

MSL Cooperative Reference Group Meeting
October 22 2005,
Livingston-Park County Public Library

News and Developments

Martha Thayer provided the welcome and opening remarks.

Present: Noni, Samantha Hines, Cynthia Harrison, Sheila Bonnard, Bobbi Otte, Andrine Haas, Betsy Garlish, Bridgett Johnson, Gloria Langstaff, Anita Scheetz, Milla Cummins, Jan Jelinek, Gail Anderson, Martha Thayer, Liz Babbitt and Nansu Roddy.

Current Committee/Working Groups

Website Report

Committee: Martha Thayer

Martha Thayer reported on improvements being made on the website. Samantha Hines volunteered to help with design and implementation.

Marketing Report

Committee: Sheila Bonnard, Anita Scheetz, Donna Worth, Sara Groves.

Sheila Bonnard gave an overview of marketing progress and concerns. The group gave approval to spend half of the marketing budget on advertising campaign and the rest on marketing items. E-mail Sheila with ideas: sbonnard@msugf.edu. It was agreed that Power Point, previously used by Bruce Newell as a format for marketing VR materials is acceptable to the group.

Scheduling/Statistics Report

Committee: Liz Babbitt(Chair), Samantha Hines, Betsy Garlish.

Statistic report tabled for later date. Trish Browning did the Fall/Winter 2005/2006 scheduling. Discussion occurred regarding protocol for shifts. Be logged in 5 minutes prior to scheduled time. Call next scheduled person if they do not come on.

Finance Report:

Committee: Jan Jelinek, Gloria Langstaff

Jan discussed formalizing our finance and billing procedures due to inconsistency in matters of contracts billings and payments. She will create an expense sheet. One copy with the bill is sent to Finance Committee for approval. It is then sent to MLA for payment.

- 1.) All bills will be viewed by the Finance Committee prior to being paid including the bill from OCLC.
- 2.) Any changes to any contracts must be approved by procedures which will be adapted under "governance" at this meeting.

At Large East Report

Committee: Andrine Haas

No Report.

At Large West Report

Committee: Martha Thayer

No Report.

Training Report

Committee: Betsy Garlish, Diane Thompson (no longer active) Sid Crieswald, Nansu Roddy

Betsy reported 35 out of 40 people were trained. She made curriculum changes on Question Point training to be friendlier to Montana Libraries. Trainers included: Betsy Garlish, Samantha Hines, Liz Babbitt, Brent Roberts, Colleen Ferguson and Cynthia Harrison.

Current Issues

Betsy and Jan

New 24/7 Service

Questions and discussion occurred regarding the ordering of the 24/7 Service without the approval of the MSL Cooperative Reference Group and its impact on individual libraries.

The group requires information on the following:

Contract language

How long is the contract for?

Does the language allow us to break the contract/cancel after year one, two or three?

Any special requirements for Member libraries?

What are the costs per library per year?

Will State Library contribution for the first year impact non-member libraries?

Discussion occurred regarding the need for creating governance to the MSL Cooperative Reference Group to avoid miscommunications and strengthen the MSL Cooperative Reference Service structure.

Staffing of a part-time coordinator at the Montana State Library was discussed. An e-mail memo from Darlene stated she did not see this as a “priority listing” at this time in the wake of cutbacks to government agencies due to Hurricane Katrina Disaster Relief. The MSL Cooperative Reference Group sees that Montana State Library involvement is crucial.

Governance issues will be tabled and addressed under “governance”.

Review of Current By-laws

By-Laws Committee

Bridget Johnson and Martha Thayer

Jan Jelinek moved to accept the amended by-laws as presented. Sheila Bonnard seconded. Passed unanimously.

Election of Officers

Milla Cummins moved to elect the following slate of Official officers to the MSL Cooperative Reference Group. Passed Unanimously.

Betsy Garlish	Chair
Martha Thayer	Vice-Chair
Jan Jelinek	Treasurer
Sheila Bonnard	Secretary

Betsy named the following Committee Chairs and Committee Members:

Marketing – Sheila Bonnard, Chair, Anita Scheetz, Donna Worth

Finance – Jan Jelinek, Chair, Gloria Langstaff, Cynthia Harrison

Stats/Quality Control – Liz Babbitt, Chair, Betsy Garlish, Samantha Hines

Training – Brent, Chair

Scheduling – Liz Babbitt, Chair, Trish Browning

Website – Martha Thayer and Samantha Hines, Co-chairs

OCLC 24/7 Software

Betsy will investigate the OCLC contract and its implementation and discuss issues with her executive board. Contracts will be approved by the Chair and the Executive Board. Betsy will continue discussion with the State Library on State Library representation for this project.

More discussion.

Bridgett moved to accept the Montana State Library funds for a 1 year of the 3 year OCLC MSL contract based on being able to discontinue the “contract” after first year if desired. Cynthia seconded. Bridgett withdrew her motion after discussion.

Anita moved to accept the Executive Board recommendation as to whether we should go to 24/7 once the contract is analyzed. It died for lack of a second.

Jan moved to authorize the Executive Committee to have a special session where the membership can vote to accept or deny 24/7 service based on the recommendations from the executive committee. Anita seconded. Passed unanimously.

Training

Betsy discussed the on-line tutorials, conference calls and the possibility of OCLC ½ day training sessions for the 24/7 software. Reminders went to the group to close user questions, provide a greeting and a closing.

Meeting adjourned at 5:10

Submitted by:

Nansu Roddy