

**APPROVED MINUTES OF THE  
IDAHO BOARD OF LIBRARY COMMISSIONERS  
SEPTEMBER 11, 2009 MEETING**

The Idaho Board of Library Commissioners meeting was called to order at 9:00 A.M. PDT on Friday, September 11, 2009 at the Kootenai Shoshone Area Libraries Hayden Branch. Participating were: Pete Black, Chair; Sara Staub, Vice-Chair; Larry Weeks; John Held; Bruce Noble; and State Librarian Ann Joslin. Also attending the meeting were: Marjorie Hooper, Associate State Librarian; Richard Wilson, Associate State Librarian; Teresa Lipus, Public Information Specialist; Jan Wall, Library Consultant; Pat Raffee, guest; and Betty Hoffman, Office Services Supervisor serving as recorder.

**I. Call to Order**

**A. Introductions**

Noble introduced the Board members and staff to guest Pat Raffee.

**B. Revisions to Agenda**

There were no additions to the agenda.

**C. Announcements**

There were no announcements.

**II. Approval of Minutes**

**A. August 13, 2009 meeting (Board Document 10-07)**

**MSC/Staub/Weeks** that the minutes of the August 13, 2009 Board of Library Commissioners meeting be approved as distributed in Board Document 10-07. Noble abstained from voting due to his absence from the August 13, 2009 meeting.

**III. Open Forum – none**

**IV. Legislation – Policies – Rules**

**A. Legislation – none**

**B. Policies**

**1. Collection Development Policy rescission (Board Document 10-09)**

The Collection Development Policy adopted in 2006 is out of date and no longer relevant. The Commission has no appropriation for Capital Outlay in State FY2010 (July 1, 2009 – June 30, 2010). Because no funding for the Professional Development Service collection is expected for next year either, staff recommended that the now static collection be kept in-house for staff use only.

Steve Vinsonhaler, the Deputy Attorney General assigned to the Commission, has reviewed the document in light of the collection's current status. It is his opinion that an internal operations guideline is more appropriate and a policy is not needed.

Staff recommends the Board rescind the Collection Development Policy adopted

February 24, 2006.

Joslin noted that if funding becomes available in the future and there is a need, the Professional Development Service may be re-established.

**MS Noble/Held** that the Idaho Board of Library Commissioners rescind the ICFL Collection Development Policy as distributed in Board Document 10-09.

Staub noted that the agency was the Idaho State Library when the policy was adopted.

**MSC Noble/Held** that the motion be amended to exclude ICFL from the original motion.

**MSC Noble/Held** that the Idaho Board of Library Commissioners rescind the Collection Development Policy as distributed in Board Document 10-09.

**2. Updates to Board of Library Commissioners Handbook – information Item**

Joslin reported that Marj Hooper and Pam Bradshaw have been working with the Deputy Attorney General to update the Commissioners handbook. She distributed packets of updated items and asked the Commissioners to replace the pages in their handbooks as appropriate. The major changes include the name of the board, the name of the agency, and the change to a self-governing agency. The packet also includes the revised statutes, new strategic plan, updated Board of Library Commissioners roster and term expirations, and Exhibit F – Deed of Gift.

Black noted that item 5 of Exhibit F – Deed of Gift should be stricken since it refers to the now rescinded Collection Development Policy.

Staub noted that her email address is outdated on the roster.

Joslin encouraged the Board to contact Bradshaw if they have any questions regarding the updated items.

**C. Rules – none**

**V. Library Services and Technology Act (LSTA)**

- A. Finances – none**
- B. Program – none**
- C. Grants – none**

**VI. General Fund and Miscellaneous Revenue Fund**

**A. Finances**

**1. FY2011 Budget Request (Board Document 10-10)**

The FY2011 budget request was prepared according to Division of Financial

**Board Document 10-15**

Management's budget development manual. It includes the Read to Me line item previously approved by the Board. As directed by DFM, it also eliminates the 4.0 full time positions that we do not have funding to fill during FY2010. The budget request was submitted to DFM on September 1 and is summarized below:

Line item: Read to Me Expansion

This request would return the state funding for the Read to Me (RTM) program to the FY2009 level. Read to Me's success in developing behaviors in parents and young children that improve reading skills makes this request to reach more children and their families worthy of consideration – particularly at a time when most public libraries are experiencing significant increases in use and decreases in revenues.

|                             | FTP  | Personnel Cost | Operating Expense | Capital Outlay | Trustee/Benefit | Total       |
|-----------------------------|------|----------------|-------------------|----------------|-----------------|-------------|
| General Fund                | 0.0  | \$0            | \$ 49,000         | \$0            | \$150,000       | \$199,000   |
|                             |      |                |                   |                |                 |             |
| <b>FY2011 Total Request</b> |      |                |                   |                |                 |             |
| General                     | 31.5 | \$1,905,500    | \$1,636,800       | \$0            | \$150,000       | \$3,692,300 |
| General OT                  | 0.0  | \$0            | -\$291,900        | \$149,900      | \$0             | -\$142,000  |
| Dedicated                   | 0.0  | \$0            | \$0               | \$0            | \$0             | \$0         |
| Federal                     | 10.0 | \$504,300      | \$714,300         | \$25,000       | \$284,400       | \$1,528,000 |
| Federal OT                  | 0.0  | \$0            | \$0               | \$0            | \$0             | \$0         |
| Other                       | 0.0  | \$0            | \$25,000          | \$25,000       | \$26,000        | \$76,000    |
|                             | 41.5 | \$2,409,800    | \$2,084,200       | \$199,900      | \$460,400       | \$5,154,300 |

Wilson explained that the General OT (one time) reduction in operating was submitted in this way on the advice of Wayne Hammon, Director of the Division of Financial Management. The contracts for LiLI databases currently run on the calendar year, with payments made in January. The libraries have asked that the contracts be moved to the state fiscal year so that any change in vendor occurs in the summer rather than in the middle of the academic year. In order to implement this change in payment schedule, ICFL will need only one half of the full amount for LiLI databases in FY2011. This is reflected in the budget request as a one-time reduction in FY2011 and will be followed by a one-time annualization in FY2012. The staff feels that this is the most transparent and ethical action to take.

Joslin said that although there is no guarantee that ICFL will receive the one-time annualization in FY2012, she will work with Legislative Services during the budget process to ensure that they understand the approach being taken. Because so many libraries have grown dependent on the LiLI services, legislators would hear from their constituents if the funding for services were threatened in FY2012.

Wilson noted that the one-time restoration will take place as part of building the base for FY2012, and the Legislature will look most closely at the amounts requested above the base.

Noble admitted that it is a potentially risky action to take but a necessary one in order to give our clientele, the users of the LILI services, what they have requested.

Joslin pointed out two changes that will be made to the budget request as submitted: interagency charges are added at a later date, and the one percent increase in personnel costs agencies were directed to include will very likely be removed. She noted that the budget request will not go to the State Board of Education for approval now that ICFL is a self-governing agency.

**MSC/Held/Staub** that the FY2011 agency budget request be approved as submitted to the Division of Financial Management, and that the State Librarian be authorized to make adjustments in the request as may be required by DFM.

**2. FY2010 Status Report**

Joslin reported that the state of Idaho has a \$173 million shortfall in projected revenue for FY2010. Governor Otter met with agency directors on September 10 and asked them to review their missions, look for more efficiencies in their general fund budgets, and provide feedback to him by September 18 on potential reductions. He plans to meet with majority leadership on September 11 and minority leadership on September 16. Joslin said ICFL has a very focused mission and all current activities support it. The management team will meet on September 14 to review the FY2010 budget and develop the feedback to the Governor.

**B. Program – none**

**C. Grants – none**

**VII. State Librarian's Report**

**A. Operations – information item (Board Document 10-11)**

Following are descriptions of opportunities to build the capacity of Idaho libraries that are being pursued by the Commission or are already underway.

**Stimulus Broadband Support Possibilities**

- ALA Office of Information Technology Policy (OITP) submitted an application to develop training and web resources to help public library staff conduct broadband audits and make better decisions related to broadband connectivity.
- The Library of Virginia extended an invitation to other state library agencies to be included in an application from Virginia Tech and a broadband mapping partner to extend their speed test and data collection tool to all libraries in the country.
- The Public Library Association division of ALA submitted an application to deliver a *Turning the Page* professional development conference in 17 states.
- The Gates Foundations' US Library Programs is offering a one-time grant opportunity for state library agencies planning to apply for broadband funding in the remaining ARRA NTIA application rounds. The Gates Foundation wants to leverage its funding

with the \$7.2 billion in federal stimulus broadband money to further its goal of sufficient broadband for all US public libraries.

**Multi-state Grant Projects**

- NDIIPP (National Digital Information Infrastructure and Preservation Program) funding to develop a regional (Washington, Alaska, Montana, Oregon, and Idaho) digital archive of state documents. Underway.
- NEH funding for WestPas (Western States and Territories Preservation Assistance Service) workshops for small libraries and archives on disaster preparedness and disaster scenario planning. First of two rounds of training in Idaho is complete.
- NASA funding to develop materials and identify resources for science library programs for children ages 8 to 13. Workshops to help Idaho librarians implement those programs are scheduled for 2012. Participating states include Montana, Colorado, South Dakota, Wyoming, and Idaho.
- IMLS (Institute of Museum and Library Services) funding under the Laura Bush 21st Century Librarian Program for a western regional (California, Oregon, Washington, and Idaho) Boomer training fellowship to help public libraries become more responsive to both serving and engaging baby boomers. Project is just getting underway.
- IMLS funding under the Laura Bush 21st Century Librarian Program for SWIM (South Dakota, Wyoming, Idaho, and Montana) to recruit and provide scholarships for 50 individuals to earn a master's degree in library science or school library media certification. Project is just getting underway. Wilson encouraged Board members to let anyone they know who is serious about getting a library degree about this opportunity.

**Other**

- Georgia Public Library Service invited interested state library agencies to participate in development of an open source TBS (Talking Book Service) booking and circulation system based on the [Evergreen](#) system in use by Georgia public libraries since 2006 and adapted by a number of other libraries in the US and Canada.
- Following up on the workforce skills proposal we submitted for the Governor's stimulus funding and Ada Community Library's Wal-Mart mini-grant project to offer online homework help, we've developed "Lifelong Learning @ LiLI.org." The package would offer vetted web-based learning resources for student and workplace skill-building, career development, test preparation, and job seeking through both independent study and live tutor help. The search for a possible funding source is underway

Joslin pointed out that if the Commission didn't have the current level of staffing, we wouldn't be able to pursue these opportunities.

The Board recessed at 10:00 a.m. for a WIMBA tutorial and reconvened at 10:57 a.m.

**B. Management Team members' reports – information item**

Wilson reported that two legislative auditors were at the Commission during the month of August conducting an audit of fiscal years 2007, 2008, and 2009. Although he doesn't yet have the final report, he has received word that the Commission has a clean audit with no findings, which continues a series of clean audits.

Hooper announced that Peggy McClendon, program coordinator, will be retiring in the December 31, 2009 timeframe. McClendon has worked for the Commission since March 1985. She was originally hired to implement the Let's Talk About It program and now spends approximately 85 percent of her time on the Read to Me program. Her position is federally funded.

**C. Personnel – information item (Board Document 10-12)**

Personnel changes since June 12, 2009:

**Terminations**

Amy Vecchione, Librarian (hiring in process)

Charlotte Fowles, Librarian (reclassification to Consultant in process)

**Current Vacancies**

Office Specialist 1 (held open)

Office Specialist 2, 3.25 FTE positions (held open)

Noble praised the Commission staff for their continued attitude that they will get the job done regardless of having fewer employees available to do the work. He also noted that Kelly Caldwell's homemade refreshments were missed at the current meeting.

**D. State Librarian's travel – information item (Board Document 10-13)**

January through August 2009

|                |   |
|----------------|---|
| January 22-26  | Chief Officers of State Library Agencies (COSLA), Seattle, WA <ul style="list-style-type: none"><li>Executive Board and Membership meetings</li></ul> American Library Association mid-winter conference            |
| February 26-27 | BCR Board, Denver, CO <ul style="list-style-type: none"><li>Executive Committee and Board meetings</li></ul>  |
| March 31       | Western Council of State Libraries spring meeting, Wichita, KS  |
| May 11-13      | Chief Officers of State Library Agencies (COSLA), Washington, DC <ul style="list-style-type: none"><li>Executive Board and Membership meetings</li></ul> Congressional visits<br>Gates Foundation Broadband meeting |
| May 27-28      | BCR Board, Denver, CO <ul style="list-style-type: none"><li>Executive Committee and Board meetings</li></ul>  |

July 22-23

BCR Executive Committee, Denver, CO

- Special meeting

**E. Other – none**

**VIII. Old Business –none**

**IX. New Business**

**A. Amendments to the Open Meeting Law (Board Document 10-14)**

The Commissioners reviewed Board Document 10-14, a chart compiled by the Attorney General's Office that compares the previous open meeting law and the revised law that became effective July 1, 2009.

Joslin noted that Hooper and Bradshaw conduct due diligence relative to the Commissioners' meetings. Weeks suggested that the Open Meeting Law checklists be made a part of the Board of Library Commissioners Handbook. Bradshaw will provide the Commissioners with the link to the Attorney General's website. Wall mentioned another valuable online resource for the Board is [www.icrmp.org](http://www.icrmp.org).

The Board felt the summary and checklists provided sufficient information on the new open meeting law.

**X. Executive Session – none**

**XI. Adjourn**

**MSC/Noble/Held** to adjourn the meeting at 11:41 a.m.