

**Montana Shared Catalog  
Executive Committee Meeting  
Tuesday, March 21, 2009  
Via teleconference**

**Members Present:** Kim Crowley, Roberta Gebhardt, Ann Rutherford, Joanne Erdall, Donna Worth, and Dawn Kingstad, and Claire Morton.

**MSC Staff Present:** Ken Adams, Sarah McHugh, Jemma Hazen and Bob Cooper.

The meeting convened at 2:00 pm.

Approval of Minutes:

A motion to approve the minutes of the January 8<sup>th</sup> meeting as presented was made by Claire and seconded by Ann. Minutes stand approved.

**FY2010 Budget:**

Ken went over the revenue part of the budget such as what was left in the reserve fund, estimated revenues, and LSTA funds used for the MSC staff position. He explained that title counts and patron counts took place on March 2<sup>nd</sup>. It was determined that e-books and Mtlb2go titles are not counted in individual library counts. Someone suggested adding a description of what's included in title count on the budget sheet for the upcoming members meeting. .

He outlined the expenses of the proposed budget: training costs, meeting costs, new server costs, and how the expenses would break down with staff positions. Claire asked how the reserve fund would be spent. He contacted Sirsi and they base the costs on annual circulation with public libraries and total title count for school libraries. Ken proposed cutting the travel and training costs by \$1,000, but following discussion he decided to keep it at \$2000. He also suggested that we send only 4 people to the annual Sirsi conference instead of 5 to soften the cost of adding extra money towards the proposed new staff member. LSTA funds support \$23,000, the membership supports \$23,000 and we would need to budget between \$35,000-\$40,000 if we elect to add staff. Ken has a one on one meeting set up with Sirsi Dynix on April 8<sup>th</sup> where he will learn more ongoing costs so we can finalize the budget proposal. Claire asked about the Revenue side and debt collection module costs. He explained those breakdowns. Donna pointed out that the Jefferson County Libraries need to be billed to Boulder as main and Whitehall and Clancy as branches with new system change. Claire reminded Ken that the Frenchtown branch needs to be added to Missoula's account.

**Spring Meeting Agenda:**

Discussion was held about how to go about the meeting agenda. Ken had worked out an outline for the meeting. It was decided that since the vote for staffing increase affects everything else it should be talked about with the proposed budget and ongoing cost formulas instead of separately. Kim suggested that someone other than MSC staff should

present the staff increase proposal to the membership. Kim offered to do this. Sarah asked for more time for the Orbis Cascade speaker. Kim and Patty would present the debt collection module experience and take some questions. This would be moved to the time slot just before the speaker. The Birds of a Feather reports and Executive Committee nominations would be moved to the 9:00-9:30 slot. Bob Cooper would submit a written Legislation Status report. The attendees of the super conference would be asked to submit written reports to the MSC Executive Committee Member Representative before the spring meeting.

**Server Procurement:**

The "old" production server will become the "new" DEVELOPMENT (or test) server. The "old" test server will become whatever the membership deems to do with it (recycled, donated, used for something else by MSC...etc)

Mike Price is handling this project. The new server will cost \$60,000, but not included is sending the server to Sirsi to do their stuff and that cost could go between \$5000 to \$10,000 with the maximum over all cost being \$80,000. That would leave \$30,000 left in the server fund.

**RFI:**

No change since last meeting, but this is Ken's priority.

**Catalog Clean-up and 035 Project:**

The 035 project has been scheduled and upon its completion contractors will be hired to do the catalog clean up. The catalog committee will be making formal recommendations to the Exec. Committee.

Donna had to leave the meeting at 3:25.

**Upcoming Vacancies on Executive Committee:**

Nominations will be put out at the Spring Meeting for these vacancies with election by email and they will start their terms at the Fall Meeting.

**Annual Authority Maintenance:**

Mike Price has time-line for authority maintenance and will send out no cataloging message. The earliest it will be finished is May 1<sup>st</sup>.

Symphony software update will take place on March 30<sup>th</sup>. Ken will send out message.

**Electing a New Chair/Vice Chair:**

Kim nominated Roberta Gebhardt as new chair, with a second from Ann Rutherford. All voted in favor. Roberta nominated Kim as Vice Chair, with a second from Joanne Erdall. All voted in favor.

**Update on New Library Applications:**

9 applications are in the hands of the Network Committee for their April 1<sup>st</sup> Meeting.

The next phone conference meeting will be scheduled after Ken returns from Sirsi Conference between the dates of April 13-15<sup>th</sup>. There being no further business the meeting adjourned at 4:00 pm.