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**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING
9:00 A.M., JUNE 14, 2017
HELENA, MONTANA
OR GOTOMEETING**

ATTENDEES:

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

Staff: Jennifer Birnel online, Troy Blandford online, Tracy Cook, Michael Fashoway, Evan Hammer, Jim Kammerer online, Bryce Maxell, Cara Orban online, Kris Schmitz, Jennie Stapp and Marlys Stark.

Visitors: Phil Drake, Stef Johnson online, John Finn, Karen Keninger, Dylan Klapmeier, Debbie Kramer online, Kathy Robins online, and Sonja Woods.

Chairman Newell called the meeting to order at 8:59 a.m.

Commissioners Kish and LaFromboise have both been reappointed to the commission.

The LSTA budget marked for tentative action will have action taken since the final award amount was received.

APPROVAL OF MINUTES:

Commissioner Wall wanted it noted that he was recused from the MLIAC grants vote during the May meeting. Motion was made by Commissioner Eissinger and seconded by Commissioner Wall to approve both minutes with the noted correction and the motion passed.

STATE LIBRARIAN'S REPORT:

The reports are still a work in progress with staff trying to work on a balance of the level of detail. The yellow lettering is not working so commissioners made several suggestions of ideas for that including using a darker color, using stop light asterisks with black ink or blank ink and yellow highlighting. Managers will continue to present a final year report which summarizes accomplishments and goals. There are more items in yellow this report and some moving into red which is largely a reflection of the budget cuts and changes in priorities as a result.

Stapp discussed updates from the final legislative memo. HB360, the bill to create a surface water assessment and monitoring program has been signed. HB61, the next generation 911 bill has been signed. MSL was instructed to complete a GIS data assessment to support NG911 and will report the outcome of that assessment to the

Legislative interim committee in September 2018. The assessment will look at the level of data needed and available and update methods. SB261 and HB2 will be discussed later as they are both involved in the budget.

Commissioner Newell commented that even though there will be no benefits from HB261, the sunset bill, it did pass overwhelmingly which shows that libraries do have great support. It suffered in the last details with the triggers.

Personnel changes related to the budget. Eve Byron and Diane Papineau both took different positions. Unrelated to the budget, Jessie Goodwin resigned. That position will be filled but staff is currently working with the executive committee to get input on the nature of that position since there have been a lot of changes since it was first developed. Cara will Orban will serve as the interim director.

The Montana Shared Catalog Partners Sharing Group received the 2017 'Community Connector Award' at the SirsiDynix COSUGI Conference.

The Public Library Statistics Task Force has recommended a few statistics to be removed at this time which would not require libraries to change how they collect data but changes will be put in place during reporting/collections.

The OCLC group services contract renewal process did come back with a better overall cost for the negotiated contract based on overall usage. This agreement is still being reviewed to see if a better contract can be done. The overall cost currently is reduced by 16 percent which is reflected in the LSTA budget. Libraries should see about a five percent reduction in cost. The contract is for one year and will be looked at again next year.

State Librarian Stapp is hosting the Western Council of State Librarians for the next couple of days.

The new sound booth dedication is today. The funding for the sound booth came from donations which can't be used for ongoing operations. The project was in the works long before the legislative session which produced these cuts.

The funding task force met last night to talk about setting up a combination of a foundation and an endowment. Outside advice will be sought for mechanics and legal issues. This will be discussed in detail in August with a plan to move forward. The budget issues have been a distractions. Any type of funding is sought but legislative ideas are welcome.

FISCAL YEAR 2017 THIRD QUARTER FINANCIAL REPORT:

Usually this report is presented in April but the shift in meeting dates made that impossible. Kris Schmitz is already working on closing out the 2017 fourth quarter budget. MSC budget authority was raised and trust funds were spent on the sound

booth. The sound booth project required a new budget category called Buildings since it is now part of the building. The building asset will be increased for Department of Administration. MSL also received a \$10,000 grant for an eight month pilot project for the early literacy texting program.

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

NON-DISCRIMINATION AND SEXUAL HARRASSMENT POLICY REVIEW:

Staff are requesting the repeal of both the nondiscrimination policy and sexual harassment reporting procedure since the wording for both is now included in the Equal Employment Opportunity (EEO) plan which is required by the state. The agencies can modify the template a little. The plan will be reviewed annually and submitted to the Department of Administration (DOA). The attached utilization report is updated each year.

Motion was made by Commissioner Wall and seconded by Commissioner Eissinger to repeal the non-discrimination policy and the sexual harassment reporting procedure as requested and the motion passed.

FY 18/19 BIENNIUM BUDGET REDUCTION PLANS:

The commissions previously approved a plan to implement a 5% reduction proposed by the Governor and included in HB2. With the additional cuts included in SB261, it was decided that the cuts would need to be addressed in a different way since a band aid approach would no longer work. Therefore the commission needs to approve a budget reduction plan to address HB2 and the associated cuts and layoffs as well as a separate plan to address potential SB261 cuts and layoffs. HB2 cuts are will take affect July 1. SB261 cuts won't be definite until sometime in August. August 15 is the deadline for review and decisions on whether trigger points are met. The commission will be presented a budget in August which will include the cuts from HB2 and maybe the cuts from SB261 depending on revenue estimates at that time.

Staff proposals to meet HB2 cuts are to close the reading room and give up all the space to the west of the stairs, to merge Talking Book Library with the digital library and expand the role of the readers' advisors and use the information managers and collaboration to produce better services.

Motion was made by Commissioner Kish and seconded by Commissioner Wall to approve the HB2 budget plan as presented.

This proposal includes a reduction in force (RIF) of four FTE. The impact to the public will largely be a slow down in response time but there is no way of knowing how much slower. Commissioners expressed concern over those who are most impacted by these

cuts and hope that staff can find efficiencies to minimize the impact. They would like numbers to be gathered to go back to the legislators.

MSL will need to vacate the downstairs space by the end of July and will be deciding the best way to integrate the programs upstairs. There will be a limited number of public access computers upstairs and the conference room will remain downstairs but in a different location. Office space downstairs will be storage.

The motion passed with all commissioners voting for.

SB261 provides responses to revenue shortfalls of four different levels. After many discussions and public meetings, the final proposal is presented for the commission to vote on. Staff propose to cut the Montana Natural Heritage Program (MTNHP) contract twenty five percent and the General Fund resource-sharing budget by fifty percent. In order to keep the cuts within the state library and not going out to Montana libraries, these cuts will be backfilled by Coal Severance Tax monies. In addition, there will be a RIF of eight additional FTE.

Staff explain the RIF process and how positions were identified to be cut. RIF is very costly for agencies because of the payouts that must be made depending on which option the employee chooses. The commission received information on the number of staff eligible for the different options and also discussed whether other options would have been possible.

Jennie briefly discussed impacts to the various program of these losses and goals moving forward. It will be an ongoing process and MSL must stick with their priorities and evaluate services along with those priorities.

Motion was made by Commissioner LaFromboise and seconded by Commissioner Eissinger to adopt the SB21 action plan as presented.

Commissioner LaFromboise commented that she wanted to commend the library for work done in the last several years which has enabled them to position themselves to respond to this crisis.

Commissioner Wall expressed concern about the message being sent to the governor and legislators that these cuts can be absorbed with only some undefined degradation of services. He felt a message must go back that says these cuts will result in the significant loss of services. He is opposed to the plan and feels that fee based services or a complete cut of certain services would send the best message.

Chairman Newell reminded the commissioners that the focus of the discussion need to be on what plan will be implemented on August 16 and backdated to July 1 and that there is no time to completely explore other options. A fee based charge discussion can be held at a later date.

State Librarian Stapp is totally against fee based services and put forth four important points. 1. She is not comfortable about fee based services although pass through funds can be discussed with the budget office. MSL is a library and data and information should be available with no charge because it is already paid for by taxes. No agencies are currently budgeted to pay any fee based services this year so it couldn't be implemented this year. Bryce Maxell did an analysis of fees for MTNHP that they could charge for services and it would only generate about \$100,000 per annum and if users had to pay every time they would likely use old data rather than updating which would mean the failure of a fee based system and a degradation of data quality. 2. The State of California lost a lawsuit when they tried to charge fees on land ownership data because it was already paid by taxes. 3. Professional partners oppose fee based services. 4. MSL wants to be able to state that data has value because it is true and unbiased but as soon as fees are charged for usage or collection, the perception is that data only has value if it has monetary value and the integrity of the data is lost.

The commission discussed many thoughts and ideas about the services provided, mainly with regards to data and GIS. They discussed the difference between the delivery mechanism of data and what is delivered, having a future agenda item on 'quantifying the pain', that a vote for approval just needs a majority vote, that MSL needs to meet with stakeholders and find out who has lobbyists and get an action plan to go to the legislature to show what is lost, what is cost, what is needed to expand.

Jennie reminded the commission that the original intent when the plan was developed in the work session by the commission and staff was to perform an analysis over the upcoming months to identify where the lack is and where MSL can't meet patron needs or can but needs to do more then MSL will meet with partners and develop a plan for the next legislature.

John Finn informed the commission that MLA is against fee based services because library services are free.

Evan Hammer said that even discussing the cadastral as an income source is unsettling. MSL is losing a lot of good people but keeping a lot of good people and it would be nice to give them a chance to see what can be done.

Commissioner Arlitsch said he would vote for the plan but felt this discussion was needed and he agreed with John's point and that we are on a slippery slope already with a continual chipping away at what we do.

The motion passed with all commissioners voting for.

LIBRARY DEVELOPMENT BUDGET:

Tracy Cook gave an overview of the proposed budget. The total fy 17 Library Services Technology Act award to MSL was \$1,065,102 or \$1141 less than fy 16. Of note, the

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budget proposes to allocate an additional appropriation of coal severance tax monies to the federations in light of the potential loss of public library state aid funding.

Motion was made by Commissioner Arlitsch and seconded by Commissioner LaFromboise to accept the budget as presented and the motion passed.

FEDERATION COORDINATORS MEETING SUMMARY:

Tracy gave a brief summary of the federation coordinators meeting. There were four coordinators in attendance. The theory of change was performed at spring meetings and those results were put in a logic model with the hope to be able to show what federations are able to achieve. The future plan is to have just one plan of service for all and brief summaries of any differences. The commission will be able to click on a map to get information about the libraries.

FEDERATION FY'18 PLANS OF SERVICE:

The coordinators summarized their FY'18 plans of service and were available for questions.

Motion was made by Commissioner Eissinger and seconded by Commissioner Wall to accept the plans of service as presented and the motion passed.

DRAFT 2018-2022 LSTA 5-YEAR PLAN:

The background of the five year plan was discussed. The plan needs to be submitted to the Institute of Museum and Library Services, by the end of June.

Motion was made by Commissioner Kish and seconded by Commissioner Wall to approve the 5-year plan and the motion passed.

RESOLUTION HONORING IMAGINEIF LIBRARIES TRUSTEE JANE LOPP:

The commission reviewed a resolution honoring ImagineIf Libraries Trustee Jane Lopp.

The resolution was approved by acclaim.

COMMISSION GOALS AND OBJECTIVES:

The work plan for next year needs to be developed. Commissioner should think about what is needed as well as what can be afforded. Bruce sent out a list of places that the commission should make and appearance. Commissioners should review the list.

Commissioner LaFromboise would like to be removed from the NAC. A different commissioner should be appointed. Chairman Newell will work with staff to figure out who will be on that council.

Chairman Newell, Commissioner Arlitsch and State Librarian Stapp reported on the National Library Legislative Day. Newell reported that they saw a staff person with the representative's office, had a useful conversation with senior staff for Senator Daines about broadband and had a conversation with Senator Tester including fundraising and he was surprised by how easy and useful the meetings were. Arlitsch said it was his first experience and it was very easy and very approachable. Stapp said they were largely there to talk about funding this year.

Commissioner Wall showed the commissioner the executive story map presentation he gave about preparing for next generation 911.

PUBLIC COMMENT:

There was none received.

OTHER BUSINESS/ANNOUNCEMENTS:

There was none.

EXECUTIVE SESSION:

The State Librarian performance appraisal will be moved to the August meeting.

ADJOURNMENT:

The meeting adjourned at 1:54 p.m.