

II. APPROVAL OF MINUTES

A. June 1, 2012 Meeting

Suggested motion: I move that the minutes of the June 1, 2012 Board of Library Commissioners meeting be approved as distributed in Board Document 12-41.

MSC _____

**DRAFT MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
June 1, 2012**

The Idaho Board of Library Commissioners meeting was called to order at 10:05 A.M. MDT on Friday, June 1, 2012, at the Idaho Commission for Libraries. Participating were John Held, Chair; Sara Staub; Dave Mecham; Larry Weeks; Bruce Noble, via teleconference; and State Librarian Ann Joslin. Also attending the meeting were Marj Hooper, Associate State Librarian; Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Services Manager; Katy Place, Financial Technician; and Teresa Lipus, Public Information Specialist, serving as recorder.

I. Call to Order

A. Introductions

B. Revisions to Agenda - None

C. Announcements

Joslin announced that in April the Commission submitted the Scout Video Collections project, a BTOP-funded collaboration between the Commission and Idaho Public Television (IdahoPTV), for an IT recognition award. The nomination was submitted to Idaho's Information Technology Resource Management Council (ITRMC) for consideration in the "Cross-Boundary Collaboration and Partnerships" category of the National Association of State Chief Information Officers (NASCIO) IT Recognition Awards.

The Idaho Department of Labor also submitted their workforce development partnership with the Commission and IdahoPTV under the category "Digital Government: Government to Citizen."

ITRMC screened submitted nominations at the state level and both the Scout and workforce development projects have been selected to advance to the national level. ITRMC will submit these to NASCIO by June 4, 2012. Recognition Award finalists will be notified in August, and the recipients will be formally announced at the NASCIO Annual Conference in October.

II. Approval of Minutes

A. April 20, 2012 meeting (Board Document 12-30)

MSC/Weeks/Mecham that the minutes of the April 20, 2012, Board of Library Commissioners meeting be approved as distributed in Board Document 12-30.

Motion unanimously carried

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 – none

B. Program

1. FY2013–2017 State Plan – Information Item (Board Document 12-32)

To receive the LSTA funds under the Grants to States program, each state library agency must submit to the Director of the Institute of Museum and Library Services (IMLS) a 5-year State Plan. Our new plan is due June 30, 2012 and Hooper has dedicated much of her time in recent weeks to work on it. She explained that IMLS has a new strategic plan, which we have reviewed thoroughly and kept in mind while working on ours. The State Plan must identify the State's library needs and set forth the activities to be taken toward meeting the identified needs. Hooper is still working on activities and getting measurements from program staff members. IMLS also requires prioritization, which we have included on page 15. We added priorities from the evaluation of our 2008-2012 LSTA Five-Year Plan but we also always consider what's going on at the time when prioritizing. For example, eBooks were called out as high priority but, the Commission doesn't consider it fiscally responsible to put money into a market that is so volatile at this time.

Digital literacy training is a component of the plan. The National Broadband Plan, released by the Federal Communications Commission in March 2010, included in its recommendations a call for IMLS to provide leadership to libraries and community-based organizations as they improve digital adoption and use. The "Proposed Framework for Digitally Inclusive Communities" is IMLS's initial response to that request. In addition, the American Library Association (ALA) is working to raise the visibility of libraries as "community anchors" with a vital role in digital literacy training. Although the terminology is

new, the concept is not. The 2020 Vision developed by the library community in 2006 calls out Idaho libraries as the “nexus of global information, innovative services and community.”

Joslin said that, while there is no commonly agreed upon definition of digital literacy, we are looking at it as a set of skills, both technical and cognitive, that continue to evolve. Cognitive skills—the use and evaluation of information—are the bigger part of what libraries will be addressing. For the most part, the technical part (the transferable skills) is easier, especially for the younger users. Weeks noted that, whatever digital literacy may be, we’re involved in it.

Hooper said that we will define what we mean by “literacy” each time it is part of a program we do.

The renewed focus on literacy provides an opportunity for libraries to strengthen their position as the nexus of community with broadband and an opportunity for the Commission to help libraries understand the importance of this. The recent call for applications for digital literacy training for trustees resulted in a great response. Hooper said the hope is that this will also boost leadership among the trustees.

2. FY2013 Allocation Plan (Board Document 12-33)

Information about the Federal FY2013 LSTA Allocation Plan is scheduled for distribution to the Idaho library community in late June. The plan provides for a process for Idaho libraries to apply for grants to support individual employee or group continuing education activities, and first time attendance at a library conference. We expect our FY2013 allotment will be less than in FY2012, leaving insufficient funds for an open competitive grant round, but we propose continuing the statewide programs and the Continuing Education (CE) program, which is widely used.

MSC/Mecham /Staub that the Federal FY2013 LSTA Allocation Plan as described in Board Document 12-33 be approved.

Motion unanimously carried

Weeks noted that what is being approved is tentative since we don’t know the amount of funding, but Joslin said that this approval will expedite getting the word out to the library community that we are not offering competitive grants.

3. Advisory Council Appointments (Board Document 12-34)

School Library Position:

The School Library Position represents public school libraries statewide. The term for this position is five years.

A letter of interest was submitted by Norma Jean Sprouffske, Library Coordinator, Caldwell School District.

MSC/Staub/Weeks that Norma Jean Sprouffske be appointed to the LSTA Advisory Council as a School Library member for a term ending June 30, 2017.

Motion unanimously carried

Public Library Position – East Idaho:

The Public Library Position represents public libraries from the eastern Idaho area. The term for this position is for one year due to a resignation.

A letter of interest was submitted by Cindy Erickson, Director, Soda Springs Public Library.

MSC/Mecham/Weeks that Cindy Erickson be appointed to the LSTA Advisory Council as a Public Library member to complete a one-year term ending June 30, 2013.

Motion unanimously carried

Public Library Position – North Idaho:

The Public Library Position represents public libraries from the northern Idaho area. Incumbent Katie Crill is seeking reappointment; she completed a 2 year term as the result of a resignation. The term for this position is five years.

A letter of interest was submitted by Katie Crill, Director, West Bonner Library District, Priest River.

MSC/Staub/Mecham that Katy Crill be appointed to the LSTA Advisory Council as a Public Library member for a term ending June 30, 2017.

Motion unanimously carried

C. Grants – LSTA applications received (Board Document 12-35)

LSTA applications received since February 17, 2012 include:

- Garden City Public Library : PLA (Public Library Association) Conference – Philadelphia, PA – 1st Time Attendance – Vanessa Fisher
- Idaho Falls Public Library: PLA (Public Library Association) Conference – Philadelphia, PA – 1st Time Attendance – Kim Ellen Bryant
- Garden City Public Library: Master of Library Science (MLS) Spring – Kelley Ruhl

Staff reviewed and approved these applications. Joslin noted that the library needs to cover anything over \$900 for continuing education. We also have a cap on the grant amounts for Master and other graduate degrees.

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. FY2013 appropriation – information item (Board Document 12-36)

Joslin presented the board with a breakout of the FY13 appropriation. The FY2013 starts in one month and we are in good shape.

- Personnel numbers are higher than FY12 because of the 2% salary increase and some benefit increases that have occurred. We plan to fill the digital repository librarian position for STACKS. We'll also review the recommendations of the LiLI-Databases study of 2010 and incorporate LiLI-D training into the position description.
- We will spend the \$700,000 BTOP appropriation by the end of December 2012.
- The Joint Finance-Appropriations Committee (JFAC) added in a \$17,600 adjustment for Libraries Linking Idaho (LiLI) inflation.
- Statewide Cost Allocation Plan (SWCAP) includes a major decrease in what we will be paying for Administrative services, which is why we have less in Operating. Rent will be lowered by \$55,000, less will go to the Controller's office, and we'll pay less for risk management. However, the fees for Attorney General services went up because of the amount of time we used them in the current year.
- There is an additional \$100,000 in Trustee & Benefit (T&B) for the Read to Me program mini-grants.

2. FY2014 budget submission (Board Document 12-37)

Joslin said that, as more demands are being placed on libraries as community anchors, we need to make the case for state money to support broadband services in public libraries.

- Adult Basic Education (ABE), community colleges, and the Department of Labor depend on Idaho libraries for the resources in LearningExpress Library.
- The College and Career Ready and STEM (Science, Technology, Engineering, Math) initiatives place K-12 resource demands on libraries. This year we are increasing emphasis on STEM databases for students.
- Bandwidth is critical to public libraries, 70% of which offer the only free public access in their communities. Most BTOP connectivity libraries have wireless and leave it on, making it accessible 24/7. Access is important for sustainability of small rural communities. Idaho Education Network (IEN) established a benchmark for each high school and the state pays that. This is an appropriate time to request funds for the non E-Rate portion of public libraries' broadband. The Commission would administer it under T&B on a reimbursement basis; requesting libraries must be taking full advantage of E-Rate discounts. We need to build on the success of the BTOP project.

MSC/Noble/Mecham that a line item of \$545,000 for Community Anchor support be approved for the Commission's FY2014 budget request.

Motion unanimously carried

B. Program – none

C. Grants – none

VII. State Librarian's Report

A. Operations - none

B. Management Team members' report – information item

Dubois reported that we've done one of the object transfers approved at the previous Board meeting. We are still spending through some of the money that we have in Operating and still looking at transferring Personnel funds for technology items.

Bradshaw issued invitations to the Commissioners for the Volunteer Appreciation luncheon being held on June 14 at the Commission.

Hooper noted that the work of Commission staff is garnering nationwide recognition for the agency.

- Consultant Sue Walker recently attended a National Library Service (NLS) Conference and held a session using the facilitation skills and Conversation Café tools she learned at Interaction Associates training. Incoming ALA President Maureen Sullivan followed Walker's presentation and frequently gave Walker rave reviews on the ground rules laid out, the facilitation, and the product that came out of Walker's session. Participants from other states were intrigued by Walker's effective use of ground rules and brainstorming. NLS is under new leadership and it was a great time for Walker to introduce a new style and format for NLS conference sessions.
- Program Coordinator Erica Compton has been invited to do a "Read Poster" poster session at the ALA Annual Conference. ALA has been impressed with what Idaho is doing with the Read Design Studio software. Rachel Johnson, Director of ALA Graphics, attended a recent Teens and Tech training put on by Compton and Walker at the Commission. The Commission's web and graphic designer, Ben Bibikov, is designing the display for the poster session.
- Shirley Biladeau, Continuing Education (CE) Consultant was recognized by WebJunction and her CE peers with the Pat Carterette Star Award.

The IMLS SWIM (South Dakota, Wyoming, Idaho, Montana) Learning Cohort for Masters in Library and Information Science (MLIS) Students has been going on for nearly two years. Graduation happens this August.

The Idaho School Board Association is having a fall meeting; Commission staff will facilitate bringing people and resources together to expose school district leadership to library services such as LILI databases and other STEM resources.

Biladeau and the field consultants, Frank Nelson, Jan Wall, and Kevin Tomlinson are working on the digital literacy training with trustees.

C. Personnel report – none

D. State Librarian’s travel report – information item (Board Document 12-38)

Joslin attended ALA Legislative Day in April and distributed to the Board the same packets that she took to the Congressional Offices on her visits. The packets included a report on FY2011 Federal Support to Idaho Libraries, a description of Commission Services and Programs Provided to Idaho Libraries, a Read to Me fact sheet, a BTOP update flyer, ALA fact sheets on Idaho libraries, and a flyer on Idaho libraries promoting economic recovery.

Joslin spent May 20-26 at a National Telecommunications and Information Administration (NTIA) Symposium and an NTIA/SHLB (Schools, Health & Libraries Broadband Coalition) Conference in Washington, D.C.

NTIA wants major funders and other Federal agencies to understand the far-reaching impacts of broadband expansion. Many funders attended, including the Bill & Melinda Gates Foundation, the Benton Foundation, and the Aspen Institute. Joslin was on a panel addressing workforce development and moderated a session on digital literacy.

The same week the Benton Foundation hosted discussions focused on broadband application with seniors. Tony Wilhelm, NTIA BTOP program director was keynote speaker and during his speech he called out the Idaho BTOP project in terms of it being a “game-changer.” NTIA staff was very complimentary about the “online @ your library” BTOP project and the Commission’s collaboration with Idaho Department of Labor.

In late June, the Bill & Melinda Gates Foundation is hosting state librarians and library development directors. They want to explore how the Chief Officers of State Library Agencies (COSLA) might continue to work with the Gates Foundation.

At the June ALA conference former Colorado State Librarian Nancy Bolt (of Nancy Bolt & Associates) is doing a session on essential facilitation and problem solving and has asked Joslin to be a panel member. Joslin has had extensive Interaction Associates training and experience with facilitation.

E. Other – none

VIII. Old Business - none

IX. New Business

A. FY2013-2-16 Strategic Plan (Board Document 12-39)

The Management Team annual review of the agency strategic plan has resulted in no changes. This year we can easily continue to operate under the state plan as it exists. We review it on an annual basis and next year we will likely recommend changes to reflect increased activity in literacy, digital literacy and community anchor support.

Hooper said that in years past we haven't compared ourselves to national statistics. But this year we included Idaho's ranking of 13th in circulation statistics. Getting books into kids' hands is key for early literacy. This statistic also speaks to libraries as community anchors.

The plan must be submitted to the Division of Financial Management by July 1. The agency profile and FY2012 performance measures report will be submitted along with our FY2014 budget request to DFM in early September.

MSC/Noble/Staub that the vision, values, strategic directions, and goals of the 2013 -2016 strategic plan as described in Board Document 12-39 be approved.

Motion unanimously carried

B. Election of board officers (Board Document 12-40)

Nomination/Second/Staub/Weeks that Bruce Noble serve as Chair of the Board of Library Commissioners for SFY2013.

MS/Held to close nominations.

Motion unanimously carried

Nomination/Second/Mecham/Noble that Larry Weeks serve as Vice-Chair of the Board of Library Commissioners for SFY2013.

MS/Held to close nominations.

Motion unanimously carried

C. Next meeting – July 20, 2012, conference call

Joslin noted that there may not be enough business to hold the July meeting, but asked the Commissioners to please keep it on their calendars for now.

X. Executive Session - none

XI. Adjournment

MS/Held/ to adjourn the meeting at 11:51 A.M. MDT.