

**APPROVED MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
April 10, 2009 MEETING**

The Idaho Board of Library Commissioners meeting was called to order at 10:00 a.m. on Friday, April 10, 2009 at the Idaho Commission for Libraries via conference call. Participating were: Larry Weeks, Chair; Pete Black, Vice-Chair; Sara Staub; John Held; and State Librarian Ann Joslin. Also attending the meeting were: Marjorie Hooper, Associate State Librarian; Richard Wilson, Associate State Librarian; Pamela Bradshaw, Program Supervisor; Tanya Johnson, Financial Specialist; Teresa Lipus, Public Information Specialist; and Betty Hoffman, Office Services Supervisor serving as recorder.

I. Call to Order, Revisions to Agenda, Announcements

A. Introductions

John Held was sworn in as a Commissioner on the Idaho Board of Library Commissioners.

B. Revisions to Agenda

Discussion of evaluation process for State Librarian Ann Joslin was added to the agenda under New Business.

C. Announcements

Joslin reported that the Idaho Department of Labor's plan for stimulus funds from the U.S. Department of Labor has been approved. The plan includes providing access to the Career Information System and Idaho Works websites at all Idaho public libraries for people dealing with employment issues. The program will be a good foundation for building future collaboration between public libraries and the Idaho Department of Labor. The contact at the Idaho Department of Labor is Dwight Johnson, former director of the State Board of Education. Chief Officers of State Library Agencies (COSLA) has conference calls every other week with American Library Association staff to get updates and share information on stimulus package activities. The Workforce Investment Act is up for reauthorization next year, and ALA is already looking at opportunities to get public libraries into legislation as an avenue of cooperation between the Department of Labor and public libraries. The Idaho program is being considered as a potential model.

II. Approval of Minutes (Board Document 09-43)

MSC/Staub/Black that the minutes of the February 20, 2009 Board of Library Commissioners meeting be approved as distributed in Board Document 09-43.

III. Open Forum – none

IV. Legislation – Policies – Rules

A. Legislation

1. 2009 Session – information item (Board Document 09-45)

Joslin reported that SB1013, the bill to make the Commission a self-governing agency, passed the House on April 7, 2009 without opposition. Since the concept came from the

Governor's Office, Joslin fully expects the Governor to sign the bill. If so, the Idaho Commission for Libraries will be a self-governing agency as of July 1, 2009.

HB250, which replaces HB61 as the Budget Reduction Act of 2009, gives official sanction to FY2009 holdbacks and has passed both the House and Senate.

Joslin reported that SB1203, the Commission's FY2010 appropriations bill, has not yet been finalized, and likely will not be until the House, the Senate, and the Governor agree on the personnel cost reduction percentage.

B. Policies – none

C. Rules

1. TBS loan guidelines – (Board Document 09-46)

Joslin explained that current loan guidelines permit unlimited numbers of cassette books that each user may have at one time with a six-week circulation period. Due to the expected limited numbers of digital players and books, staff and the TBS advisory group recommend amending the guidelines to allow as many users as possible to use the new format. These changes include limits on the number of digital books each user may have at one time, a two-week circulation period, and a procedure for restricting use of digital books for anyone who habitually abuses the guidelines. Because the proposed guidelines are more restrictive than those from the National Library Service, the deputy attorney general advised us to promulgate them as a rule.

Joslin will determine whether the word "loaned" or "lent" is the grammatically correct word throughout the document.

MSC/Held/Staub that the Board of Library Commissioners initiate the proposed rule making process for the TBS Loan Guidelines as listed in Board Document 09-46.

Roll call vote: Black – yes, Staub – yes, Weeks – yes, Held - yes

V. Library Services and Technology Act (LSTA)

A. Finances

1. FY2009 allotment update – information item

Joslin reported that Congress finally passed its omnibus budget bill for the current fiscal year. We received a partial LSTA award in November 2008, but didn't know the amount of the total award until this bill passed. Idaho's allotment is \$1,344,613, which is about \$165,000 more than we received for FY2008. The 14 percent increase came about because the Idaho population has grown faster than the national average and because Congress appropriated the amount needed to fully implement the increase in the base award. The base award has been \$340,000, but it is authorized to be \$680,000. Congress appropriated enough money for FY2009 to implement the larger base. Part of our plan for the next state fiscal year is to move the TBS program from state to federal funds. This additional funding from LSTA means that we don't have to reduce the amount of the

competitive cycle grants to the extent that we would have otherwise. Approximately \$322,000 of the allotment is earmarked for TBS.

2. Object transfer (Board Document 09-47)

At the time we submitted the Commission's FY2009 budget request, we estimated an increase in grant applications from the library community that did not materialize. Allocated LSTA funds were redirected to approved statewide projects and expended as Operating instead of Trustee and Benefit. We are now approaching the limit of the agency's FY2009 spending authority for Operating in the Federal Fund and have spending authority in both Personnel and Trustee and Benefit that is not needed.

Joslin requested Board approval for an object transfer of \$45,000 from Personnel and \$130,000 from Trustee and Benefit to Operating in the Federal Fund to provide spending authority to cover expected operating expenditures for the balance of state FY2009.

MSC/Black/Held to adjust the FY2009 appropriation in the Federal Fund by transferring up to \$45,000 from Personnel and \$130,000 from Trustee and Benefit to Operating as described in Board Document 09-47.

B. Program – none

C. Grants –none

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. Object Transfer (Board Document 09-48)

The Commission for Libraries was appropriated \$2,268,400 in the General Fund for Personnel and \$1,673,100 for Operating in FY2009. Part of our plan to meet the holdbacks implemented in FY2009 was to accrue salary savings by holding several positions open and to use those funds to cover operating expenses.

Joslin requested Board approval for an object transfer of \$48,000 from Personnel to Operating in the General Fund to provide spending authority to cover expected operating expenditures for the balance of state FY2009.

MSC/Staub/Black to adjust the FY2009 state General Fund appropriations by transferring up to \$48,000 from Personnel to Operating to cover expected operating expenditures for the balance of state FY2009 as described in Board Document 09-48.

The Commission for Libraries was appropriated \$26,000 in the Miscellaneous Revenue Fund for Trustee and Benefit in FY2009. We moved \$20,000 from Trustee and Benefit into Operating in a previous object transfer which left a balance of \$6,000.

Joslin requested Board approval for an object transfer of \$5,000 from Trustee and Benefit to Operating in the Miscellaneous Revenue Fund to provide spending authority to cover expected operating expenditures in the Talking Book Service and the Let's Talk About It program for the balance of state FY2009.

MSC/Held/Black to adjust the FY2009 Miscellaneous Revenue Fund appropriation by transferring up to \$5,000 from Trustee and Benefit to Operating to cover expected operating expenditures in the Talking Book Service and the Let's Talk About It program for the balance of FY2009 as described in Board Document 09-48.

B. Program – none

C. Grants

1. Wal-Mart Foundation grants – information item (Board Document 09-49)

Through collaboration among First Lady Lori Otter, the Idaho Library Association, and the Idaho Community Foundation, the Idaho Commission for Libraries received a grant of \$98,000 from the Wal-Mart Foundation for “Strengthening Library Services for Youth in Idaho.” The Commission received 53 grant applications requesting a total of \$308,000.

Funded proposals presented new and creative services, articulated a community need based on demographic information and/or research, provided evidence of planning and more details about project activities, demonstrated strong partnerships, had appropriate means of reaching their target audience, and demonstrated how the project could be continued.

Joslin reported that out of the 53 applications, we funded 14 of the projects. The fourteenth ranked project received only partial funding. We are working with the Idaho Library Association, the Wal-Mart Foundation and the First Lady’s office to distribute a press release. The First Lady is interested in visiting recipient libraries to present ceremonial checks. There will be a major press release and press conference when the Wal-Mart Foundation announces the recipients.

2. Library Services Improvement Fund request (Board Document 09-50)

Idaho Commission for Libraries staff submitted a grant application to the Fred Meyer Foundation requesting \$15,000 to purchase supplemental materials for our statewide summer reading program. If the grant application is approved, the funds will be deposited in the Library Services Improvement Fund. Staff will need to act quickly to select the books, place the orders, and distribute the materials to participating libraries in time for their summer reading programs in June. *Get Creative @ Your Library* is the theme.

The Board has control over the Library Services Improvement Fund and must approve all expenditures from it.

Joslin requested Board approval for the expenditure of up to \$15,000 from the Library Services Improvement Fund contingent upon receipt of the Fred Meyer Foundation funding.

MSC/Staub/Black to approve expenditures of up to \$15,000 from the Library Services Improvement Fund for the purchase of summer reading materials, contingent upon receipt of funds from the Fred Meyer Foundation as described in Board Document 09-50.

VII. State Librarian’s Report

A. Operations

1. American Recovery and Reinvestment Act – information item (Board Document 09-51)

Joslin covered her report of the collaboration with the Idaho Department of Labor in the announcements portion of the meeting. Although the Governor has made his recommendations for spending of the State Fiscal Stabilization Fund, the legislature still has to appropriate the money. The Governor has recommended spending \$3,000,000 of the K-12 portion of the State Fiscal Stabilization Fund for the Idaho Education Network. If the funds are appropriated, some public libraries may get expanded broadband connectivity.

Joslin referred to several other ARRA funding streams that public libraries can apply for that we are monitoring. We will continue to monitor these funding streams and get information to the library community so they can take advantage of the opportunities where it will benefit them. She noted that a majority of the stimulus money is flowing through existing federal grant programs. While there was a lot of interest in library construction projects, there is no current federal grant program for library construction so no ARRA funding was earmarked for it.

Joslin said each year it seems that more and more opportunities outside our work plans come our way; therefore, it is important for the agency to remain nimble and agile enough to take advantage of opportunities when they support our mission.

Hooper credited Joslin with following up with the right people to move forward on initiatives such as the collaboration with the Idaho Department of Labor.

B. Management Team Members' Reports – none

C. Personnel – information item (Board Document 09-52)

Joslin reported on the personnel changes since the last Board meeting. She said we have been successful in getting approvals from the Department of Financial Management to fill the vacancies that have been created by staff leaving. Hooper is currently finalizing a request for approval to fill the Web Design Specialist position that became vacant when Eric Hildreth accepted the promotion to Web Developer. Held noted that it is a very positive reflection on the agency that we are able to promote staff from within.

D. State Librarian's Travel Report

Joslin said the Gates Foundation will have a meeting in conjunction with the COSLA meeting in Washington, DC in May for the purpose of helping libraries improve broadband connectivity. Although she was considering not attending the COSLA meeting due to budgetary constraints, she has decided that the value of the combined meetings justifies her attendance.

E. Other – none

VIII. Old Business – none

IX. New Business

A. Board member appointment (Board Document 09-53)

Larry Weeks' third term ends June 30, 2009. A letter stating his interest in reappointment and qualifications will be distributed at the June 5, 2009 Board meeting.

MSC/Black/Staub to endorse the reappointment of Larry Weeks to the Idaho Board of Library Commissioners for a term beginning July 1, 2009 and ending June 30, 2014.

B. FY2010 meeting schedule (Board Document 09-54)

Joslin explained that the FY2010 meeting schedule as outlined in Board Document 09-54 is subject to change depending on whether we have the information needed to bring to the Board at the time the meeting is scheduled and whether we would have quorum for the scheduled meeting.

MSC/Held/Black to approve the FY2010 meeting schedule for the Idaho Board of Library Commissioners as described in Board Document 09-54.

C. Evaluation Process for State Librarian Ann Joslin

Weeks appointed Black and Staub to a subcommittee to handle Joslin's evaluation. Joslin indicated that she will email her self-evaluation and job description to the Board. Because Staub has a conflict with the scheduled June 5, 2009 meeting, the meeting date will be rescheduled. Bradshaw will initiate a Doodle poll to determine the best date for the June meeting.

X. Executive Session – none

XI. Adjournment

MSC/Staub/Held to adjourn the meeting at 11:02 a.m.