some slight growth.

The MSC funds in their proprietary account are less than they have been historically and they are advised to keep their cash balance about \$40,000 for the future. Any exceptional MSC expenditures go through the executive commission and they have very highly audited accounts and good internal controls. There won't be server expenses in the future. With a new director there has been a good chance to really break out the expense reviews.

**Motion was made by Commissioner Newell and seconded by Commissioner Eissinger to accept the report as presented and the motion passed.**

## **FY'17 MONTANA STATE LIBRARY OPENING BUDGET:**

This is the base budget, the opening budget approved by the legislature with just a couple of changes. This is the second year of the biennium and CST funding dropped and LSTA fund balances will be carried over in the first quarter report. The MLIA funds show as appropriated but changes will be made such as bringing down the approved amounts to reflect the amounts approved by the Council and Commission in the 2017 Land Plan. The FTE funding for modified positions (those not fund in House Bill 2) will be added. This base budget has a lot of detail but future reports won't go to this level of detail. This base budget will be the start of the next biennium budget which the legislature will work with. Future considerations will include whether the FY'16 savings in fixed costs for telephone will continue.

**Motion was made by Commissioner LaFromboise and seconded by Commissioner Newell to approve the report as presented and the motion passed.**

## **MONTANA STATE LIBRARY TRUST REQUEST:**

The first request is for funding for the second Talking Book Library Recording Booth as discussed before. National Library Service staff will come help in the installation and contingency funds are added in the figures. The hope is to have the booth installed in September.

**Motion was made by Commissioner Eissinger and seconded by Commissioner LaFromboise to approve the request and the motion passed.**

The second request is for funding for the annual volunteer appreciate event. TBL relies on its volunteers and this event recognized their contribution once a year. Commissioners are invited to attend on October 13. It is always scheduled around the commission meeting in order to allow a better opportunity for commission attendance.

**Motion was made by Commissioner Newell and seconded by Commissioner Eissinger to approve the request and the motion passed.**

## **MONTANA LAND INFORMATION ACT GRANT PRESENTATION:**

Lorette Carter, the community development director from Shelby is the person that writes grants and administers small programs but is not the person that did the work for the MLIA grants received. Shelby actually were granted two grants with the first being in 2013 which was a water and sewage mapping project pilot for ten blocks. That project allowed them to have solid amounts to ask for funding to do the entire system. Lorette was very enthusiastic about the benefits of the program and gave a great presentation about what Shelby was able to do with their grant.

## **EARLY LITERACY AND MONTANA LIBRARIES:**

Sara Groves spoke on the Ready2Read project including its eleven-year history which began as a marketing campaign of posters and bookmarks which didn't work and after a survey evolved to handing out materials and providing training. Over the years the program has evolved to include the ready2read rendezvous, the wildlife trunk program, videos, blocks, texting program and so on. It is a successful program because it is based on research and aligns with early learning standards. Montana was one of five states to participate in the super charged story time program.

Jamie Greco and Bess Hjartarson from the Glacier County Library talked about the early literacy program in their library. They went from having no program to attending the rendezvous and their program grew from there. They received the blocks, wrote and were awarded grants to revamp their space, brought in literacy kits and much more. They completed their grant in 2016 and have been chosen as a best practices library. They gave a great presentation on their remodel and the benefits of it for their program. A tour of the library will be conducted after the meeting is over so the commissioners and guests can see the results in person.

## **ELECTION OF COMMISSION OFFICERS:**

**Commissioner Bartow nominated Commissioner Newell as chair and nominations were closed. Commissioner Bartow will be chair.**

**Commissioner Bartow nominated Commissioner Kish as vice-chair and nominations were closed. Commissioner Kish will be vice-chair.**

## **COMMISSION GOALS AND OBJECTIVES:**

Strategic planning follow up will include a meeting with staff. Commissioner Bartow will attend that session. Documentation from the preceding meetings will be forthcoming. Commissioner Eissinger commented that this has been a very good experience and different from any other she had been involved with. Commissioner Kish would like to have Ned Cooney come back in on year for an evaluation of the results and readjustments if necessary.

The LSTA evaluation discussion will be held September 6 and 7 and a commissioner will need to attend. The commissioners are invited to attend the MSL workshops, the first of which is in Polson. With Brent Roberts resigning from the commissioner, a new commission designee needs to be chosen to attend the RIPL conference the end of September. Commissioners Eissinger and Newell both expressed interest. Commissioner Wall will attend the NSGIC meeting in October along with Erin Fashoway and other staff.

The commission discussed attendance at the Fall Federation meetings. The date of the Golden Plain meeting hasn't been determined yet but Commissioner Eissinger would attend depending on the schedule. Perhaps the new commissioner could attend the South Central meeting. Commissioner Kish will attend the Broad Valleys and Commissioner Wall might attend the Tamarack. Commissioner LaFromboise will attend Pathfinder and Commissioner Eissinger will attend Sagebrush.

Program reporting will be tied into the strategic plan in the future so continuing on with the current reports for now. Commissioner Bartow worked with State Librarian Stapp to complete her performance appraisal process. Commissioners would like to have a story mapping presentation in the future.

Kudos to Commissioner LaFromboise for earning her MLS degree.

## **OTHER BUSINESS/ANNOUNCEMENTS:**

There was none reported.

## **PUBLIC COMMENT:**

There was none received.

## **ADJOURNMENT:**

**The meeting adjourned at 12:37 p.m.**