

**DRAFT MINUTES OF THE  
IDAHO BOARD OF LIBRARY COMMISSIONERS  
Oct. 24, 2008 MEETING**

The Idaho Board of Library Commissioners meeting was called to order at 9:00 a.m. on Friday, Oct. 24<sup>th</sup>, 2008 at the College of Southern Idaho. Participating were: Larry Weeks, Chair; Pete Black, Vice-Chair; Sara Staub; Dick Rognas; and State Librarian Ann Joslin. Also attending the meeting were: Pamela Bradshaw, Program Supervisor; and Julie Pence, Public Information Specialist, serving as recorder.

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

A. Joslin announced a revision to Board Document 09-12.

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

MSC/Rognas/Black that the minutes of the July 18, 2008 Board of Library Commissioners meeting be approved as distributed in Board Document 09-09.

**III. Open Forum – none**

**IV. Legislation – Policies – Rules**

A. Legislation – none

B. Policies – none

**C. Rules – LSTA Grant Program (Board Document 09-11)**

1. Joslin explained that as part of the review of agency rules last year, IFCL's deputy attorney general recommended including reference to the annual LSTA Guide since it describes the application process and procedures for that year's LSTA allocation. The amended rule became effective in April 2008. Since the effective LSTA guides must each be specifically named in the rule, the rule must be amended each year to delete the oldest guide and add the new one. In preparing the amendment for the 2009 legislative session, the IFCL staff worked with the AG's office to delete the reference to the LSTA Guides.

MSC/Staub/Rognas that the Board of Commissioners initiate the process to create a Temporary Rule to be effective October 24, 2008, and to begin the Proposed Rulemaking process for the LSTA grant program.

**V. Library Services and Technology Act (LSTA) (Revised Board Document 09-12)**

**A. Finances – none**

**B. Program – none**

**C. Grants**

**1. LSTA Applications Received (Board Document 09-11)**

The Board reviewed the status of LSTA grant applications received since the July meeting. The IFCL staff and Advisory Council recommended approval for the following Just In Time grant applications:

- Meridian School District for \$18,189.95;
- Lewiston City Library for \$13,492.

The State Librarian said she disagreed with the recommendation of the staff and Advisory Council to turn down Boise State University's application for \$40,275. She said the agency's process for addressing this conflict is not clear; therefore she asked the board to make the final decision.

MSC/Black/Staub that the FY2008 competitive grant applications from the Meridian School District, Lewiston City Library and Boise State University be approved in accordance with the conditions stated in the State Librarian's notification of award and/or grant agreement.

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

**A. Finances**

**1. FY2009 Idaho General Fund Holdback Planning (Board Document**

Joslin reviewed the agency FY09 holdback plan submitted to the Division of Financial Management in September. The first 1% of the plan was implemented by the Governor on September 26, with direction to agencies to hold the next 1.5% in reserve in case additional holdbacks become necessary. The Management Team is working on a 5% holdback plan as a contingency.

**2. FY2010 Agency Budget Request (Board Document 09-14)**

As directed by the Board of Library Commissioners, the FY2010 budget request was prepared according to Division of Financial Management and the State Board of Education budget guidelines, and includes a line item to further expand the Read to Me program. The budget request was approved by the State Board of Education and submitted to DFM.

**MSC/Rognas/Black** that the FYFY2010 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.

**B. Program – none**

**C. Grants**

**1. Wal-Mart Youth Services Grant (Board Document 09-15)**

As a result of a collaborative effort among the Idaho Library Association, First Lady Lori Otter, the Idaho Community Foundation and the Idaho Commission for Libraries, the Wal-Mart Foundation has awarded a \$100,000 grant to support “Strengthening Library Services for Youth in Idaho.” The Idaho Community Foundation will be the grant recipient and transfer \$98,000 to the Commission’s Library Services Improvement Fund. The Commission will administer the funds in a sub-grant program for public libraries to strengthen services for youth ages 0-18. An announcement will be made later this fall.

**MSC/Staub/Rognas** that expenditures of up to \$98,000 from the Library Services Improvement Fund be approved for the “Strengthening Library Services for Youth in Idaho” grant program as described in Board Document 09-15.

**VII. State Librarian’s Report**

**A. Operations – none**

**B. Management Team Members’ Reports – none**

**C. Personnel (Board Document 09-16)**

Joslin explained the personnel changes since the July meeting.

**E. Other – none**

**VIII. Old Business (Board Document 09-17)**

**A. Board Handbook**

The Board was presented with the table of contents for its Handbook as currently drafted. It has been reviewed by the agency’s recently appointed Deputy Attorney General Steve Vinsonhaler. The handbook was developed to gather information about the Board of Library Commissioners and its policies, procedures and practices together in one place.

## **IX. New Business**

### **A. SBOE Policy Changes (Board Document 09-18)**

Joslin presented changes in the governing policies of the State Board of Education related to the strategic planning process for its agencies.

### **B. August agency presentation to SBOE**

Joslin explained that according to State Board of Education policy, each agency annually presents a summary of progress toward its strategic plan. She repeated for the Commissioners the presentation she gave at the August State Board of Education meeting.

## **X. Executive Session - none**

## **XI. Adjournment**

**MSC/Black/Rognas** to adjourn the meeting at 11:15 am.