

MontanaLibrary2Go

Executive Committee Meeting

Lewis and Clark Library – Helena, MT

January 23, 2013

Present:

Trista Smith, Bitterroot Public: At Large  
Kelly Anne Terry, Lewistown Public: Medium  
Susie McIntyre, Great Falls Public: At Large  
Debbi Kramer, Three Forks Community: Small  
Karla Ritten, Lewis and Clark Library: Large

Cara Orban, Montana State Library: Ex Officio

### *Roles and responsibilities*

The Executive Committee commenced the meeting with a discussion of roles and responsibilities of the Executive Committee and Selection Committee. Karla and KellyAnne had formed a subcommittee to articulate the purpose of these two committees in greater detail.

1. Selection Committee
  - a. Making recommendations on annual content budget
  - b. Making recommendations on collection development policy and procedure
  - c. Making recommendations on vendors and offered digital content
2. Executive Committee
  - a. Approving Selection Committee recommendations
  - b. Making recommendations to Governing Board (membership)
  - c. Developing collection development policy, overall yearly budget, and cost-share formula recommendations
    - i. To be approved by Governing Board

### *Bylaws*

The committee discussed the bylaws drafted by Susie and Trista and suggested revisions. Corrections were made and Trista sent a revised set of bylaws to the committee on January 24.

A suggestion was made to untie the MTLibrary2Go meeting from the MSC meeting in 2014 – to have one annual meeting of the Governing Board in conjunction with the MSL Fall Workshop. This year, MTLibrary2Go will hold meetings in both May and September, and eliminate the May meeting next year.

#### *Annual budget*

It was agreed that budget recommendations need to be made as soon as possible in order to give libraries figures to work into their budgets.

Cost formula: It was agreed that Tier One prices cannot be raised substantially; they account for 1/3 of annual dues. Missoula and Bozeman together also account for 1/3.

The 5% cost formula increase for FY14, which was approved last year as a biannual increase, will add increments of \$45 to each tier.

#### *Content*

Local and public domain content: Last year, the membership approved the integration of public domain material into MontanaLibrary2Go – this has not yet happened. Cara will share details on some lending models and objectives for the LSTA ebooks pilot at the next EC meeting.

#### *Administrative changes and appointments*

Susie was appointed EC Chair by the committee.

In accordance with Section 4.4.c, two of the Executive Committee members' terms will be staggered to ensure that only part of the members are up for election during any one year. For this first term, one at-large member and the medium member will be staggered, with an initial one-year term.

Cara was recognized as the Ex Officio/MSL representative and secretary.

Change to Selection Committee:

- a. It was agreed that participation should be limited to one official contact per participating institution, though multiple staff could partake in the actual selection process.
- b. The Miles City Community College and Roosevelt County Library representatives were removed from the committee due to lack of participation.
- c. Karla was appointed Selection Committee Coordinator.

Cara shared OverDrive's new policy accepting new participating libraries on a rolling basis, and asked for feedback on implementing this policy in MontanaLibrary2Go. The EC agreed that it was fine to accept MontanaLibrary2Go members on a rolling basis. Cara will add this option for new libraries joining in FY2014.

### *Tasks*

1. Meetings were planned for the Executive Committee, Selection Committee, and Governing Board for Spring and Fall 2013:
  - a. EC phone call (prior to MLA)
    - a. Discuss local content/public domain content, LSTA pilot
    - b. Confirm agenda for Selection Committee, EC meeting agenda for MLA
  - b. MLA meetings (April 17-20)
    - a. SC - Selection Committee needs to meet to discuss collection development policy and procedure; collection budget; and rotation order
    - b. EC – approve recommendations by SC, confirm bylaws, and set agenda for spring GB meeting; Send out materials to GB prior to MSC meeting
  - c. MSC meetings (May 1 & 2, Miles City)
    - a. EC
    - b. SC
    - c. GB
      - i. Info about the Selection Committee's work process and changes to SC structure
      - ii. Info about using Content Reserve to run reports and contact support
      - iii. GB will vote on proposed budget for FY2014
  - d. Fall Workshop (September ?)
    - a. EC
    - b. GB will vote on cost-formula adjustment for the next 2 years this fall

*Additional tasks for Cara:*

Cara will contact Rachel Somerville at OverDrive to inquire about contract estimate for next year

EC needs fall workshop dates to plan fall meeting

EC and selection committee contact info roster needs to be added to MSL downloadable ebooks site

Selection Team communications to membership:

1. Add MTLib2Go contact info to website
2. How to join MTLib2Go
3. How to make requests
4. When to contact support