

MONTANA SHARED CATALOG
Executive Committee Meeting
Wednesday, November 8, 2006
Conference Call

MEMBERS PRESENT: Beth Chestnut, Ann Rutherford, Sue Sillick, Marilyn Trospser.

MEMBERS ABSENT: Jane Gardner, Alice Meister.

OTHERS PRESENT: Bob Cooper, Sarah McHugh, Claire Morton.

The conference call convened at 10:05 a.m.

ALTERNATIVE ONGOING COST FORMULA: Pursuant to a request from the MSC membership at the Fall Meeting in October, adjustments to the alternative ongoing cost formula have been further explored. The major concern was that the smallest libraries were being hit with a significant increase. Claire Morton and Sarah McHugh have spent considerable time going over the data and variables since the meeting. Claire sent the most recent spreadsheet to the Executive Committee via E-mail this morning. The spreadsheet factors in a title break for libraries with a collection size of under 10,000 titles (under 10,000 receive a 5,000 break). Furthermore, the cost for their share of the total budget is proposed to not exceed 1%. Claire pointed out that, for purposes of this spreadsheet, the total for the shared cost column (30%) must equal \$53,000, the preceding scenario affects 16 out of 59 libraries, and the figures are a snapshot using the 9/19/06 date. Sarah is concerned that the shared cost break between the smallest libraries and the remaining membership is a little too big. There will always be a struggle to define “small library” and in adding new libraries, particularly with differences in migrating records or retro cataloging. It makes the formula data less reliable. Bob Cooper was asked his opinion. He responded that there is no magic formula and that he thinks the proposed formula has gone a long way to mitigate costs for everyone. He is most concerned with the situation for the few libraries that still see a huge jump. Ann Rutherford stated that libraries need to be conscious of good weeding practices. Concern was expressed that some libraries may look at adding titles to the catalog only in terms of their costs. Someone asked if there had been any feedback from the membership since the meeting and Sarah responded that she had heard from Clinton Elementary School and Claire had been contacted by Kim Crowley. Beth Chestnut said she thinks the figures and the direction we are heading look good to her. After discussion, the consensus is that the Formula B spreadsheet is the best alternative to present to the membership. Everyone agreed that it is important to pull the latest counts from the system to use for computation of the individual estimates. These figures will be updated again next spring using the agreed upon March date. Marilyn Trospser asked that columns be inserted to show actual title and patron counts. This would help the membership to see where the breaks are applicable. She also asked that a date be added to the spreadsheet and suggested the inclusion of a cover page outlining the parameters of the formula. Claire and Sarah will revise the spreadsheet and information according to today’s discussion. Sue Sillick asked that the Executive Committee have one more chance to look at the revised document before it is released to the membership. After that, the Alternative Formula B and the current formula using total operating expenditures will be disseminated to the MSC membership for a subsequent vote.

MSC UPDATED MEMBER CONTRACT: Sarah McHugh stated that there was an oversight in obtaining signed contracts for the newly added libraries. This step didn’t take place. To correct the situation, it became evident that the contract document needed to be updated. She worked with Bob Cooper and Darlene Staffeldt to revise the document and forwarded the draft to the Executive Committee in an E-mail last week. Minor language changes referring to MLN were deleted and a paragraph was added expanding the “Termination Costs” section. The Ongoing Cost Formula was an attachment to the previous document; it will be an online reference in the future. The current draft still shows the fiscal agent as Missoula Public Library. Marilyn

Trosper suggested that following the MSC Cataloging Guidelines and the MSC Patron Registration Data Entry Guidelines should also be added to the “Member Library Responsibilities.” Sue Sillick and Beth Chestnut both questioned what versions of the contract would apply to each member since there could be some confusion. Bob Cooper responded that there will be another contract revision when the MSC formally comes under the jurisdiction of State Library. They think an addendum signed by each member library would be necessary at that point in time. Sue Sillick suggested adding appropriate language to include all future addendums as well.

MSC ASSISTANT JOB PROFILE/SCREENING & INTERVIEW COMMITTEES: The Job Profile and Evaluation document for Jennie Stapp’s position was forwarded in an E-mail to the Executive Committee last week. Sarah McHugh reminded everyone that the State has moved to a broad band pay scale. She pointed out changes to two areas in the profile and her reasoning for them. The word technical will be omitted from the title now making it Shared Catalog Assistant. Also, based upon the position being filled for one year, there is a better feel for the workload and the percentages have been adjusted to correspond to the demand of adding new members and assisting existing members. A minor typo was noted on page one. Marilyn Trosper pointed out that the title and phrasing for the first sentence on page two needs to be changed. Sarah wants the position listed early next week through the Central Services Office and expects to post it on Wired-MT, the MSC Discussion Listserv, and other applicable groups. Sarah asked Mike Price and Marilyn Trosper to sit on the Application Screening Committee. She asked Sue Sillick, John Finn, Bridgett Johnson, and Jodi Oberweiser to sit on the Interview Committee. Sarah isn’t sure if Jodi’s time commitment will allow her to serve so Beth Chestnut volunteered. Sarah will sit on both committees.

The conference call adjourned at 11:18 a.m.

Respectfully submitted,

Marilyn Trosper
Executive Committee, Vice Chair