

MontanaLibrary2Go Executive Committee Meeting (GoToMeeting and Conference Call)
December 5, 2013, 1:00 pm

Attending: Debbi Kramer, Susie McIntyre, Karla Ritten , KellyAnne Terry, Trista Smith, Cara Orban

1) Quarterly budget report

Cara displayed a budget report from Kris Schmitz showing the MontanaLibrary2Go spending from July 1, 2013 to present. We have spent around \$77,000 and have around \$91,152 left to spend this fiscal year. Cara will provide a copy of the spreadsheets to the executive committee. We discussed LSTA funding. Some LSTA funding was set aside to provide assistance to new libraries paying the \$1,500 start-up fee. There is LSTA funding left for two more libraries to receive assistance this fiscal year. We also discussed the spending on MARC records.

2) Guidelines for spending donations

We have had several donations from member libraries to purchase additional content. We discussed that 5% of each donation should be set aside for purchase of MARC records. We also discussed the pros and cons of spending the donation with one large purchase or spreading the money across the purchasing budget for the rest of the year. Susie suggested that the math for budget works out much easier if donations are simply used to purchase extra materials at the time that the donation is made. There is less confusion regarding different spreadsheets and different monthly totals. The executive committee agreed to ask Missoula to spend the current donation funds in December. If Missoula is too busy to spend the extra money at this time, Susie offered to create the carts for spending it so that we could have extra materials available for the New Year.

BACKGROUND:

A few months ago, a library joined the Consortium in an unusual way. A new Overdrive representative invited the Montana library to join MontanaLibrary2Go , but did not connect the library to the Montana State Library or the MontanaLibrary2Go consortium. Instead, the library joined just by making a contract with Overdrive. This library had a set of previously purchased Overdrive material that Overdrive allowed them to keep and access through an "Advantage Program." There was no malice on the part of the library or of Overdrive. There was just confusion regarding the correct procedures for joining and for being a member of MontanaLibrary2Go.

A few months ago, it was discovered that a member library (library A) had set up contracts with other libraries in the area (Library B, Library C and Library D). Libraries B, C and D were paying a fee to Library A so that their patrons could use MontanaLibrary2Go. Library A set up their SIP access (MontanaLibrary2Go authentication) so that patrons with cards at Library B, C and D were authenticating as if they had cards at Library A. The SIP protocols have now been tightened and this is

no longer occurring. It was a violation of our Overdrive contract. MontanaLibrary2Go users must have a valid card registered with the participating library.

3) Clarification of by-laws

After much discussion of the by-laws and the procedures for joining the consortium and ways we can ensure that all libraries are not violating the Overdrive contract, the following was decided:

- We will work with Overdrive to change some of the language in the “Library Participation Form” The Library Participation Form is the agreement form that libraries sign with Overdrive to become a member. (We have already had extensive conversations with Overdrive about what went wrong and the process that we wish them to follow in the future.) The form will explicitly state that any library wanting to join MontanaLibrary2Go must contact the Montana State Library and follow the procedures to join the consortium. Copies of the new language will be circulated to the membership before adoption.
- The executive committee will develop additional language in the bylaws (creating a new section 3.3 Removal from MontanaLibrary2Go) which will spell out that libraries will be removed from the consortium (and lose access to MontanaLibrary2Go content) if they (a) do not abide by the by-laws (b) do not follow the requirements of the Overdrive contract (c) do not pay their participation fees in a timely manner (5 or 6 months after the fees are due.) The new language will be circulated to the membership at least 30 days before the Annual Meeting. The proposed change to the by-laws will be voted on at the Annual Meeting.
- The executive committee will develop additional language in the bylaws which will spell out that libraries will only allow registered users to access MontanaLibrary2Go content. The new language will be circulated to the membership at least 30 days before the Annual Meeting. The change to the by-laws will be voted on at the Annual Meeting.
- Cara will review our current Overdrive Contract language to ensure that our current procedures/by-laws do not violate the contract in any way. The current contract will be in place through June 2015. A new Overdrive contract will need to be in place starting July 1, 2015. MSL should be receiving copies of the language of the new proposed contract from Overdrive to review in the next few months and Cara will initiate the procurement process through MSL.

BACKGROUND FROM OUR BY-LAWS:

Article 6. Procurement Process and Responsibilities

Member libraries of the Consortium agree to not have secondary contracts with vendors contracted through MontanaLibrary2Go. All contracts will be negotiated to promote the best interest of the consortium as a whole.

4) Advantage Program

Since our by-laws state that secondary contracts are not allowed, the library that joined the consortium and has materials in an “Advantage Program” will be affected. Cara will check with Overdrive on what options are available. Once the options are clarified Cara and members of the

executive committee will work with the library to help them be in compliance with the by-laws.

5) Additional formats

Some libraries and some patrons have expressed interest in expanding MontanaLibrary2Go to provide access to videos. Members of the Executive Committee expressed concern about adding another format. Access to videos would no doubt be popular with patrons, but we do not have the funding to meet the demand for our current formats. Cara agreed to talk to Overdrive about the procedures for getting trial access to their video collection. Susie agreed to review the video collection in order to provide information to the membership regarding selection and pricing.

6) February Meeting Agendas:

The next meetings of the Selection Team and the Executive Committee will take place in conjunction with OFFLINE in February. Agendas for both meetings were discussed.

Selection Team:

Content Budget
Selection Policy
Local Content Pilot

Executive Committee:

Cost Share Formula
Content Budget
By-laws
Local Content Pilot