

# DRAFT

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
9:30 A.M., MARCH 29, 2017  
BILLINGS, MONTANA  
OR GOTOMEETING**

**ATTENDEES:**

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

Staff: Tracy Cook, Jessica Edwards, Evan Hammer, Cara Orban, Suzanne Reymer, Jennie Stapp and Marlys Stark.

Visitors: Honore Bray, Dr. Anthony Chow online.

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

**APPROVAL OF MINUTES:**

**Motion was made by Commissioner Wall and seconded by Commissioner Arlitsch to approve the minutes of February 8, 2017 as presented and the motion passed.**

**STATE LIBRARIAN'S REPORT:**

Staff requests feedback on the reports, which use a new format with font type and color carrying meaning.

State Librarian Stapp informed the commission of the passing of Gail Shatkus from Joplin schools who had brought students to a commission meeting to report on their project made possible by Montana Land Information Act (MLIA) grants.

Since this meeting is earlier in the year than normal, the third quarter financial report will be an agenda item in June. The Library Services and Technology Act (LSTA) budget will also have to be a future agenda due to uncertainty with state and federal funds. The Network Advisory Council (NAC) will likely meet to approve that budget in May.

The current official award for LSTA is \$849,000 or about \$217,000 less than previous years. Communication from the Institute of Museum and Library Services (IMLS) indicates that there is a small possibility of a supplemental award later in the year when Congress passes a 2017 federal budget.

In addition to support from the Montana Library Association, the American Library Association (ALA) is stressing the importance of funding and of state libraries in budget discussions regarding IMLS and LSTA. ALA's National Library Legislative Day (NLLD) will also hone that message in May in D.C.

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The Legislative Audit Division conducted a pay audit this past year and reviewed hiring files from a number of agencies including MSL. Two MSL hires were deemed to not be in compliance with state policy but in reviewing those items, MSL staff feels confident in what was done. One hire involved a two year training period that was offered after a failed recruitment and the second was when an internal candidate was hired through an external recruitment.

The Excellent Library Service Award (ELSA) awards presentation is at the Montana Library Association awards dinner. MSL is once again looking at the award format and a representatives group may be chosen to make the award something to strive for, not a given. Broad Valleys made it a federation goal to have each library meet minimum ELSA standards to have two certified trustees.

Fish Wildlife and Parks (FWP) personnel is moving out of the MSL building with a tentative move date of April 11. With the move of these long time partners, ideas of what to do with the space are being solicited from staff as well as some discussion with the Department of Administration (DOA) about potential occupants. There will be no change to our budget either way so at this time it is probably best to just use the space for MSL operations.

The OCLC Group Services contract is up for renewal. Staff is meeting OCLC at the MLA conference and a new contract needs to be signed in June. Not all libraries that are paying for services actually use the services and MSL would like to renegotiate the contract to get better pricing that reflects actual use. Understanding OCLC's pricing structure presents the biggest challenge because this information is not transparent. Montana Shared Catalog (MSC) libraries are required to have OCLC so some MSC policy review might be necessary based on future negotiations.

The commission will need a conference call before the June meeting to approve the MLIA grants since the deadline is May 15.

## **LEGISLATIVE UPDATE:**

State Librarian Stapp discussed the status of several different bills that affect the state library. The summary was provided in the materials but there have been some changes since the document was produced.

HB2 is the budget bill and currently the five percent reduction in operations remains in the bill as does a six percent vacancy savings requiring MSL to keep two positions open.

The Coal Severance Tax (CST) appropriation is now a set percentage for each of the three agencies that had been part of the shared fund. The change will be over four years so final numbers for FY18 and 19 are not solid yet but are likely to be a \$34,000 increase in FY18 and a \$60,000 increase in FY19.

HB261, the bill to extent the sunset date for the statutory appropriation for public library state aid will likely pass but no action yet. MSL provided a story map link for the state aid stories presented.

HB61 plans to use 911 funds for the next generation 911 system.

HB360 has a service water assessment and monitoring program and MSL would have a statutory seat on the committee.

## **POLICY REVIEW:**

The Code of Conduct policy has been edited in response to previous commission concerns since the first submission and staff is asking for action on this version

**Motion was made by Commissioner Eissinger and seconded by Commissioner Kish to adopt the policy as presented. Commissioner Arlitsch amended the motion to strike the first sentence from the first item and remove 'Properly' from the second. Commissioner Eissinger and Kish agreed to the amendment and the motion passed as amended.**

## **LSTA EVALUATION:**

Independent contractor, Dr. Anthony Chow share a summary of his findings for the LSTA 5-year evaluation. The evaluation stated that MSL met all the five-year goals. Library services were found to be very important and a statistically significant relationship between library services and certain quality of life factors. There do exist opportunities to use data more. Staff is asking that the commission accept the evaluation so it can be submitted to IMLS.

**Motion was made by Commissioner Arntzen and seconded by Commissioner Arlitsch to accept the evaluation as presented and the motion passed.**

## **NAC REPORT:**

The NAC discussed where MSL should focus their energy, considering all the information available to them, the library types, future needs and so on. They will be going into more detail and finalizing their recommendations in the future.

The commission discussed federation annual reports and the date and presentations given. There were several requests for additional information and some suggestions for presentations. Those ideas will be given to the federations.

## **MSC NEW LIBRARIES:**

MSC is requesting approval of three new library applications. Those libraries are aware of the current uncertainty about the availability of LSTA funding which is normally used to defray startup costs for new libraries. The new libraries would not begin the process of joining MSC until July 1.

**Motion was made by Commission Kish and seconded by Commissioner LaFromboise to approve the three new libraries and the motion passed.**

## **FUNDING TASK FORCE MEMO:**

The funding task force memo is available online for review.

## **COMMISSION GOALS AND OBJECTIVES:**

The reporting task force information is available but more work will need to be done in the future.

## **COMMISSION CALENDAR:**

Pathfinder is May 25 and Commissioners Newell and Arlitsch might both be able to attend. The NAC meeting in April will be on the calendar.

## **PUBLIC COMMENT:**

There was none received.

## **OTHER BUSINESS/ANNOUNCEMENTS:**

There is only an hour allotted for the conversations with commission workshop and an email went to the commission with the outline plan.

MSL does have a MLA booth again.

## **ADJOURNMENT:**

**The meeting adjourned at 12:49 p.m.**