

**APPROVED MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
April 21, 2008 Meeting**

The Idaho Board of Library Commissioners meeting was called to order at 10:15 a.m. on Monday, April 21, 2008 at the Idaho Commission for Libraries in Boise. Participating were: Bruce Noble, Chair; Larry Weeks, Vice-Chair; Sara Staub; Dick Rognas; Pete Black; and State Librarian, Ann Joslin. Also attending the meeting were: Marjorie Hooper, Associate State Librarian; Rich Wilson, Associate State Librarian; Pamela Bradshaw, Program Supervisor; Crystal Moerles, Human Resource Associate; and Jennifer Hall, Office Services Supervisor serving as recorder.

I. Call to Order

Revisions: Joslin requested the addition of Board Document 08-32, a temporary rule for the digital repository program, under agenda item IV.C.

Announcements: Joslin announced that the Commission has a new analyst from the Division of Financial Management (DFM), Richard Budzich.

Noble expressed appreciation for the preparations support staff member Kelly Caldwell made for the meeting.

II. Approval of Minutes

MSC/Staub/Rognas that the minutes of the February 21, 2008 Board of Library Commissioners meeting be approved as distributed in Board Document 08-19.

III. Open Forum

None.

IV. Legislation – Policies – Rules

A. Legislation

1. Summary of 2008 legislative session (Board Document 08-21)

Joslin provided an update on the legislative session. ICFL experienced a very successful session, due in part to strong support from various sources and in part to good timing. The only changes made to the requests were the Read to Me mini-grant funding was approved as a one-time item, and reductions were made to the office equipment line item. Additionally, the funds for LiLI services were transferred from the State Department of Education's budget to ours. Other legislation of interest created the Idaho Education Network, and appropriated dollars from the Permanent Building Fund for further planning for the Law Learning Center. The Board congratulated Joslin on the successful session.

A. Policies

None.

B. Rules (Board Document 08-32)

Joslin reported that new agency rules became effective at the close of the legislative session. Staff is now working on rules related to the Digital Repository as required by the revision to Idaho Code 33-2502. Board Document 08-32 was presented as content for the draft rule intended to address the process for consideration of exemptions from the Digital Repository. There was discussion about the types of publications that might qualify for an exemption. Staff expects few exemptions, but an example is dynamic web pages which are not economically or technically feasible to include at this time. The Board deferred action on 08-32 until its next meeting.

V. Library Services and Technology Act (LSTA)

A. Finances

1. FY2008 allotment

The Commission's FY2008 LSTA allotment is \$1,180,138, a 3.6% decrease from FY2007 due to federal budget reductions.

B. Program

1. 5-Year plan

Hooper addressed the LSTA 5-year plan for FY2008 - 2012. There are no major changes from the previous year.

2. Match and MOE

Joslin addressed a change in the way we report Maintenance of Effort (MOE) for LSTA. Since our mission changed to one of library development rather than focusing on direct library services, nearly all of our expenditures will be reported as MOE. The transfer of funds for LiLI services from the State Department of Education and additional funding for Read to Me programs will further increase in the amount we report.

C. Grants

1. FY2008 competitive applications and JIT grants (Board Document 08-22)

The Board reviewed the grant applications and recommendations from the LSTA Advisory Council and staff.

MSC Rognas/Weeks that the FY2008 competitive grant applications be approved as distributed in Board Document 08-22 in accordance with the conditions stated in the State Librarian's notification of award and/or grant agreement.

Joslin reviewed the Just In Time applications that were received and funded since the February meeting.

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. FY2008 object transfer (Board Document 08-23)

MSC Rognas/Staub that the FY 2008 state general fund appropriation be adjusted by transferring the unexpended Personnel balance to Operating and/or Capital Outlay, and transferring any unexpended funds in Operating to Capital Outlay.

2. Library Services Improvement Fund request (Board Document 08-24)

Joslin reported that the digital recording booth purchased in 2005 is now scheduled to capacity. A second booth will help us address the backlog of new recordings and help in the conversion from analog to digital recordings. The estimated cost of the project is under \$30,000. Donations to the Talking Book Service, in both the Library Services Improvement Fund and in Receipts, will cover the cost of the project. Board approval is needed for the expenditure from the Library Services Improvement Fund.

MSC Staub/Weeks that expenditures of up to \$12,200 from the Library Services Improvement Fund be approved for the purchase, installation, and provisioning of a digital recording booth in the State Library Building.

MSC Weeks/Staub that transfer of spending authority from Trustee and Benefits to Operating and/or to Capital Outlay in FY2008 Receipts be approved as necessary to complete the recording booth project.

B. Program

1. FY2010 line item request (Board Document 08-25)

Joslin summarized the request for the second year of the Read to Me program expansion in the FY2010 budget.

MSC Black/Weeks that the Read to Me program be approved as the FY2010 budget line item request in the approximate amount of \$644,000 and adjusted as directed by the FY2010 DFM and State Board of Education budget guidelines.

C. Grants

None.

VII. State Librarian's Report

A. Operations

Joslin summarized several major activities since the February meeting. They included a 6-week Teens and Technology course, the Read to Me spring meeting, and a conference for school librarians entitled Taking Students into the 21st Century. All three events were extremely successful.

B. Management Team members' reports

Wilson is working on the digital repository and related NDIIPP grant project for a regional digital archive.

Hooper is working on staffing changes and position reclassifications to better meet the Agency's needs.

Bradshaw is working on plans to honor our volunteers and administrative staff, and space configurations to accommodate the 5 new staff members expected in July.

C. Personnel

1. Personnel Report (Board Document 08-26)

Joslin reviewed the personnel changes since February's meeting.

2. Merit Distribution Matrices (Board Document 08-27)

Moerles explained the process for distributing FY08 salary savings as short term merit increases for employees, and the process for granting permanent merit increases for FY09. She pointed out that the process for FY09 will not be finalized until agency directors receive further instructions at an April 25 meeting.

VIII. Old Business

None.

IX. New Business

A. Board member appointment (Board Document 08-28)

Noble's term ends June 30, 2008. He is interested in serving a fourth term.

MSC Rognas/Black that the Idaho Board of Library Commissioners endorse the reappointment of Bruce Noble to the Board for a term beginning July 1, 2008 and ending June 30, 2013.

X. Executive Session

A. State Librarian evaluation (Board Document 08-29)

MSC Black/Rognas that the Board go into Executive Session pursuant to Idaho Statute 67-2345(b) to consider the evaluation of a staff member. A roll call vote was held with Rognas, Black, Staub, Noble, and Weeks voting in the

affirmative. The Board entered into executive session at 12:40 pm. The Board reconvened in open session at 1:03 pm.

IX. Resume New Business

B. State Librarian merit/CEC consideration (Board Document 08-30)

The Board thanked Joslin for the exemplary work she does. The Library was well managed before she was appointed and she has made improvements. The Board reviewed a letter authored by Black and Staub documenting Joslin's performance. They recommended she receive an overall rating of "Exemplary", be included in the short term merit increases for staff, and receive a 4% increase to her base pay effective June 16, 2008.

MSC Rognas/Weeks that the State Librarian receive \$4,414 in short term merit and a permanent 4% merit increase effective June 16, 2008.

C. FY2009 meeting schedule (Board Document 08-31)

Staff will schedule a conference call meeting during the last week in May to discuss the temporary rule for the digital repository.

Staff presented a draft schedule for FY2009 Board meetings. At Joslin's recommendation, the Board agreed to schedule the October meeting and tour of libraries in the Magic Valley. The Board agreed to establish 10:00 am as the regular meeting time for face-to-face meetings.

MSC Staub/Weeks that the FY2009 meeting schedule for the Idaho Board of Library Commissioners as described in Board Document 08-31 be approved.

XI. Adjournment

MSC Weeks/Staub that the meeting be adjourned at 1:27 pm.