

MONTANA SHARED CATALOG
Executive Committee Meeting
Thursday, May 3, 2007
Bozeman Public Library

MEMBERS PRESENT: Beth Chestnut, Jane Gardner, Alice Meister, Ann Rutherford, Sue Sillick, Marilyn Trosper

MEMBERS ABSENT: None.

OTHERS PRESENT: Sarah McHugh, Claire Morton, Mike Price.

The meeting convened at 3:15 p.m. and was called to order by Sue Sillick.

MINUTES: The minutes of the March 19, 2007 conference call were distributed and perused. A correction was noted in the maximum percentage for state employee raises; it is 3.6% instead of 2.6%. Beth Chestnut moved and Ann Rutherford seconded to approve the minutes as corrected. **Motion carried unanimously.**

EXECUTIVE COMMITTEE: Nearly all of the terms on the Executive Committee are due to expire at the same time. This situation does not allow for enough people to remain on the committee to maintain continuity. The suggestion was made to begin staggering the terms ~ perhaps even drawing names out of a hat ~ to start the rotation. Staggered terms will be decided at the next committee meeting following the upcoming election. Sue Sillick stated that she thinks attendance at the next meeting should include all the current members as well as the newly elected members.

SPRING AGENDA (*Responsibilities were assigned with pertinent points to be addressed*):

- **Roll call** (*Beth Chestnut*)
- **Meeting Notes** (*Scarlett Sherman has been asked*)
- **Executive Committee Openings & Request for Nominations** (*Sue Sillick: Explain committee expansion concept for east/west members at large ~ process involved to call for nominations ~ remind everyone that meeting attendance is important ~ too many proxies are happening*)
- **Introductions** (*Sarah McHugh will introduce Jess Tobin, who in turn will introduce the new MSC libraries*)
- **Minutes Approval** for October 6, 2006 (*Sue Sillick*)
- **MSC Update** (*Sarah McHugh: Brief updates will cover NCIP, Glendive joining Partners, 4 Rivers Sharing Group, and RSS feeds in the catalog. The financial management with the State Library is a done deal but it won't happen formally until October 1st. The networking consultant contract ~ mid June to September 30th ~ is almost ready to post. The membership needs to submit their payments on time in order to meet an inflexible payment date of 9/1/07 with Sirsi. The MSC application and new implementation schedule will be posted to the MSC*)

listserv next week and to Wired by the middle of May. The Ronan schools have decided they no longer want to be part of the consortium and are pulling out of the catalog in 15 months ~ their formal letter of withdrawal has been received and extraction costs have been determined. The authority records are back from LTI. Pending downtimes include the authority load and the annual scan/delete. MSC would like to position itself a "better place at the table" for when downtimes happen. GL3.1 is on the horizon and its status will be summarized.

Sarah McHugh informed the Committee that she is resigning her position as the Montana Shared Catalog Director effective Friday, July 13th. Although she has enjoyed her position immensely and has learned a lot, it is time for her to seek new challenges. The announcement will be made to the membership at tomorrow's meeting at the end of her update.)

- **Panel Presentation** (Sarah will facilitate a panel comprised of Gale Bacon, Honore Bray, Kim Crowley, Joanne Erdall, John Finn, Jean Nielsen, Kathy Roberts, Sonja Woods, and Donna Worth. The point is to start a discussion about the group moving forward with some uniformity, i.e., circulation rules, item types and locations, bar codes, opening user sharing walls, statewide library card, couriers, etc. More people need to become involved in serving on committees as well as training ~ more train the trainers.)
- **Conference Updates & Birds of a Feather** (Conference reports will be given by attendees and Committee representatives will share feedback gleaned from their respective groups at tonight's gatherings)
- **FY07 Budget Update** (Claire Morton will review the budget. Bold numbers represent actual figures to date and she will highlight a few areas for explanation. Revenues include an interest pool of \$6,000.00 to carryover to the State Library ~ interest will no longer be earned when the accounting is assumed by the State Library)
- **FY08 Budget & Financial Management Update** (Claire Morton: The LSTA application process is later this year so those figures aren't included ~ it is better to work with actual amounts instead of projections. There won't be any extra LSTA monies. Catalog maintenance includes \$10,000 but no decision has been made on how to spend it ~ an outside vendor is a possibility but there will be associated costs if done that way. Hardware maintenance is included and there may be some questions. It is unknown if there will be server location costs. Mike Price said that when the server moved from ITSD to the State Library a carrot was offered that MSC is willing to help invest in the development of the server room infrastructure. We haven't needed to spend it but the monies will contribute toward the acquisition of a new SAN down the road. There are two more years at Level H.)
- **FY2008 Ongoing Cost Formula** (Claire Morton will briefly explain the formula again as a report only since it was previously voted on by the membership ~ no cash forward is included in the formula)
- **Audiobooks, Unique Management, MSC Circulation Committee Updates** (Sarah McHugh and Claire Morton will do a brief follow-up on the audiobook discussion from last fall ~ the idea is heading in the direction of a statewide effort. Kim Crowley will present the concept of using a collection agency called Unique Management to deal with delinquent

accounts. Claire will explain the revitalization of the Circulation Committee and ask for volunteers to serve on it.

- The **Fall Membership** meeting will be held in Kalispell on Friday, October 5, 2007. The Spring Membership meeting is scheduled for Friday, May 2, 2008 in Billings. Meeting places will be announced later.

The Executive Committee expressed its regrets at Sarah's announcement to leave the MSC but also wished her success on the new goals and plans she is pursuing.

The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Marilyn Trospen
Vice Chair