

DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:30 A.M., FEBRUARY 8, 2017
HELENA, MONTANA
OR GOTOMEETING**

ATTENDEES:

Commissioners: Chairman Bruce Newell online, Kenning Arlitsch online, Elsie Arntzen, Connie Eissinger online, Anne Kish online, Aaron LaFromboise online, and Ken Wall online.

Staff: Tracy Cook, Evan Hammer, Bryce Maxell, Martin Miller, Cara Orban, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Lisa Mecklenberg Jackson online.

Chairman Newell called the meeting to order at 9:30 a.m.

Superintendent Elsie Arntzen was welcomed as the newest commissioner. She holds a statutory seat that is often filled by an Office of Public Instruction (OPI) designee but at this time she intends to attend all the meetings herself.

Bryce Maxell spoke about Martin Miller who has been with Natural Heritage Program (NHP) for more than 20 years but is retiring soon. Martin also addressed the commission briefly.

APPROVAL OF MINUTES:

Motion was made by Commissioner Arlitsch and seconded by Commissioner Wall to approve the minutes of December 14, 2016 as presented and the motion passed.

STATE LIBRARIAN'S REPORT:

The bulk of the State Librarian's work since the last meeting has been legislative while the other key focus is applying the data driven model to planning. A legislative report is next on the agenda.

Tracy Cook has been working with the federation coordinators to think about the plans of service and how to tie the plans to the MSL strategic framework.

Staff are conducting an analysis for holistic federation spending. This analysis will be on the agenda at the March meeting.

MSL received official notice of the fiscal year 2017 Library Services Technology Act (LSTA) award from the Institute of Museum and Library Services (IMLS). This year's award is about \$216,000 less than it was last year. IMLS is referring to this amount as

our official award but unofficially has called it a partial award. We do know that the award is based on the amount appropriated to IMLS under the federal continuing budget resolution that expires in April. IMLS has stated that supplemental awards may be made based on additional funding and IMLS discretion. Typically, staff would work with the Network Advisory Council (NAC) at this time to develop a library development budget based on the amount of the award and then the proposed budget would be recommended to the Commission in April. This year, with the Legislature still in session, and so many items not decided yet, the NAC will not consider budgetary recommendations until the meeting in May. Staff will bring a budget recommendation to the commission in June.

The Library Development Division budget adopted by the commission last August included spending authority for some of the funds through approval of the HB2 budget. Talking Book Library (TBL), Montana Shared Catalog (MSC) and Montana Memory Project (MMP) will have expended \$150,000 of this award by June.

Delays to the work on the TBL recording booth caused when an Americans with Disabilities Act requirement was not initially met, meant that the State General Services Division had to contract out the remaining construction work. In a later agenda item, staff will request additional funds from the MSL trust to cover the added cost incurred due to the delay. MSL will have a celebration for the new booth during the June commission meeting. The League of Women's Clubs, who contributed money originally to help fund a second recording booth, will receive an invitation.

Jennie received an appointment to the National Geographic's Advisory Council; the first meeting will be held at the end of March.

Cara Orban and Sara Groves have been looking for funding to continue the early literacy texting program for another year. They received a \$10,000 grant from the Washington Foundation for that purpose. After approval, they will go through a limited solicitation process to get a vendor for the program.

LEGISLATIVE UPDATE:

State Librarian Stapp reported that the 5% budget reduction included in the Governor's budget remains in place along with an additional 2% vacancy savings, bringing the total vacancy savings included in the current budget bill to 6%.

A work session of the natural resources subcommittee considered how coal severance tax funds are appropriated from the Shared Account. These funds are split between the Department of Natural Resources and Conservation, the Department of Agriculture and the State Library. The committee is considering a companion bill to HB2 to put into statute the percentage for the three agencies that share funding. The committee stated they would like MSL to receive more of the funds. Right now MSL receives just under 15 percent of the funds in the account. The proposal would make that amount between 17 and 18 percent.

DRAFT

The Montana Library Association and the Montana Association of Geographic Information Professionals hosted another great library legislative night with about 160 attendees. Legislators posed for their Read posters, and, for the first time, they held a Facebook live event, and posted various videos to the MSL Facebook account.

Colleen Hamer, Kenny Ketner and Eve Byron have been putting a lot of work into producing legislative snapshots in a new format this year. They send out a couple each week so legislators have received twelve so far.

Staff are monitoring several other bills that might affect MSL programs. SB95, which would have swept the funds from various accounts, including the 911 account, into the General Fund, is tabled. HB3, which pertains to supplemental funding, generally helps agencies make it through the current year but now has language in it to reduce expenditures in the current fiscal year. There is a mandated list of reductions to make by March 11, which should total \$10,000,000. This bill could be a major concern for MSL but there is no real information at this time.

HB61 involves NextGen911 and modernizes 911 language would appropriate funding for MSL to do an assessment of relevant 911 data that exists in Montana. This bill passed unanimously out of committee and looks as if it will move forward but the funding may be in jeopardy.

The pay plan bill, HB13, is waiting for a hearing. A companion bill has been introduced that separates out benefits from pay. Indications are that the proposed benefits bill will pass but the pay plan will not. The concern with this scenario is that, not only will employees not get raises, but also the contingency plan contained in HB13 will not be available to cover any shortfalls in vacancy savings.

HB261 is the State Aid bill and it is moving forward. The bill has passed the house and has a hearing scheduled in the senate.

FISCAL YEAR 2017 SECOND QUARTER FINANCIAL REPORT:

Kris Schmitz pointed out a few highlights of the report such as funding added to the trust account and the expenditures coming out of it. The sound booth installation will continue to see expenditures throughout the year. LSTA for FY15 closed in December and all projects moved into LSTA FY16.

Motion was made by Commissioner Kish and seconded by Commissioner Arlitsch to approve the financial report as presented and the motion passed.

POLICY REVIEW:

The telework policy presented last commission meeting had no changes and the staff is now asking that it be approved.

Motion was made by Commissioner Wall and seconded by Commissioner Eissinger to approve the telework policy as presented and the motion passed.

There are no changes from the previously presented draft of the drug and alcohol free workplace policy and staff is requesting approval.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Kish to approve the drug and alcohol free workplace policy as presented and the motion passed.

REVIEW OF DRAFT LSTA EVALAUTION:

Dr. Chow found that MSL met the LSTA requirements and he will provide feedback from constituents. The next step will be for staff to review the evaluation and to seek clarification where necessary from Dr. Chow regarding the evaluation and his recommendations. A shorter version of the evaluation will be presented to the commission in March and then the planning process for the new five-year plan will begin.

In his evaluation, Dr. Chow identified five significant ways the state library could help: 1.) Continue to support economically distressed libraries; 2.) Focus integrated support in workface development, digital literacy and internet access; 3.) Community education and outreach; 4.) Continue doing a great job in taking the lead in statewide resource sharing; and 5.) Address concerns from some libraries about the graying of the field and recruiting and retaining library professionals.

MONTANA STATE LIBRARY TRUST REQUEST:

Christie Briggs explained that this is a request for additional funds to complete the construction of the second recording studio for the recording program. The additional funds are necessary because of the ADA non-compliance issue identified from the original plans.

Motion was made by Commissioner Eissinger and seconded by Commissioner Wall to approve the funds requested and the motion passed.

MONTANA STATE LIBRARY STRATEGIC FRAMEWORK:

The framework approved based on outlining actual steps in the work plans.

Commission and program work plan reviews all use the framework. Feedback regarding reporting requested.

The reporting task force had a conference call to form a draft for input from all the commission. Work will continue.

The funding task force held an email discussion and again submitted a draft for input from all of the commission.

Motion by Commissioner Arlitsch and seconded by Commissioner Kish to accept the draft scopes of work and the motion passed.

COMMISSION GOALS AND OBJECTIVES:

Commissioner Kish will attend the Broad Valley Federation meeting. Commissioners Wall and LaFromboise will attend Tamarack and Commissioner Arlitsch might as well. Commissioner Arlitsch will attend South Central. Commissioner Eissinger will attend Sagebrush. The Pathfinder Federation meeting date has not been set yet but Commissioner LaFromboise might attend. Golden Plains is also not set but is usually in Wolf Point. Commissioner Arlitsch might attend that one. Commissioner Newell will attend as many as he can. MSL staff will attend all of the federations meetings.

The spring Montana Land Information Advisory Council (MLIAC) meeting date was changed to April 20 so that the meeting may be held in conjunction with the Intermountain GIS Conference. The next Commission meeting is March 29 in conjunction with the MLA conference. This meeting is earlier than normal. The commission meeting is on Wednesday and the Conversations with the Commission workshop is on Thursday from 9:00 a.m. to 10:00 a.m.

Commissioner Wall announced that he would present at the ESRI user conference July 11 in San Diego as a commissioner rather than a business partner. His proposal was to talk about NextGen911 work from grants. He is not requesting funding.

The commission talked about needing a process for deciding when it is okay for a commissioner to speak for the commission in a conference. Funding is also dependent on approval.

State Librarian Stapp will write up a procedure for attending a conference as a commissioner.

Commissioner Newell volunteered to attend National Library Legislative Day (NLLD) and Commissioner Arlitsch volunteered as an alternate.

Commissioner LaFromboise requested to add the spring workshop and Leadership Institute to the calendar.

PUBLIC COMMENT:

There was none received.

OTHER BUSINESS/ANNOUNCEMENTS:

Suzanne Reymer, Jo Flick and Jennifer Birnel are all attending Offline.

ADJOURNMENT:

The meeting adjourned at 12:05 p.m.