

## **II. APPROVAL OF MINUTES**

### **A. February 17, 2012 Meeting**

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**Suggested motion:** I move that the minutes of the February 17, 2012 Board of Library Commissioners meeting be approved as distributed in Board Document 12-20.

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### **DRAFT MINUTES OF THE IDAHO BOARD OF LIBRARY COMMISSIONERS February 17, 2012**

The Idaho Board of Library Commissioners meeting was called to order at 10:00 A.M. MDT on Friday, February 17, 2012 at the Idaho Commission for Libraries. 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; Katy Place, Financial Technician; Sue Walker, Library Consultant; and Dian Scott, Office Services Supervisor, serving as recorder.

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

Introductions were made, and Held asked for revisions to the agenda or announcements.

Joslin announced that JFAC is meeting and were to decide on employee compensation percentage and whether it will be a one-time or permanent increase. Our FY2013 budget is to be set the 28<sup>th</sup> of February. We can then make decisions about salary for next year.

Joslin also announced that Stephanie Bailey-White presented yesterday to the State Board of Education on the Read to Me programs. She was able to tie the programs to the college and career ready initiative with data that early literacy factors in to graduation rate. She noted that State Board member Rod Lewis asked what the Board could do to support our work. Joslin will get back to the Board in April with some concrete steps for followup to increase the visibility of what libraries are doing in early literacy and the visibility of the role of school librarians.

Joslin announced she also gave the annual update to the Senate Education Committee yesterday. Noble was present. The content of the update included how ICfL is helping public libraries meet the new filtering legislation deadline, our online @ your library projects, and our College and Career Ready initiative. Senators Goedde and Winder commented that they thought a couple of years ago libraries were on the way out, but that they recognize public libraries are doing great things and adapting. Joslin reported they commended the ICfL for getting that message out.

Noble added Senators were extremely complimentary on the quality of the presentation; Ann did an excellent job.

Joslin noted the importance of annual reporting to those committees and communicating what we do.

Noble stated that the bar graph that shows the increase in Read to Me from 2001 to present demonstrated how exponentially the program has grown. The number participating has more than tripled to almost 71,000 children. Joslin noted that only 7% of a child's time is spent in school up through 4<sup>th</sup> grade; not enough time to become a proficient reader. Children need home support and reading and books to get that time in.

## **II. Approval of Minutes**

No corrections were made to the minutes.

### **A. October 14, 2011 meeting (Board Document 12-11)**

**MSC/Weeks/Staub** that the minutes of the October 14, 2011 Board of Library Commissioners meeting be approved as distributed in Board Document 12-11.

*Motion unanimously carried*

## **III. Open Forum**

## **IV. Legislation, Policies, Rules**

### **A. Legislation – none**

### **B. Policies – none**

### **C. Rules – Information Item**

Joslin explained that last year a temporary rule was adopted that changed the circulation parameters for TBS materials. The same content is now a proposed rule in both House and Senate Education Committees, and the new rule will take effect at the conclusion of this legislative session. There are no changes beyond those contained in the temporary rule. Analogous changes in the Board's TBS Loan Guidelines are later in the agenda. Thanks to Pam for keeping track of these rules and steps.

## **V. Library Services and Technology Act (LSTA)**

### **A. Finances – none**

### **B. Program**

#### **1. LSTA State administered projects (Board Document 12-13)**

Joslin noted the LSTA Advisory Committee reviewed this document. We do have the 2012 LSTA award now, and it is a decrease from the previous award. The

largest allotment ever was FY10 for approximately \$1,370,000, and we had a small reduction in the past two years. We are now showing a \$33,000 negative balance according to this document, but we will adjust budgets downward for some if not all of the projects to eliminate the deficit. These are the same statewide projects that we have been running for years. The award announcement came two weeks ago, and Marj will be working with programs leaders to revise these budgets. Noble asked for description of WebJunction; Marj explained it is the continuing education tool and is widely used and appreciated.

Weeks asked what the total award is. Joslin and Hooper noted the \$1,280,599 total, and Joslin explained that this leaves no room to offer a competitive grant round. Hooper added the CE grants are still competitive on a first-come, first-serve basis.

Joslin noted the LSTA five-year evaluators will have recommendations for increasing participation in a competitive grant cycle, which we hope we will be able to offer in the future.

**MSC/Mecham/Noble** that the FY2012 LSTA budgets for State administered projects be approved as listed in Board Document 12-13.

*Motion unanimously carried*

## **2. LSTA 5-year evaluation – Information item**

Joslin thanked Hooper for the summary of the evaluation process and the focus group results. One focus group was virtual, consultants were hesitant about that, but participation was good. We provided names to the consultants and sent invitations to people who had been involved with LSTA. North was virtual, Boise and Pocatello were face to face meetings. This summary is a draft of results for the Board's information. One thing that stands out is that communication about our programs is always a challenge. Even when we use website, libidaho, etc. often people only see information when they need it.

Weeks asked who the audience is for this summary. Hooper clarified ICfL is the audience and the report information will be provided to IMLS. Joslin noted an executive summary of the full evaluation report will be provided to our members of Congress. Held commented these comments from the focus groups are "golden nuggets" and could be used to our benefit with Board of Education and Legislature.

Hooper noted we received a draft of the evaluation document February 15. She shared what some of the format limitations are on the final product in terms of length and structure. Sonja and Marj will meet with the evaluators on the 23<sup>rd</sup> to discuss the changes, and the final product is due to IMLS the end of March. In terms of using the evaluators, Hooper said the IMLS evaluation instructions consisted of five pages of questions that existing staff did not have the resources and time to research and respond to; that we needed to bring in subject matter experts. We have learned through the process what we need to be doing for data gathering. The consultants thought we had a good State Plan with outputs and outcomes. Joslin noted that IMLS

raised the bar for this evaluation and now has on staff an evaluation specialist and expects to have much better documented results to present to Congress. The results of this evaluation will roll over into our new 5-year LSTA plan that is due by June 30<sup>th</sup>.

**C. Grants**

**1. LSTA applications received – information item (Board Document 12-14)**

Held noted a typographical error on the board document, Ben Hunter amount corrected to \$1,000. Joslin noted we now have a record number of librarians working on their Masters degrees. Many are also now active in ILA.

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

**A. Finances**

**1. FY2012 object transfer – (Board Document 12-15)**

Joslin explained that we have already done this transfer because it came up unexpectedly. Dubois explained that a couple of programs spend from this miscellaneous revenue fund. The receipt and prompt expenditure of a \$10,000 grant used most of our spending authority for operating in this fund, so we had insufficient spending authority for a previously scheduled expenditure. Staub asked for explanation of “Trustee and Benefit”; Joslin stated we use it for grant payments.

**MSC/Staub/Weeks** that the Miscellaneous Revenue Fund object transfer of \$20,000 from Trustee & Benefit to Operating be approved.

*Motion unanimously carried*

Noble suggested all advertising use the verbage “sponsored by the Idaho Commission for Libraries.”

Joslin provided Board members with Scout and Learning Express Library bookmarks.

Walker played the TBS public service announcement because not all attending had seen it. Joslin acknowledged partnering with Idaho Public Television in producing the online @ your library spots. Joslin passed around graphs showing the statistics she had referred to earlier, i.e. 4<sup>th</sup> grader reading times and summer reading program growth.

**B. Program – none**

**C. Grants – none**

**VII. State Librarian’s Report**

**A. Operations - none**

**B. Management Team members’ report –information item**

**Dubois:** Financial area has produced a financial procedures booklet defining its processes. This happened in a very timely way, as the State Controller's Office requested recently to do an internal controls review. SCO wanted to know if we had written procedures. Dubois met with them yesterday for their last meeting, and SCO will provide us with a report for the fiscal team with findings and recommendations.

**C. Personnel report – information item (Board Document 12-16)**

Joslin noted one promotion and one reclassification to get people's class to reflect their actual job duties. List of vacancies--most are held open to achieve salary savings. We started the fiscal year \$178,000 short if all positions were full. It took 3-4 open positions to make up that deficit in the State general fund. IT Technician vacated last month. We do have some salary savings and are very committed to distributing that to staff in terms of short-term merit and salary equity adjustments. We have identified \$50,000 to distribute between now and the end of the fiscal year. We would like to make some of that permanent to address equity issues, but until we know our budget for FY13 are not comfortable in a permanent commitment. If JFAC does any across-the-board permanent increase, that will affect what we decide to do on a permanent basis. All management team and Dian have made recommendations for distribution of the salary savings. Possibly closer to the end of the year, we will need to decide how much we will want to distribute as merit or move to operating or capital. Depending on personnel appropriation for FY13, we may fill the Digital Resources Librarian position, that being the highest priority. The Customer Service Representative listed is part of the TBS and is on federal money

**D. State Librarian's travel report – information item (Board Document 12-17)**

Joslin reported that in November Marj and she attended the State Library Agency Capacity Building meeting with the Gates Foundation in Seattle. State Librarians were their first guests in their new facility. It is rewarding to understand that the Gates Foundation recognizes the state libraries as partners in all the work they do. The Foundation will be hosting another meeting in June in Anaheim and will pay for two people from each state to attend. The Foundation is interested in supporting COSLA, the state librarians organization. It does believe in helping partners continue to be strong, and we reap the benefits of that.

**E. Other – none**

**VII. Old Business – none**

**IX. New Business**

**A. TBS Loan Guidelines (Board Document 12-18)**

Joslin stated that these changes reflect the changes dictated by the rule that goes into effect at the end of the legislative session. This was proposed last year and the Legislature is now placing it into effect. Staub asked what scripted movies are. Walker explained they are narrated to describe what's going on. More and more people are downloading books, and all that desire digital players now have them. NLS has a newly

appointed director.

**MSC/Noble/Mecham** that the TBS Loan Guidelines as listed in Board Document 12-18 be approved.

*Motion unanimously carried*

#### **B. Fall Board Tour**

Joslin noted the tentative schedule for FY13 fall board tour was October 18-19, but COSLA and Western Council meet on those dates, so she would not be available. We are scheduled to be in northern Idaho next time, but John has invited us to consider visiting Payette's new library building. Consensus was to do SW Idaho to visit John's new library, the Boise Public Library - Ustick Branch and others in this area. Next year Lewiston's new library will be done, so that would be a good time to visit the north. Pam will poll Board members for new tour dates.

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

##### **A. State Librarian annual evaluation (Board Document 12-19)**

**MSC/Noble/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, Noble and Weeks voting in the affirmative. The Board entered into executive session at 11:43 A.M.

*Motion unanimously carried*

**MSC/Held** that the meeting reconvene in regular session. The Board reconvened in regular session at 12:13 P.M.

The Board completed the State Librarian's annual evaluation and provided the written documentation to her.

The Board expressed its appreciation to Ann for her leadership and efforts. Held proposed a \$3,000 equity/merit increase for Joslin between now and the end of the fiscal year. The Board will revisit the matter at the April meeting as to how much of the equity will continue as permanent increase after July 1, 2012.

**MSC/Mecham/Weeks** award Ann \$3,000, one-half equity and one-half merit to be paid between this date and June 30, 2012.

#### **XI. Adjournment**

**Motion/Noble** to adjourn the meeting at 12:22 P.M. MDT.

Next meeting April 20, Conference Call.