Board Document 10-55

APPROVED MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
JUNE 11, 2010

The Idaho Board of Library Commissioners meeting was called to order at 10:01 A.M. MDT on Friday, June 11, 2010 at the Idaho Commission for Libraries. 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; Pam Bradshaw, Program Supervisor; Teresa Lipus, Public Information Specialist; Tanya Johnson, Senior Financial Specialist; Katy Place, Financial Support Technician; and Betty Hoffman, Office Services Supervisor, serving as recorder.

I. Call to Order, Revisions to Agenda, Announcements

Wilson introduced Katy Place, Financial Support Technician. Board members introduced themselves.

II. Approval of Minutes

A. April 9, 2010 meeting (Board Document 10-44)

MSC/Held/Staub that the minutes of the April 9, 2010 Board of Library Commissioners meeting be approved as distributed in Board Document 10-44.

III. Open Forum – none

IV. Legislation, Policies, Rules

A. Legislation

1. 2010 Session – information item (Board Document 10-46)

Joslin provided a summary of bills introduced during the 2010 Legislature that affect the Commission for Libraries or the Idaho library community.

B. Policies – none

C. Rules – none

V. Library Services and Technology Act (LSTA)

A. Finances – none

B. Program

1. Advisory Council appointments (Board Document 10-47)

The Commission received one letter of interest for each of the two positions to be filled.

At-Large Position - North Idaho, one year to complete a term**:** Ruth Patterson Funabiki, Head of Technical Services, University of Idaho Law Library

MSC/Staub/Weeks that Ruth Patterson Funabiki be appointed to the LSTA Advisory Council as an At-Large member to complete the term ending June 30, 2011.

Public Library Position - Southwest Idaho, 5-year term: Vicki R. Kreimeyer, Adult Services Supervisor, Boise Public Library (incumbent)

MSC/Weeks/Held that Vicki Kreimeyer be appointed to the LSTA Advisory Council as a Public Library member for a term ending June 30, 2015.

C. Grants

1. LSTA applications received – information item (Board Document 10-48)

Joslin presented the list of LSTA applications received since February 2010. All applications were funded following staff review.

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. FY2010 budget update – information item

Joslin reported that the Commission will have an unexpended balance at the end of FY2010 that will revert to the state's general fund. The personnel portion of the balance results from holding open two positions; while we had the funding this year, we anticipated we would not have sufficient funding for them in FY2011. Joslin approved salary increases for nine staff members to bring their pay rates up to 75% of market in their respective class. The impact of those raises will be about $13,600 in FY2011, less than 1% of the total personnel budget. Because there is still a shortfall in the state general fund, the Governor has asked state agencies to continue to be frugal through the remainder of FY2010.

2. FY2011 budget update – information item

Joslin noted that she requested and received lump sum authority from the Legislature for FY2011. Although the Department of Financial Management must approve any object transfer, the flexibility is there to move funds from operating to personnel if necessary. The Commission continues to have 10 positions funded by LSTA. By continuing to hold the digital repository librarian and consultant positions open through FY2011, we expect to accrue salary savings that will bring us to within half of one percent of our appropriation. Barring any additional holdbacks, we should make it through FY2011 without cutting staff.

3. FY2012 budget request – information item

Joslin will bring line item requests to the Board at the July meeting. She has not yet received guidance from the Department of Financial Management for the FY2012 budget. The first priority is to re-annualize the funding for the LiLI databases. The Commission's FY2011 appropriations bill included legislative intent language for this item. The first priority for new funding will likely be Read to Me. The second priority may be funding for the digital repository librarian position.

In response to a question, Joslin said that the Commission has its FY2010 LSTA allotment, with no word about FY2011. The Commission has two years to spend its annual LSTA allotment.

4. Library Services Improvement Fund request (Board Document 10-49)

Since the late 1980's, collaborative decision-making and problem-solving have been integral to the way the agency does business, both internally and with the library community. The techniques and tools for this approach, along with a framework for successful meeting planning and facilitation, came from the excellent training programs of Interaction Associates, Inc. A number of new staff members have been hired and several experienced meeting facilitators have left since the last Interaction training was held.

Joslin requested Board approval for an expenditure of up to $30,000 from the Library Services Improvement Fund to provide Interaction training for up to 15 staff members. Because of our collaborative approach to library development, staff needs these skills in planning statewide initiatives, working with our many advisory groups, interacting with our partner agencies and organizations, and consulting with librarians and governing boards.

MSC/Weeks/Held that an expenditure of up to $30,000 from the Library Services Improvement Fund be approved for staff development training.

B. Program – none

C. Grants – none

VII. State Librarian's Report

A. Operations – none

B. Management Team members' report

Hooper reported on a visit to Idaho from Robin Cabot, our LSTA program officer. Hooper and Sonja Hudson, Grants and Contracts Officer, traveled to northern Idaho with Cabot to visit various libraries that received LSTA grants, including Lewiston City Library; Prairie River Library District, Lapwai; Clearwater County District Library, Weippe; Latah County District Library, Moscow; West Bonner District Library, Blanchard; Kootenai Shoshone Area Libraries, Rathdrum; and Post Falls Public Library. Cabot was very impressed with the work these libraries are doing. At all of the libraries, the directors said they couldn't do the good work they are doing without the Commission and LSTA funds.

C. Personnel – information item (Board Document 10-50)

Joslin reported on personnel changes since February 19, 2010 as listed in the Board Document.

D. State Librarian's travel report – none

E. Other – none

VIII. Old Business

A. Fall library tour and meeting

The fall library tour will be in the vicinity of McCall. Bradshaw will poll the Board by email to determine dates that fit their schedules.

IX. New Business

A. Interview process for Commissioner

The Governor will make the appointment for a new Commissioner to represent eastern Idaho, with the Board presenting a list of names from which the Governor will choose. The position has been advertised twice in area newspapers and has been announced several times on the LibIdaho list serve. The deadline for candidates to submit a letter of interest is June 30, 2010.

Because the July Board meeting is scheduled as a conference call, the Board agreed to conduct phone interviews at the fall face to face meeting.

Bradshaw will distribute interview questions to the Board prior to the meeting. Black agreed to continue on the Board as a full member until a replacement is appointed.

B. Digital Repository annual report (Board Document 10-51)

As required by the Commission's rules for the Digital Repository (IDAPA 30.01.01.040), Joslin reported on exemptions to the requirements of Idaho Code sections 33-2505, 33-2505A and 33-2505B. Exemptions approved by the Board for 2010 were:

- Dynamic websites
- Interactive websites
- Publications that contain copyrighted material with no provision for access in a public archive or repository

To date, no state agency has requested exemption of a specific publication or class of publication.

Staff recommends making no changes in the list of exemptions for FY2011.

MSC/Staub/Weeks that the following classes of publications be exempted from the Digital Repository through June of 2011 because of the current inability to efficiently or cost -effectively capture or process these formats:

- Dynamic websites
- Interactive websites
- Publications that contain copyrighted material with no provision for access in a public archive or repository

Joslin noted that staff librarian Danna Angevine is doing a tremendous job capturing digital publications and in re-establishing contact with an agency when its liaison changes. It is not known how many documents are missed. Furthermore, there is no ongoing training for agency liaisons due to the vacancy in the digital repository librarian position.

C. FY2011 – 2014 Strategic Plan (Board Document 10-52)

The Management Team review of the agency strategic plan resulted in changes to the introduction addressing the economic downturn and the increasing use of libraries documented by public library statistics. Strategic Issue II was edited to be more inclusive than just "digital natives." Some goals were edited to create parallel language. A continuing education performance standard with benchmarks was added and Broadband Grant Project information was added to Program Information and links to work plans were updated.

The 2011 - 2014 Strategic Plan will be submitted to the Division of Financial Management by July 1. The agency profile and performance measures report will be submitted along with the FY2012 budget request to DFM in early September.

MSC/Noble/Staub that the vision, values, strategic directions, and goals of the 2011 -2014 strategic plan as described in Board Document 10-52 be approved.

D. Election of Officers (Board Document 10-53)

Nomination/Second/Noble/Weeks that Sara Staub serve as Chair of the Board of Library Commissioners for SFY2011.

MSC/Noble/Held to close nominations.
Vote: unanimous in favor.

Nomination/Second/Weeks/Noble that John Held serve as Vice-Chair of the Board of Library Commissioners for SFY2011.

MSC/Weeks/Noble to close nominations.
Vote: unanimous in favor.

X. Executive Session – [IC 67-2345(b)]

A. State Librarian annual evaluation (Board Document 54)

MSC/Staub/Weeks that the Board go into Executive Session pursuant to Idaho Code 67-2345 (b), to consider the evaluation of a staff member. A roll call vote was held with Black, Held, Staub, and Weeks voting in the affirmative. The Board entered into executive session at 12:23 P.M.

MSC/Held/Weeks to reconvene in regular session. The Board reconvened in regular session at 12:44 p.m.

The Board completed the State Librarian's annual evaluation and provided the written documentation to her.

XI. Adjournment

MSC/Noble/Staub to adjourn the meeting at 12:49 P.M.