

**APPROVED MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
October 14, 2011**

The Idaho Board of Library Commissioners meeting was called to order at 10:08 A.M. MDT on Friday, October 14, 2011 at the American Falls District Library in American Falls. Participating were: John Held, Chair; Bruce Noble; Dave Mecham; Larry Weeks; Sara Staub; and State Librarian Ann Joslin. Also attending the meeting were: Marjorie Hooper, Associate State Librarian; Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Services Manager; Teresa Lipus, Public Information Specialist, serving as recorder; and Joseph Fleishman, American Falls trustee.

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

Introductions were made and there were no revisions to the agenda or announcements.

II. Approval of Minutes

No corrections were made to the minutes.

A. August 25, 2011 meeting (Board Document 12-05)

MSC/Weeks/Mecham that the minutes of the August 25, 2011 Board of Library Commissioners meeting be approved as distributed in Board Document 12-05.

Motion unanimously carried

Noble abstained from voting because he was not a participant of the August 25, 2011 meeting.

III. Open Forum

IV. Legislation, Policies, Rules

A. Legislation – none

B. Policies – none

C. Rules – none

V. Library Services and Technology Act (LSTA)

A. Finances – none

B. Program– none

C. Grants

1. LSTA applications received – information item (Board Document 12-07)

Numerous continuing education (CE) and professional development grant requests were received and approved since February 18, 2011. This continues to be a popular project. The past five years reflect more applications from a wider variety of libraries and include a bigger variety of activities. The Board was happy to see requests from new libraries, including school libraries.

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. FY2013 budget request – (Board Document 12-08)

The FY2013 budget request was prepared according to Division of Financial Management's (DFM) budget development manual. It includes line items for Read to Me, Digital Services Librarian, Libraries Linking Idaho (LILI), and Broadband Technology Opportunities Program, as well as a request for lump sum allocation which would give us the flexibility to decide how to divide our spending between operating and personnel. Even with lump-sum spending authority, DFM must approve any transfer between categories. The budget request was submitted to DFM on September 1. ICfL Board had approved the line item requests, amounts, and priorities at the June 2011 Board meeting.

The Idaho Library Association (ILA) passed a resolution at the ILA Annual Conference in Boise (October 6-7) to support our budget request.

MSC/Noble/Weeks that the FY2013 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.

Motion unanimously carried

B. Program – none

C. Grants – none

VII. State Librarian's Report

A. Operations

1. Library role in student success - information item (Board Document 12-09)

Several current initiatives, including the Department of Education's "Gear Up Idaho" and the Albertson Foundation's "Go On" challenge, focus on increasing the percentage of Idaho students who graduate from high school and are well-prepared to go on to college or career training. Clearly, school, academic, and public libraries have roles in

supporting student success. Using a draft concept paper, the Commission has started discussions with our advisory groups and the Idaho Library Association (ILA) about what libraries might do more effectively to support student success.

Joslin attended the Idaho College Access Summit in summer 2011 to address college access for Idaho students. Discussion on the role of libraries with Lynn Baird, Dean of Library Services, University of Idaho, led to further discussions with ICfL staff and the development of the “College and Career Ready” draft concept paper.

Joslin presented the draft concept paper at the ILA Board meeting. It was discussed briefly there and at some of the ILA Division meetings. We will keep the discussion going and will bring the topic to the spring 2012 ILA regional conferences.

Hooper noted that one of the defined roles (service responses) that many public libraries adopt is support for “student achievement.” We feel that our Read to Me early literacy program is part of student success; it focuses on the parent/caregiver role in helping young children be ready to learn.

Board members agreed that it’s good to have the libraries discuss the issue and noted that it would be great to get the success stories out into the communities.

B. Management Team members’ report –information item

Bradshaw: The SHELF Project is now available for Talking Book Service users. Through the SHELF Project, TBS users can download locally produced digital titles via the KLAS OPAC (Online Public Access Catalog). The program began as a Perkins School for the Blind—Massachusetts Regional Library grant. Idaho TBS sought approval from the Management Team to add money to the KLAS budget so they could participate and add locally recorded books to KLAS. So far, 250 have been added and another 100 are ready to go. This project also opens up the collections of the regionally recorded books that other participating states upload. As additional regional libraries join the SHELF Project, the number of locally produced titles available to TBS users will increase.

Sheila Winther, ICfL volunteers, and ICfL staff worked hard over the last year to convert analog titles to digital format, in addition to continuing to record current titles in digital format.

Dubois: The Board approved up to \$80,000 in FY2010 LSTA to pay for access to the Libraries Linking Idaho-Unlimited Catalog (LiLI-U). With the reduction in Idaho’s FY2011 LSTA allotment, we do not expect to have that option next year.

Dubois: Zero Based Budget (ZBB) starts with what is “required” (statutorily), not what is “necessary.” The Commission is unique in that we have only a few requirements: the state librarian, the digital repository for state publications, and library development. This forces us to look at our objectives and how we will meet them with limited funds.

With needs, we'll always come up short with money and people, but we'll look for the biggest bang for our buck. With ZBB, agencies also look at their statutory requirements to determine if some of them don't fit with the mission.

The zero based budget does not take the place of the FY14 budget request process. The standard budget request and the zero based budget will be submitted together.

C. Personnel – information item (Board Document 12-10)

Joslin pointed out that we are in the process of creating a new “buyer” position (purchasing agent), but this will not be an additional position. Currently an Office Specialist 2 is doing agency purchasing. We expect to create the new position and fill it via internal promotion. When that promotion occurs, the current OS2 position will be eliminated. Recruitment is expected in October.

In response to a question, we haven't moved to fill the terminated positions. We are instead accruing salary savings needed to balance the cut we had in personnel.

D. State Librarian's travel report – none

E. Other – none

VII. Old Business – none

IX. New Business

A. Strategic planning discussion – information item

Hooper explained that the new Library Services and Technology Act (LSTA) five-year (2013-2017) plan is due to IMLS (Institute of Museum and Library Services) by June 30, 2012.

The State of Idaho requires that we have a four-year strategic plan, which is reviewed and up-dated each year. ICfL's FY13 strategic plan (2013-2016) is due to the State at the end of June 2012. Since we have not done any major revisions to the strategic plan recently, we are going to take advantage of the LSTA planning process to help us up-date ICfL's strategic plan.

Part of the assessment phase of our planning process is an analysis of ICfL's environment, both internal and external. To help us accomplish this, the Board members participated in a S.W.O.T. (Strengths, Weaknesses, Opportunities, Threats) exercise, facilitated by Hooper. The Board members thanked Hooper for her service and expertise.

X. Executive Session

XI. Adjournment

The Board thanked ICfL staff for putting together the fall library tour in eastern Idaho.

Motion/Held to adjourn the meeting at 12:25 P.M. MDT.