

## II. APPROVAL OF MINUTES

### A. April 9, 2010 Meeting

---

**Suggested motion:** I move that the minutes of the April 9, 2010 Board of Library Commissioners meeting be approved as distributed in Board Document 10-44.

MSC \_\_\_\_\_

---

## DRAFT MINUTES OF THE IDAHO BOARD OF LIBRARY COMMISSIONERS APRIL 9, 2010

The Idaho Board of Library Commissioners meeting was called to order at 10:10 A.M. MST on Friday, April 9, 2010 at the Idaho Commission for Libraries via conference call. 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; Tanya Johnson, Senior Financial Specialist; and Betty Hoffman, Office Services Supervisor, serving as recorder.

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

Joslin noted that her annual performance evaluation has been moved to the June 4, 2010 face-to-face meeting.

### II. Approval of Minutes

#### A. February 19, 2010 meeting (Board Document 10-36)

**MSC/Held/Noble** that the minutes of the February 19, 2009 Board of Library Commissioners meeting be approved as distributed in Board Document 10-36, including minor revisions that Staub submitted to Pam Bradshaw.

### III. Open Forum – none

### IV. Legislation, Policies, Rules

#### A. Legislation

##### 1. Senate bill 1429 – information item

The Commission's appropriation bill passed the Senate on March 25 and passed the House on March 29 with one representative voting against it. The bill officially reduces our FY10

appropriation as well as sets our FY11 appropriation. As of the Board meeting, the Governor had not yet signed the appropriation bill. The bill included two sections of legislative intent: 1) a one-time half year savings for the LiLI databases and 2) lump sum spending authority. The lump sum spending authority gives the Commission greater flexibility.

**2. Education Committees presentation – information item (Board Document 10-38)**

Joslin provided the text of her presentation to the 2010 Education Committees as shown in Board Document 10-38.

Joslin made presentations to the 2010 Education Committees in March, noting that she summarized highlights from the past year and then gave the remainder of her allotted time to Dr. Roger Stewart to present the stellar results of the Read to Me program evaluation. In response to a question from Chairman Nonini about how the Commission fared in JFAC, Joslin summarized the cuts in the FY2011 budget.

Held voiced his being pleased that Joslin is being proactive and collaborative with other entities rather than trying to be a stand-alone entity to do everything alone.

**B. Policies – none**

**C. Rules – none**

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

**A. Finances**

**1. Non-cognizable request (Board Document 10-39)**

Non-state funds are defined as non-cognizable when there was incomplete knowledge of the level of revenues available and expenditures required at the time of the state appropriation process. This can be the case when our annual budget request is submitted in September and Congress hasn't yet appropriated LSTA funds for the federal year beginning in October.

Our annual budget request includes our best estimate of the total federal funds we will expend in the fiscal year beginning 10 months in the future, and passage of our annual budget caps our spending authority for federal funds at that level regardless of the actual amount of our LSTA award.

Our current need for additional spending authority in the federal fund results from a combination of moving all Talking Book Service personnel and operating to LSTA funds as of July 2009, and budgeting more in LSTA operating for statewide programs than we have in the past few fiscal years. Our actual LSTA award is sufficient to cover the increase in spending authority.

The State's non-cognizable request process allows an agency to address the need for additional spending authority when the level of revenues available and expenditures were not known at the time the Legislature passed the budget. If approved by the Board of Library Commissioners, this request will be submitted to the Division of Financial Management (DFM) for consideration.

In answer to a question, Joslin confirmed that DFM can deny the request. However, the Commission already has the LSTA grant award. This Governor has traditionally left federal funds alone and not made any restrictions on those funds.

**MSC/Staub/Weeks** that the State Librarian process a FY2010 non-cognizable request in the amount of \$91,000 to increase spending authority in the federal fund to cover operating expenses through the end of the state fiscal year 2010.

**2. Object transfer (Board Document 10-40)**

For the same reasons described in the non-cognizable request, Joslin requested Board approval for an object transfer of \$20,000 from Personnel to Operating in the Federal Fund to provide spending authority to cover expected operating expenditures for the balance of state FY2010.

**MSC/Noble/Held** that the FY2010 appropriation be adjusted by transferring \$20,000 from Personnel to Operating in the Federal Fund.

**B. Program**

**1. FY2011 LSTA Allocation Plan (Board Document 10-43)**

The Federal FY2011 LSTA Allocation Plan as presented in Board Document 10-43 is scheduled for distribution to the Idaho library community in late April. The Plan provides for a competitive grant process and a "Just-in-Time" program utilizing remaining funds not awarded through the competitive process. Review by the LSTA Advisory Council identified no suggestions for substantive change.

The Allocation Plan has not changed since last year, although the timeline has been changed to correspond with Board meeting dates. The timeline could change if the Board meeting dates change.

The Commission typically starts the competitive grant process before knowing the amount of the LSTA appropriation.

**MSC/Staub/Weeks** that the Federal FY2011 Allocation Plan be approved as distributed in Board Document 10-43.

**C. Grants – none**

**VI. General Fund and Miscellaneous Revenue Fund – none**

**VII. State Librarian's Report – none**

**VIII. Old Business**

**A. Broadband Technology Opportunity Program application – information item (Board Document 10-41)**

Joslin provided the text of the Broadband Technology Opportunity Program executive summary as shown in Board Document 10-41.

The Broadband Technology Opportunity Program (BTOP) application was submitted on March 15. Joslin noted that she feels quite humbled by the size of the investment that the Gates Foundation has made and continues to make in the Commission and in the other 13 states to increase broadband capacity throughout the country.

The total project budget is \$2,850,347, with 33.1% match (20% required). The guidelines make it clear that applicants who could provide at least 30% match will get extra points in the evaluation process. The application will proceed to the due diligence phase by meeting all eligibility requirements and scoring sufficiently high. The Gates Foundation has effectively gathered information from applicants in the first round of BTOP applications to give us an idea of what the due diligence process might look like.

The Gates Foundation is strongly encouraging the states that receive BTOP award to hold a statewide convening to get all of the partners together, with the Gates Foundation paying the cost. This convening will be a very good opportunity to bring visibility to the state library agencies and to the Gates Foundation. They will contract with a firm to help plan the statewide convening.

Joslin recently learned that if the Commission's BTOP project isn't awarded, the Gates Foundation may consider supporting some of our proposed activities with funds earmarked for our cash match.

Weeks noted that the executive summary is a very informative document.

The 20 jobs referred to in the executive summary are based on a formula that was part of the Notice of Funding Availability (NOFA). The budget includes funding for a project manager for full two years and several smaller contracts for people to implement parts of the broadband upgrade. The budget includes .5 FTE for each of the two years to work with Teresa Lipus to coordinate public information. It also includes .5 FTE for each of two years to work with Shirley Biladeau to coordinate continuing education for participating libraries and public computer center end-users, and cross training to facilitate partnerships so librarians and the respective agencies can make referrals as appropriate. The jobs are not for ongoing work; they are defined for the grant period.

The timeline for the due diligence phase is unknown. The process is for the applications to be assigned to reviewers who score the applications against the criteria and make a recommendation to the next level. The NOFA indicated that NTIA intends to announce awards beginning in June, with all awards being made by September 30. During the first

round of BTOP awards, they failed to meet any of the target deadlines for the evaluation process.

Black noted that we are very fortunate to have this opportunity to help rural libraries and thanked Joslin for her efforts in completing the application. Joslin said many Commission staff members contributed to the application process. The Commission is going to start planning for implementation to be ready to proceed as fast and nimbly as possible when notice of the grant award is received.

**IX. New Business**

**A. Board member**

Black informed the Board that he will not seek reappointment when his third term ends June 30, 2010. He has been on the Board for 13 years. He indicated an interest in serving on a Commission advisory committee in the future. He has been a tremendous asset to the Board and will definitely be missed.

The Board will initiate the procedure for seeking a new board member.

**B. FY2011 meeting schedule (Board Document 10-42)**

Joslin proposed the schedule below for FY2011 and FY2012 Board meetings. A decision does not need to be made at this time on the locations for tours. Held said Payette will likely have a bond election in August 2010 for a \$1.5 million library expansion. He hopes 2011 or 2012 will be a good time to show off the expanded Payette library. Staub said Bingham County will have a bond election in May for a library expansion. Marshall Public Library in Pocatello will have a new director.

FY2011

July 23, 2010 (conference call)  
October 21-22, 2010 (South Idaho tour and meeting)  
December 3, 2010 (conference call)  
February 18, 2011 (Boise)  
April 8, 2011 (Conference call)  
June 3, 2011 (Boise)

Tentative FY2012

July 15, 2011 (Conference call)  
October 20-21, 2011 (East Idaho tour and meeting)  
December 2, 2011 (Conference call)  
February 17, 2012 (Boise)  
April 20, 2012 (Conference call)  
June 1, 2012 (Boise)

**MSC/Weeks/Staub** that the FY2011 meeting schedule for the Idaho Board of Library Commissioners as described in Board Document 10-42 be approved.

**X. Executive Session – none**

**XI. Adjournment**

The next Board meeting will be held on June 4 in Boise.

**MSC/Staub/Weeks** to adjourn the meeting at 11:05 am.