

**APPROVED MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
June 3, 2011**

The Idaho Board of Library Commissioners meeting was called to order at 10:06 A.M. MDT on Friday, June 3, 2011 at the Idaho Commission for Libraries. Participating were: Sara Staub, Chair; John Held, Vice Chair; Dave Mecham; Larry Weeks; and State Librarian Ann Joslin. Also attending the meeting were: Marj Hooper, Associate State Librarian; Tanya Johnson, Financial Specialist Senior; Dian Scott, Office Services Supervisor; Dave Harrell, IT Specialist; Sue Walker, TBS Consultant; and Teresa Lipus, Public Information Specialist, serving as recorder.

I. Call to Order

A. Introductions

B. Revisions to Agenda

Staub noted a revision to the agenda to include Board Document 11-46.

MS/Weeks/ Held that the amended agenda for the June 3 meeting, Board Document 11-38 Revised, be adopted. The need for an object transfer in the miscellaneous revenue fund before the end of the fiscal year was identified late on June 2 so was not included in the original agenda.

Motion unanimously carried

C. Announcements

Joslin distributed copies of the handouts that she delivered to the four congressional offices in Washington D.C. in May for ALA Legislative Day, which included an overview of FY2010 federal support and the BTOP project, Idaho public library statistics, and a LiLI-branded LearningExpress Library bookmark. Joslin also distributed an Institute of Museum and Library Services (IMLS) report confirming that support for library services has declined over the past few years. The report compares changes in state library agency revenue and FTE staffing across all states.

Walker introduced the recently developed Talking Book Service public service announcement (PSA) for television and radio, which was produced by local firm SOVRN Creative using actual Idaho TBS users. Harrell played the PSA for the group.

Joslin introduced the PSAs that Idaho Public Television, one of our primary BTOP partners, created and is airing throughout the state. Four are currently running and more will be produced. They will run through the BTOP grant period, which ends August 2012. Harrell played two of the PSAs for the group.

Harrell left the meeting at 10:25 A.M.

II. Approval of Minutes

A. April 22, 2011 meeting (Board Document 11-37)

Held noted that “Weeks” was misspelled as “Week” on page 5, under “**IX. New Business, B. Stacks,**” and requested that the spelling be corrected.

MS/Held/Mecham that the minutes of the April 22, 2011 Board of Library Commissioners meeting be approved as corrected in Board Document 11-37.
Motion unanimously carried

III. Open Forum

IV. Legislation, Policies, Rules

A. Legislation– none

B. Policies – none

C. Rules – none

V. Library Services and Technology Act (LSTA) (Board Document 11-39)

A. Finances

1. FY2011 Allotment

Joslin explained that the FY2011 LSTA appropriation was passed by Congress in mid-May. The appropriation for the Institute of Museum and Library Services was cut from the FY2010 level, resulting in our LSTA allotment being reduced by about \$70,000. Our FY2011 LSTA allotment is already budgeted for two competitive grant projects and our state-administered projects, so we will not offer Just-in-Time grants to libraries. Although Congress doesn’t seem close to setting a FY2012 budget, Joslin anticipates further reductions in LSTA at that time.

B. Program

2. Advisory Council Appointment

Joslin noted that the term for the LSTA Advisory Council At-Large Position in North Idaho ends June 30, and referenced Ruth Funabiki’s letter of interest in being reappointed.

MS/Mecham/Weeks that Ruth Funabiki be appointed to the LSTA Advisory Council as an At-Large member for a term ending June 30, 2016.

Motion unanimously carried

C. Grants – none

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. FY2013 budget submission – (Board Document 11-40)

Joslin said that we don’t know yet what the guidance will be for the FY2013 budget request. We do have increasing demand for some of our services and some responsibilities that we have not been able to fulfill completely. Joslin suggested that if

we are allowed to ask for new money we let the Governor and the Legislature know what our needs are. She explained the background and rationale for each enhancement and spending authority line item request.

MS/Held/Mecham that

- \$199,000 for Read to Me
 - \$56,600 for the digital librarian position
 - \$210,000 for additions to statewide LiLI resources
 - \$82,200 for increased LSTA spending authority
 - \$280,000 for BTOP spending authority
- be approved as the line item(s) for the Commission's FY2013 budget request.

Motion unanimously carried

2. FY2011 Object Transfer – (Board Document 11-46)

Much of the money in the revenue fund comes from donations related to the Talking Book Service (TBS), and that is the source of funding for the new TBS public service announcement. The object transfer will increase spending authority in Operating in order to pay the existing invoice for the TBS public service announcement. We have sufficient funds to cover the invoice, but not the spending authority in Operating.

MS/Weeks/Mecham that the FY2011 miscellaneous revenue fund appropriation be adjusted by transferring up to \$12,000 in spending authority from Trustee and Benefit to Operating.

Motion unanimously carried

B. Program – none

C. Grants – none

VII. State Librarian's Report

A. Operations

Joslin informed the Board that Administrative Services Manager Roger Dubois, who started January 2, has been looking closely at all of our support processes and is working with staff to make changes. One change coming soon, perhaps by July 1, is moving the hosting and maintenance of our email function to the Department of Administration's Consolidated Messaging System. This move should free up IT staff time for other needed support, save money, and ease staff frustration. Although the size limit of the new system means that those who currently have a large capacity will have to scale down, the minimum capacity of the new system is larger than most staff members currently have. This move will also provide a Virtual Private Network (VPN) for those who need it, allowing remote access to our server and Outlook.

B. Management Team members' report – none

C. Personnel report – information item (Board Document 11-41)

At the beginning of the meeting the Commissioners had the opportunity to meet new

staff members Kevin Tomlinson, Public Library Consultant for SW Idaho who joined us May 31, and Dian Scott, Office Services Supervisor who started in late March.

Laurel Day retired May 27 after 25 years of service. Her Customer Service Representative position was moved to LSTA funds in 2010 and we currently do not plan to fill that position.

D. State Librarian's travel report – information item (Board Document 11-42)

The report included Joslin's travel since last fall and her upcoming travel during June 2011. The June trips include the ALA conference in New Orleans, where the Bill & Melinda Gates Foundation will hold a day-long BTOP peer-sharing meeting and is paying for Joslin's airfare and hotel.

E. Other – none

VII. Old Business – none

IX. New Business

A. FY 2012-2015 Strategic Plan (Board Document 11-43)

Joslin thanked Hooper for her work with the staff to update the Strategic Plan and reviewed the changes with the Board. Hooper noted that this year the changes were minimal for two reasons: (1) we didn't implement substantive program changes due to budget constraints and (2) we have plans to fully revamp the Strategic Plan next year when we revise the five-year state plan for LSTA. Joslin explained that the Strategic Plan elements are consistent with statutory requirements.

MS/Mecham/Held that the vision, values, strategic directions, and goals of the 2012 - 2015 strategic plan as described in Board Document 11-43 be approved.

Motion unanimously carried

B. Election of Officers (Board Document 11-44)

Staub has been reappointed to the Board by the Governor. Joslin will contact the Governor's Office for confirmation documents for our records.

Nomination/Second/Weeks/Mecham that John Held serve as Chair of the Board of Library Commissioners for SFY2012.

MS/Staub to close nominations.

Motion unanimously carried

Nomination/Second/Weeks/Held that Bruce Noble serve as Vice-Chair of the Board of Library Commissioners for SFY2012.

MS/Staub to close nominations.

Motion unanimously carried

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

A. State Librarian annual evaluation (Board Document 11-45)

MS/Weeks/Mecham that the Board go into Executive Session pursuant to Idaho Statute 67-2345 (b), to consider the evaluation of a staff member. A roll call vote was held with Held, Mecham, Staub, and Weeks voting in the affirmative. The Board entered into executive session at 11:25 A.M.

MS/Weeks/Mecham to reconvene in regular session. The Board reconvened in regular session at 11:35 A.M.

The Board completed the State Librarian's annual evaluation and provided the written documentation to her. Staub thanked Joslin for another exemplary performance and the report she provided to the board.

Joslin acknowledged the ICfL management team as well as the staff for their dedication and enthusiasm and the board for its support through the years. Staub appreciated the credit given to the staff.

Weeks inquired about pay for Joslin and proposed a bonus.

MS/Held/Weeks that the Commission award a bonus of \$2,000 to Ann Joslin for the current fiscal year.

Motion unanimously carried

Staub inquired how short-term merit works, and Joslin described the difference between bonus and short-term merit pay.

XI. Adjournment

MS/Weeks to adjourn the meeting at 11:46 A.M. MDT.