Board Document 11-06

II. APPROVAL OF MINUTES
A. July 23, 2010 Meeting

Suggested motion: I move that the minutes of the July 23, 2010 Board of Library Commissioners meeting be approved as distributed in Board Document 11-06.

MSC _____

DRAFT MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
JULY 23, 2010

The Idaho Board of Library Commissioners meeting was called to order at 10:02 A.M. MDT on Friday, July 23, 2010 at the Idaho Commission for Libraries via conference call. Participating were: Sara Staub, Chair; John Held, Vice Chair; Pete Black; Larry Weeks; 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; Gina Persichini, Networking Consultant; Katy Place, Financial Support Technician; and Betty Hoffman, Office Services Supervisor, serving as recorder.

I. Call to Order, Revisions to Agenda, Announcements

Joslin noted that Pam Bradshaw and Anne Abrams are making arrangements for the fall Board meeting and tour in the McCall area.

Joslin reported that last week the National Telecommunications and Information Administration (NTIA) BTOP office forwarded our application to a US Department of Commerce grants officer for final review and with a recommendation to fund it. This week she received a draft summary of the project along with a request for corrections as needed. These are all promising signs but no guarantee the project will be approved and funded, and there is no indication when the US Department of Commerce will announce the next round of awards. Five of the state libraries that the Gates Foundation supported were in the first round of awardees announced.

Joslin updated the Board on the number of applications received by the deadline for the Commissioner position to be vacated by Black. The Board will have six applications to consider at the fall meeting. Joslin will send copies of the applications and a list of proposed interview questions to the Board.

II. Approval of Minutes

A. June 11, 2010 meeting (Board Document 10-55)

MSC/Weeks/Held that the minutes of the June 11, 2010 Board of Library Commissioners meeting be approved as distributed in Board Document 10-55.

III. Open Forum – none

IV. Legislation, Policies, Rules

A. Legislation – none

B. Policies – none

C. Rules – none

V. Library Services and Technology Act (LSTA)

A. Finances

1. FY2009 LSTA funds proposal (Board Document 11-02)

LiLI Unlimited was established as a cost sharing program between participating libraries and the Commission. Based on an annual price quote from OCLC:

- Cataloging costs are paid by participating public, school, and academic libraries according to a sliding scale developed by the Commission.
- Any gap between OCLC's charge for statewide cataloging services and the amount generated by the sliding scale is covered by LSTA.
- Resource sharing costs (LiLI group catalog, access to WorldCat, and web-based interlibrary loan services) are paid from the Commission's general fund appropriation.

In FY2010, recognizing the fiscal strains many libraries were experiencing, the Board authorized using LSTA funds for 25% of the libraries' cataloging costs and of the Commission's resource sharing costs, a total of $202,310.

Joslin recommended that FY2009 LSTA funds be used to offset up to 25% of local and state LiLI Unlimited costs for FY2011, or up to $204,400. LiLI Unlimited is addressed in our LSTA state plan, and we have sufficient spending authority in the federal operating expenditure category to make this payment.

MSC/Black/Weeks that the Board authorize the expenditure of up to $204,400 in FY2009 LSTA funds to support the FY2011 LiLI Unlimited program as set forth in Board Document 11-02.

B. Program - none

C. Grants - none

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. FY2012 budget line items (Board Document 11-03)

Joslin recommended that the Commissioners consider two line items (enhancements, or above maintenance level) for the FY2012 budget request.
1st priority: $199,000 to return the Read to Me program to the FY2009 state funding level.
2nd priority: $60,500 to restore partial funding for staffing the state Digital Repository program established in FY2009 (Idaho Code 33-2505)

	#1 Read To Me	#2 Digital Repository	TOTAL	
Personnel	$0	$54,500	$54,500	1 FTE Librarian
Operating	$49,000	$6,000	$55,000	Educational materials for First Book and Jump Start WADA maintenance fee for redundancy
Capital Outlay	$0	$0	$0	
Trustee & Benefit	$150,000		$150,000	Mini-grants to libraries
Total request	$199,000	$60,500	$259,500	

Joslin noted that the management team has just begun discussions regarding filling Wilson's position when he retires. One possibility among many would be to use the funding for that position to fill the digital repository librarian position. The management team will be evaluating agency needs over the next several weeks.

MSC/Held/Black that $199,000 for the Read to Me program and $60,500 for the Digital Repository program be approved as the line items for the Commission's FY2012 budget request.

2. FY2011 object transfer (Board Document 11-05)

The Commission for Libraries has lump sum authority for FY2011, but a directive from the Governor's office indicates that we still must request DFM approval to move funds from one expenditure category to another. The FY2011 appropriation as set up in the state accounting

system has zero in Capital Outlay. We have two known capital expenditures, and expect to need some replacement computer equipment during the year.

- A new color printer was ordered prior to the end of FY2010 to replace a heavily used one that quit functioning. Because of vendor delays, we requested that $4,600 in FY2010 funds be encumbered for payment in FY2011 after the printer is delivered. After FY2010 was officially closed, we learned that the encumbrance was authorized by our DFM analyst, but the transaction wasn't made by DFM staff. The cost will be covered from FY2011 funds. The maintenance contract for the printer is paid out of operating.

- The Commission has an annual lease for a copier at the cost of $3,900.

Joslin requested Board approval for an object transfer of up to $12,000 from Operating to Capital Outlay to provide spending authority for the lease and purchase of equipment. If approved, transfers will be made as expenditures are identified.

MSC/Weeks/Held that the FY2011 state general fund appropriation be adjusted by transferring up to $12,000 from Operating to Capital Outlay.

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 11-04)

Joslin reported on personnel changes since June 11, 2010 as listed in Board Document 11-04.

D. State Librarian's travel report – none

E. Other – none

VIII. Old Business

IX. New Business

X. Executive Session – none

XI. Adjournment

MSC/Weeks/Black to adjourn the meeting at 10:22 A.M. MDT.