

**MSC Executive Committee Meeting
Monday, August 17, 2009**

Gebhardt called the meeting to order at 1:06 pm.

Present in Helena: Roberta Gebhardt, Ken Adams, Bob Cooper, Jemma Hazen

Present via Phone: Ann Rutherford, Cheryl Hesper, Joann Erdall, Tracy Cook, Kim Crowley

1. Introducing New Item Types:
 - a. Jemma's email with edits by Ann and Kim was discussed. It will go out to member library directors on September 1st. There will be a three-week comment period until September 18th. Comments will go to member representatives (Exec Comm) first and will then be compiled and put on the wiki as anonymous comments.
 - b. Executive Committee members have until Thursday, Aug 20th to read and edit the email that will be sent out. Email is posted on the MSC Exec wiki at: <http://mtsharedcat.pbworks.com/> click on "Configuration" then go to the documents "MSCemailDRAFT[1]" with Ann and Kim's edits

2. By-laws update:
 - a. Revised by-laws must go out to membership 3 weeks before meeting
 - b. Executive Committee members have until Thursday, Aug 20th to review and suggest edits. By-laws update listed on the MSC wiki at: <http://mtsharedcat.pbworks.com/> click on By-laws discussion
 - c. Since this is a revision of the by-laws, not amendments to the by-laws, it can be voted on as one document by the membership as long as they have time to review.
 - d. We will post the Revised and Restated By-laws on September 1st with a comment period until September 18th. Will be sent to directors with return receipt so that we know that they opened the email.

3. Catalog Clean-up update
 - a. Adams reported that seven catalogers are busy with the clean-up and have been paid for their first week of work
 - b. There are 25 spreadsheets and it is estimated that each will take 20 – 30 hours of work. There are funds for 2100 hours.
 - c. Crowley asked if we would consider giving more work to those people who may get the work done more quickly. Adams will consider.

4. New Hire update: Adams reported that the job description and profile are at the MT State Personnel Division under review. He hopes that the position will be posted no later than September 1st.

5. Fall Meeting Venue and Agenda
 - a. Adams emailed a draft agenda to Exec Committee members for review and there was much discussion of how to best order the items. Most meetings will be in the State Capital building (which is very cool!) with

the general session on the 2nd in the Old Supreme Court Chambers. Birds of a Feather reports should take place in the morning before the break out sessions. Much time will be devoted to discussion of the policy revisions. Adams will reorganize the agenda and send it back out to committee for comments and approval.

- b. Erdall suggested, and all agreed, that one of the training sessions on October 1st could be an overview of how to customize the main search page in iBistro; since Mike Price is the only person who can actually make the changes it was suggested that he present the workshop along with someone from a library who has done some customization.
 - c. By-laws vote should go at the beginning of meeting
 - d. Agenda must go out on September 11th
6. Purchase of new Server: Adams reported that the ITPR (Information Technology Purchase Request) is in process and the new server will cost \$63,000 with an additional \$15 – 20K to stage it.
7. Minutes: Crowley moved the minutes of the July 30th Executive Committee meeting be approved as amended in Mosbacher's email; Hesper seconded; motion carried.

Meeting was adjourned at 2:25

Next Meeting TBD before our October 1st meeting in Helena
Respectfully submitted by Kim Crowley