

**MSC Executive Committee Meeting
Phone Conference Call
Thursday, August 19
10:00 am – 12:00 noon
Minutes**

In attendance: Ken Adams, Honore Bray, Bob Cooper, Kim Crowley, Joanne Erdall, Mary Fouts, Roberta Gebhardt, Cherie Hesper, Bridgett Johnson, Becky Mosbacher, Ann Rutherford and Donna Worth

- 1) **Minutes of Virginia City Meeting** (July 9, 2010) corrections: Gebhardt was misspelled. Left out of the minutes was a discussion about the salary level of positions and the possibility of creating a new position description. Cherie moved to accept the minutes with the changes, Becky seconded. Approved.

2) Reports:

Marketing Committee update (Roberta)

The committee consists of the following people:

Beth Chestnut – Thompson Falls School Library

Dee Ann Redman – Parmly Billings Library

Kari Eliason – Manhattan School/Community Library

Donna Worth – Whitehall Community Library

Kelly Ann Terry, Lewistown

Sarah Groves, Montana State Library

Lisa Mecklenberg Jackson (Chair), Missoula Public Library

“Cataloging Committee” update (Roberta)

The committee made changes to the document sent to them by Roberta and chose the name “Content Management Committee.” The Exec Committee approves of that name.

The first sentence of the Content Management Committee document was changed to read:

The primary functions of the Content Management Cataloging Committee is to promote consistent bibliographic records, cataloging and circulation practices, and the user interface within the Montana Shared Catalog (MSC) catalog Integrated Library System (ILS).

IType consolidation project (Bridgett)

Each library should have received a list of circulation rules to verify; Bridgett has received 25% of these back. Circ rules are down from 531 to 110. Checked out items are checked out under old rules. As a result, those old circ rules have to stay in the

system (although they are no longer an option) until all items under those rules are checked in.

Bridgett will suggest to libraries that they take time before the fall meeting to look at ITypes to see if they can be consolidated. Next on the menu: Home Locations!

Commission Meeting (Joanne)

The only issue about MSC that was brought up at the Commission meeting was Marcia Hinché asking about LSTA funds. She wanted to know how they are spent/used. Chris from the state library will present next time how LSTA funds go through the MSC. The next meeting is October 13 at 1:00, and it was decided that the MSC Exec Committee Chair should attend.

Bob clarified that Marcia wants funds to go to OCLC but voted in favor of the 50/50 redistribution. Bob further clarified that Chris will be providing budget tutoring. The MSC is funded through many avenues, so Chris is trying to provide education about that process.

3) Jackson Hole Conference: The Symphony “Special Interest Group” (SIG) for Consortia

The Wyoming Libraries Database (WYLD) in Jackson, WY is hosting this meeting Oct 13-15. All Wyoming libraries are part of one SIRSI group. There was discussion about the MSC funding a representative to attend. Roberta made a motion to send one less person to COSUGI in order to send two people to Jackson Hole. Donna seconded. Approved. Kim will contact Sami to see if Melody Condrun can join Bridgett in attending. Ken may join the group October 15 since he will be in Havre October 13-14.

4) Retaining MSC Staff

The discussion from our last meeting was resumed in light of Mary’s resignation. Cherie and Bob had discussed possibilities. Cherie let us know that unless the position includes programming, it cannot go to the next pay level. Kim asked if there is a professional library level. Bob said that consultants are called Network System Analysts, and they could possibly redefine these positions as library development. We need a new position description to move up to a new pay band level. Chris needs to look at the budget. LSTA and MSC are funding Mary’s job. We probably will not get more from LSTA; the MSC will have to fund more. The same goes for Bridgett’s position.

The course of action needed: 1) We need to discover the impact the new pay levels will have on the budget and secure funding (Sending additional invoices to libraries? Sending no one to SIRSI conference?) It was decided we will get approval either at the fall meeting or take an electronic vote prior to the meeting. 2) Bob and Cherie will continue to work on a new position description.

5) By- law language (or contract language) to give Exec Committee more authority

We need consequences for libraries in violation of contract; how can we make sure the catalog remains nimble if there are libraries not complying with our new circulation rules? Becky will send a draft message to the Exec Committee for input, and hopefully this message can be sent to libraries in noncompliance.

6) Fall meeting in Great Falls – October 7-8, 2010

Venues (Ken)

Ken brought the letter that he needed to get back to UGF today. Everyone agreed that he should send the letter. We will have a cost of \$235.00 for this venue for the two days. Ken also brought the room agreement for Great Falls Public Library. It was agreed that he should send that as well.

Food (Kim)

Kim will work with Kathy Mora to find a caterer for lunch. She will bring breakfast items/snacks from Costco. She does have some plates, soda, etc. left from the spring meeting and will bring that as well. Joanne will do the on-line registration again. She will send it out once Ken has arranged the lodging. We talked about reserving rooms for the night before and the night after for those who will need to stay longer because of the Partner meeting starting at 10:30 on Thursday. Ken will do that.

Trainings (Ken)

Reports were mentioned at the last meeting. We talked about giving an overview of why reports are important and different ways that reports can be used. It was suggested that Tracy Cook might be a good person to give this overview. There might be three sessions of the training. First the overview and Director's reports (Statistics, Director's Station, Collection Development). Then Circulation reports (Overdue notices, Hold reports, etc.). Then a session on School reports.

Birds of a Feather brackets (Kim)

Kim talked about the spreadsheet she got from Becky that shows the breakdown of libraries by patrons and titles. After lots of discussion it was decided that this Birds of a Feather gathering will feature four restaurants and four hosts (Kim, Becky, Roberta, Joanne). People can sign up to go to whichever dinner they want. This information will be included on the registration that Joanne will set up. We will see how this works and then decide what to do in the future.

7) General updates (Ken)

The upgrade to 3.3 is on hold for now. Kim asked if Director's Station will be updated as well. To get the new version of DS would require lots of new components and would cost about \$20,000. Ken thinks we should hold out for their next product which will be called Business Solutions (or something like that).

8) Next meeting date

We need to have the agenda for the Fall Meeting out by September 15. We will need to have the position information on the agenda. Kim will send a Meet-O-Matic request for the next meeting.

10) Adjournment

Adjourned at 12:05.