

**II. APPROVAL OF MINUTES**

**A. December 4, 2009 Meeting**

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**Suggested motion:** I move that the minutes of the December 4, 2009 Board of Library Commissioners meeting be approved as distributed in Board Document 10-24.

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**DRAFT MINUTES OF THE  
IDAHO BOARD OF LIBRARY COMMISSIONERS  
DECEMBER 4, 2009 VIRTUAL MEETING**

The Idaho Board of Library Commissioners virtual meeting was called to order at 10:14 A.M. MST on Friday, December 4, 2009 at the Idaho Commission for Libraries. Participating were: Pete Black, Chair; Sara Staub, Vice-Chair; Larry Weeks; John Held; and State Librarian Ann Joslin. Also attending the meeting were: Marjorie Hooper, Associate State Librarian; Richard Wilson, Associate State Librarian; Pam Bradshaw, Program Supervisor; Teresa Lipus, Public Information Specialist; Tanya Johnson, Senior Financial Specialist; Shirley Biladeau, Continuing Education Consultant; and Betty Hoffman, Office Services Supervisor serving as recorder.

**I. Call to Order, Revisions to Agenda, Announcements**

Biladeau announced that the meeting was being recorded and archived.

**II. Approval of Minutes**

**A. September 11, 2009 meeting (Board Document 10-15)**

**MSC/Staub/Weeks** that the minutes of the September 11, 2009 Board of Library Commissioners meeting be approved as distributed in Board Document 10-15.

**III. Open Forum – none**

**IV. Legislation, Policies, Rules – none**

**V. Library Services and Technology Act**

**A. Finances – none**

**B. Program – none**

**C. Grants**

**1. FY2010 draft grant applications – information item (Board Document 10-17)**

Board Document 10-17 reflects draft applications received by the deadline for FY2010 Library Services and Technology Act (LSTA) funds. The Commission does not yet have the federal appropriation, but we are operating under the assumption that we will have an amount similar to that received for FY2009. If all draft applications are invited to the full application stage and are approved by the Board, the funding amount will be \$147,306. The Commission’s development staff will critique draft applications on December 8 and forward suggestions for improvement to the applicants. The full applications will then go to the LSTA Advisory Council for ranking before final consideration by the Board at the February 2010 meeting.

<b>Applicant</b>	<b>Project Name</b>	<b>LSTA Request</b>	<b>Local Match</b>	<b>Total Project Amount</b>
Boise School District Library	Engage Learning with Big6 Skills	\$ 17,083.00	\$ 5,744.00	\$ 22,827.00
Challis Public Library	Challis Public Library Education Outreach 2010	\$ 3,747.00	\$ 1,250.00	\$ 4,997.00
Kootenai Shoshone Area Libraries	Promotion of Equalization of Services	\$ 30,712.00	\$10,238.00	\$ 40,950.00
Kootenai Shoshone Area Libraries	KSAL-Post Falls Equalization of Services	\$ 69,984.00	\$25,000.00	\$ 94,984.00
Twin Falls Public Library	Internet Basics for Seniors	\$ 6,756.68	\$ 2,252.23	\$ 9,008.91
Total Project		\$128,282.68	\$44,484.23	\$172,766.91

**Funds available for award \$147,306.66**

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

**A. Finances**

**1. 7.5% holdback – information item (Board Document 10-18)**

The management team met September 29 to determine how to implement the 7.5% holdback ordered by the Governor. The plan for the 7.5% reduction (\$257,000) in the general fund appropriation consists of:

Reducing personnel by \$54,700

- Leave the digital repository position vacant (\$54,700)

Reducing operating by \$202,300

- Do not renew the Art Museum Image Gallery database in January (\$44,300)
- Eliminate operating expenditures identified in the 9/18/09 spending plan (\$58,000)
- Reduce educational materials for Read to Me’s Jump Start kindergarten registration program

- Replace a portion of staff site visits, offsite training, advisory group meetings, and commissioners' travel with web-based electronic meeting tools
- Replace more printing and publications with communications via the LibIdaho listserv and our website
- Reduce employee development expenditures
- Eliminate out of state travel other than that paid from federal funds, travel paid by other entities (IMLS, COSLA/WC, ILA, et al), and travel to support previously accepted responsibilities
- Recommend to the Board of Commissioners using the Library Services Improvement Fund for part of the FY2010 LiLI-U payment (\$100,000)

Other steps:

- Monitor the impact these and any subsequent cuts have on our maintenance of effort (MOE) and match requirements for our annual LSTA allotment.
- Review all programs and services to prepare for ongoing reductions and in anticipation of further cuts.

The management team is working on next steps if there are additional cuts to the FY2010 budget, which many feel are very likely. The staff is keeping an eye on the amount we are required to expend as match and maintenance of effort (MOE) to keep our eligibility for LSTA funding. There are currently no concerns about match and MOE, but any subsequent budget cuts could put those items in jeopardy. Joslin is aware of several states that are currently unable to meet their MOE. In a meeting with Wayne Hammon, Director of Financial Management, Joslin learned that the 7.5% holdback will likely be made permanent for FY2011. The LSTA match is a 66%/34% split (34% state funds). Hooper and Wilson confirmed that match projected for FY2011 LSTA funds is \$698,191. The Commission has some flexibility in the way match and MOE are reported.

**2. LSO Management Report FY2007-2009 – information item (Board Document 10-19)**

Joslin provided a copy of the Legislative Services Office Management Report for FY 2007, 2008, and 2009, documenting that the Commission had a clean audit for those years.

**3. Library Services Improvement Fund request (Board Document 10-20)**

Our FY2010 7.5% holdback plan includes a \$202,300 reduction in operating expenditures. To help meet that, reduction staff recommends paying a portion of the FY2010 LiLI Unlimited resource sharing costs from the Library Services Improvement Fund.

Expenditures from that fund require specific approval of the Board of Library Commissioners.

The FY2010 cost for LiLI Unlimited is \$792,553. The current cost-sharing agreement is represented below. Also reflected below is the decision earlier this year to use LSTA funds for 25% of the FY2010 cataloging costs for the participants and of the resource

sharing (RS) costs the Commission pays. The approval of this motion would reduce the resource sharing amount from state funds to \$148,155.

	Cost distribution	LSTA	State/Local	
RS Total - Commission 25/75	\$330,873	\$82,718	\$248,155	
Cataloging Total - Participants 25/75	\$456,118	\$114,030	\$342,089	
Cataloging Gap – Commission 100/0	\$5,562	\$5,562	-0-	
Totals	\$792,553	\$202,310	\$590,243	\$792,553

**MSC/Held/Weeks** that the expenditure of \$100,000 from the Library Services Improvement Fund be approved for a portion of the LiLI Unlimited resource sharing costs for FY2010.

**B. Program – none**

**C. Grants – none**

**VII. State Librarian’s Report**

**A. Operations – none**

**B. Management Team members’ report – none**

**C. Personnel – information item (Board Document 10-21)**

Personnel changes since June 12, 2009 include:

**Reclassifications**

In Process: PCN 7100 from Electronic Resources Librarian to School Library Consultant

**Current Vacancies**

- (1) Office Specialist 1 (held open)
- (3) Office Specialist 2 (held open)
- (1) Librarian (held open)
- (1) Library Consultant (in process of reclassification from Librarian)

**Other**

The .25 FTE Office Specialist 2 vacancy held open during FY2009 was used to increase the Financial Support Tech position to full time.

Joslin noted that we are holding positions open to help meet our reduced budget. We are proceeding with reclassification of the electronic resources librarian to a school library consultant, but we will not advertise the position at this time. Although this is an ideal time to put a school library consultant on board due to the need, the economic climate makes it risky. We will continue to monitor the fiscal situation and determine when it is appropriate to advertise the position.

Hooper announced that Peggy McClendon, project coordinator, will be retiring on December 31 after 25 years with the Commission. Erin McCusker, public library consultant, will be moving with her husband to Arizona. Her last day with the Commission will be January 8, 2010. Advertisements for both vacated positions will be published next week, with the hope of commitments for filling the positions by the end of January 2010.

Staub noted that both Peggy and Erin have been very good employees and have added a great deal to the Commission, and we hate to see them go. The library community is going to miss them as well.

Wilson mentioned that the management team has begun discussions on zero based budgeting as a positive way to look at the holdback situation. They are asking the question: If we had an opportunity to create the Commission, what would we build? We have no time frame for finalizing the discussion and bringing recommendations back to the Board.

## **VIII. Old Business**

### **A. Open meeting law follow-up – information item**

At the Board's September meeting Commissioners asked for a link to the Attorney General's website and the checklists for aspects of the open meeting law. Jan Wall recommended the ICRMP site as well. The links were provided to the Board following the September meeting.

### **B. 2009 Overview for ILA – information item (Board Document 10-22)**

Board Document 10-22 is the 2009 Overview that was presented at the Idaho Library Association (ILA) Annual Conference in October 2009. The document gives the ILA membership an overview of highlights of Commission activities since the previous conference. Read to Me was highlighted as the major project. A meeting with First Lady Otter has been scheduled for December 22 to review Dr. Roger Stewart's evaluation of the FY2009 Read to Me activities. The ILA overview also includes information on the FY2011 budget request, work with school librarians, Talking Book Service, continuing education opportunities, the digital repository and LiLI services.

Black said that, as a former school librarian, he knows from experience that the school library consultant position is really needed.

Joslin highlighted the statistic in the overview indicating that summer reading participation across all public libraries increased 38% over last year. Some of this increase may be due to the economy, but we also strongly believe that much of it is attributable to Read to Me outreach efforts of the libraries.

Held mentioned that one of the sobering parts of the ILA conference was during the legislative panel when legislators were asked about the chances of the Read to Me line item request being successful. The legislators confirmed that it is going to be hard enough to fund the must-have requests let alone the nice-to-have requests, with Read to Me being put in the category of nice-to-have. The Commission's line item request for FY2011 would return Read to Me state funding to the FY2009 level. The FY2011 line item request included \$49,000 for educational materials and \$150,000 for mini-grants. Black noted that even if the request is not approved this year, it is good to keep the project in front of the legislature. Joslin mentioned that she plans to cover the great success of the Read to Me project and refer to the evaluation in her January presentation to JFAC.

**C. Gates Foundation partnership (Board Document 10-23)**

Joslin provided an overview of the Gates Foundation partnership.

Out of 23 proposals, the Foundation selected 14 state library agencies – including Idaho - that presented compelling public library-focused BTOP (Broadband Technology Opportunity Program through NTIA /U.S. Department of Commerce) funding concepts. These organizations are eligible for two types of support from the Foundation's U.S. Libraries program:

1. The Foundation will provide each library agency with consultant support to develop its BTOP proposal. Starting in January, the Commission will be working for up to 14 weeks with a consultant from Alvarez & Marsal on-site.
2. State library agencies submitting a BTOP proposal on behalf of public libraries in the remaining NTIA funding round will be invited to apply for a Gates Foundation Opportunity Online broadband grant that will include funding, contingent upon a grant award from NTIA, for:
  - Some or all of the 20 percent project funding match that NTIA requires BTOP applicants to demonstrate;
  - Funds to support E-rate technical assistance to help public libraries secure more federal funding to sustain ongoing broadband connection costs;
  - The development and production of an optional statewide convening to launch the implementation of the public library component of the proposed BTOP project and build awareness and support from state officials for connectivity in public libraries; and
  - Administrative expenses to manage the Foundation grant, if awarded.

The Notice of Financial Assistance (NOFA) outlining the requirements and timeline for the second round of BTOP applications is expected in February.

The purpose of the Commission's proposed BTOP project is to plan and engineer a systematic upgrade of Idaho public library Internet connectivity to a minimum of 10 Mbps, and to immediately bring those public libraries with the lowest connectivity to at least 1.5 Mbps.

Joslin noted that the application process will be a tremendous amount of work and will be a priority for her until the grant application is submitted. The Gates Foundation chose state library agencies that presented the most compelling and feasible projects aligned with the objectives of the BTOP program and readiness to engage in a rigorous federal grant program. She is encouraged that the Gates Foundation felt the ICFL proposal is both compelling and feasible.

Joslin will travel to the Gates Foundation in mid-December for an orientation and to meet the consultant assigned to the Commission.

Joslin has committed to engaging in a rigorous federal grant program. The Commission will need input from the public libraries to develop some of the details of the project. The BTOP grant program is an unprecedented opportunity for public libraries lacking broadband access that is affordable, sustainable, and scalable to meet future needs.

Black noted that assistance for libraries on e-rate will be very important because it is currently a difficult chore for libraries to apply.

**MSC/Weeks/Staub** that the Board is fully supportive of Joslin and the Commission staff in applying for funds through BTOP.

**IX. New Business – none**

**X. Executive Session – none**

**XI. Adjournment**

Joslin reminded the Board that she will submit her self-evaluation for the February 19 meeting in preparation for her performance evaluation at the April meeting. Due to review of the LSTA grant applications at the February meeting, it would not be wise to have this meeting as a virtual meeting. The chair of the LSTA advisory meeting will be in attendance at the February meeting.

**MSC/Weeks/Staub** to adjourn the meeting at 11:19 a.m.