

**APPROVED MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
April 22, 2011**

The Idaho Board of Library Commissioners meeting was called to order at 10:03 A.M. MDT on Friday, April 22, 2011 at the Idaho Commission for Libraries via conference call. Participating were: Sara Staub, Chair; John Held, Vice Chair; Bruce Noble; Dave Mecham; Larry Weeks; and State Librarian Ann Joslin. Also attending the meeting were: Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Services Manager; Tanya Johnson, Financial Specialist Senior; Dian Scott, Office Services Supervisor; and Teresa Lipus, Public Information Specialist, serving as recorder.

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

Staub welcomed Commissioner Mecham to his first meeting. Joslin introduced Scott, who has been at the Commission for four weeks.

Joslin announced that the Commission had a site visit from our National Library Service (NLS) program officer, Vickie Collins, last week during Volunteer Appreciation Week. Collins will submit a report to the NLS, which oversees the Talking Book Service (TBS). She noted that we have a unique model in the way we staff TBS, integrating it into the rest of what we do instead of treating it as a separate service. Although our model does not comply with NLS guidelines, it is effective and may prove to be a model for other states as they continue to experience budget decreases.

II. Approval of Minutes

A. February 18, 2011 meeting (Board Document 11-27)

MSC/ Weeks/Held that the minutes of the February 18, 2011 Board of Library Commissioners meeting be approved as distributed in Board Document 11-27.

Noble and Mecham abstained from the vote as they were not at the February 18 meeting.

III. Open Forum

IV. Legislation, Policies, Rules

A. Legislation

1. Legislation – 2011 Session – information item (Board Document 11-29)

Joslin pointed out that the Public Libraries - Internet Use Policy legislation took up much time this legislative session. The Idaho Library Association (ILA) took the lead and was extremely active in getting to a resolution that the ILA could support, instead of the legislation as originally introduced. The outcome is that by October 2012 public libraries must provide filtered Internet access for minors. Libraries may block the filtering for lawful purposes. The fiscal impact is that, because many free

filtering options are ineffective, libraries not currently using filters will need to make some kind of investment to be in compliance by October 2012. The Commission will continue to educate libraries about filtering, review available filters, and consult with libraries about Internet policies if needed.

Held noted that Joslin and Gina Persichini from the Commission did a marvelous job presenting the library perspective, the problem with “free” filtering, and the time commitment involved to get libraries in compliance. This argument helped push out the effective date to October 2012.

Staub noted that the election legislation was cleaned up, but the terms for trustees weren’t changed.

B. Policies – none

C. Rules – none

V. Library Services and Technology Act (LSTA)

A. Finances

1. FY2011 object transfer (Board Document 11-30)

Joslin explained that it’s not unusual for the Commission to request an object transfer towards the end of the fiscal year. Our appropriation includes spending authority for federal funds, but when we submit our budget request we do not know the specific amount we will be getting from LSTA. When we overestimate the amount we’ll need for personnel, operating, or grants, we need to move money “on paper” so we have sufficient spending authority in the proper categories.

MSC/Held/Mecham that the FY 2011 appropriation for the federal fund be adjusted by transferring \$20,000 from personnel to operating and \$55,000 from trustee and benefit to operating.

B. Program

1. Update – information item

Joslin summarized what we know about the status of LSTA funding. We will be spending FY10 funds through August of this year. We have two years to spend a given year’s allocation and we’re in the second year of FY10 funds, which include salaries for ten employees, seven of which are TBS.

FY11 is currently operating on a continuing resolution because a budget hasn’t been passed by Congress. \$569,258 in FY11 funds have been approved by IMLS, about 40% of our FY10 award amount. It is unknown when Congress might complete the FY11 budgeting process.

It appears that FY12 funding for the Institute of Museum and Library Services (IMLS) could be cut 16%. LSTA is just one of the programs under IMLS and we don’t know how they will distribute that reduction. A reduction of 16% would put us

close to 2008 funding levels: about \$1.1 million compared to \$1.37 million for FY10.

There is uncertainty about state funding as well.

Marj Hooper, Roger Dubois, and grants officer Sonja Hudson attended the LSTA annual meeting in March and learned more about upcoming changes, preparing a 5-year evaluation, and developing a new 5-year plan.

C. Grants – none

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. FY2011 object transfer – (Board Document 11-31)

Joslin explained that we have a balance in personnel because we have been holding two positions open (if we filled the positions, we would have insufficient funds for next year's salaries). We've been frugal this year, anticipating a holdback. Because there wasn't one, we will make needed purchases that will likely include computers.

This year the Division of Financial Management (DFM) is not issuing guidelines restricting end-of-year spending. Agency heads can decide what to do but must be prepared to defend their decisions. The Commission may be able to make some merit awards, which can be done as either a lump sum or a short-term merit increase (within the limits of the employee's pay range) for the remaining pay periods.

MSC/Noble/Held that the FY 2011 state general fund appropriation be adjusted by transferring any unexpended personnel funds to operating and/or capital outlay, and transferring any unexpended funds in operating to capital outlay.

2. Appropriation summaries – information item (Board Document 11-32)

Since the first cut in 2009 we've expended less than appropriated, even after the cuts. Operating is lower for FY11 because it included only 6 months of LiLI Databases (LiLI-D), which reduced operating by about \$292,000. The Governor restored full 12-month funding for LiLI-D in his recommendation for FY12 and the Legislature supported it. Our expenditures in FY2012 will go back up when we pay the full 12 months for LiLI-D.

3. FY2012 appropriation– information item (Board Document 11-33)

During the budgeting process this year, LiLI-D was restored per the Governor's recommendation and the Legislature based their cuts on that recommendation.

In response to a question, Joslin explained that a health insurance "holiday" means that the state (rather than the individual agencies) covers a portion of an

employee's health insurance premium or picks up an increase in health costs. This reduces the amount the agency needs to cover out of its appropriation.

B. Program – none

C. Grants – none

VII. State Librarian's Report

A. Operations – none

B. Management Team members' report – none

C. Personnel – none

D. State Librarian's travel report – none

E. Other – none

VII. Old Business – none

IX. New Business

A. Board member appointment (Board Document 11-34)

Staub would like to serve another term, as she finds her service interesting and challenging. Staub will send a brief letter of interest and a résumé to the Commission and these will be forwarded to the Governor's office for his approval.

MSC/Weeks/Mecham that the Idaho Board of Library Commissioners endorse the reappointment of Sara Staub as the Board's 2nd Congressional District Representative for a term beginning July 1, 2011 and ending June 30, 2016.

B. STACKS digital repository annual report (Board Document 11-35)

Joslin noted that we are still getting good response from state agencies in submitting their digital publications to us.

MSC/Held/Weeks that the following classes of publications be exempted from the Digital Repository through June of 2012 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

C. FY2012 meeting schedule (Board Document 11-36)

The Board tour this year will be in eastern Idaho. Hooper and Bradshaw will work with field consultant Frank Nelson and get his recommendations for specifics.

MSC/Mecham/Held that the FY2012 meeting schedule for the Idaho Board of Library Commissioners as described in Board Document 11-36 be approved.

X. Executive Session

Update: Joslin will send her self-evaluation to Held and Staub in early May.
The next Board meeting is in-person at the Commission on June 3.

XI. Adjournment

MSC/Held to adjourn the meeting at 10:47 A.M. MDT.