

**II. APPROVAL OF MINUTES**

**A. February 15, 2013 Meeting**

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**Suggested motion:** I move that the minutes of the February 15, 2013, Board of Library Commissioners meeting be approved as distributed in Board Document 13-19.

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**DRAFT MINUTES OF THE  
IDAHO BOARD OF LIBRARY COMMISSIONERS  
February 15, 2013**

The Idaho Board of Library Commissioners meeting was called to order at 10:01 A.M. MT on Friday, February 15 at the Idaho Commission for Libraries (ICfL). Participating were Larry Weeks, Vice-Chair; Sara Staub; Dave Mecham; John Held; 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; Stephanie Bailey-White, Reading Programs Coordinator; and Teresa Lipus, Public Information Specialist, serving as recorder.

**I. Call to Order**

**A. Introductions**

**B. Revisions to Agenda**

**C. Announcements**

**II. Approval of Minutes**

**A. October 26, 2012 meeting (Board Document 13-10)**

**MSC/Staub/Held** that the minutes of the October 26, 2012 Board of Library Commissioners meeting be approved as distributed in Board Document 13-10.

*Motion unanimously carried*

**III. Open Forum - None**

**IV. Legislation, Policies, Rules**

**A. Legislation**

**1. Personal Property Tax elimination impact – information item (Board Document 13-12)**

Joslin: The charts in this document contain information on the potential impact of the Personal Property Tax elimination to district and city libraries. It's more difficult to calculate the impact on city libraries because the city may or may not spread reductions evenly across city organizations. The impact would be enormous in several library districts.

**B. Policies – none**

**C. Rules – none**

**V. Federal Funds**

Joslin: We changed the title of this section from “Library Services and Technology Act (LSTA)” to “Federal Funds” because in recent years we have been working with other federal funds, such as Broadband Technology Opportunities Program (BTOP) funds.

**A. Finances**

**1. FY 2013 IMLS Award – information item**

The Institute of Museum and Library Services (IMLS) has issued a partial award for FY2013, 70% of the FY2012 award. We are still working with FY2012 funds. Our LSTA allocated dollars are not literally ours until we spend them.

**B. Program – none**

**C. Grants –**

**1. LSTA applications received – information item (Board Document 13-13)**

Joslin: We're not offering an open competitive grant cycle, but many people are taking advantage of the Continuing Education grants we offer.

**2. Routes to Reading**

Bailey-White: Routes to Reading is funded by a National Leadership Grant from IMLS and the Campaign for Grade-Level Reading. We learned in fall 2012 that we were one of 19 nationwide to receive this grant, which in our case is \$250,000 over 3 years with a \$30,000 match from the J.A. and Kathryn Albertson Foundation. Strengths of our grant application included Read to Me's 16 years of experience, great letters of support, and a strong evaluation component.

- The goal of the Routes to Reading Program is to significantly increase the amount of reading done in Idaho homes and child care settings.
- The audience is low income and rural families.
- The program reaches kids with prep materials for pre-school and kindergarten. Research shows that kids must be reached early, or only one in eight will catch up.
- The three routes:
  - *Route 1: Books to Go* with bins of 30 bags of books (“from your library”) with themes, handouts for increasing Six Early Literacy Skills, and surveys to fill out. The program includes replacement books, to make it as easy as possible for the libraries

and the participants. We have already received positive feedback from participants and exciting partnerships are developing. The evaluation component includes pre- and post-evaluation at eight sites. Evaluations have previously focused on parent behavior, but this one is focused on children's early literacy skills and requires parental consent.

- *Route 2: Virtual Story times* at DaybyDayID.org, which includes Idaho resources, resources in Spanish, and e-books from Tumblebooks.
- *Route 3: Communication, collaboration, and coalition building*, which includes spring 2013 workshops with partners around the state.

Routes to Reading dovetails nicely with other Read to Me initiatives. We saw a gap in access to print materials for early learners and preschoolers, and this project helps bridge that gap.

Joslin: We've been invited to speak on our early literacy services in April at the Idaho Rural Partnership board meeting. We spoke on BTOP at their October conference.

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

### **A. Finances**

#### **1. FY2014 – information item (Board Document 13-14)**

Joslin: The chart provides a comparison of our FY2013 appropriation and the Governor's recommendation for FY2014. FY2014 includes funds to cover contract inflation for the LILI databases. We pay grants from Trustee and Benefit (T/B) category; the \$100,000 in state funds is for Read to Me minigrants.

Joslin shared with the Commissioners the presentation she developed for the Joint Finance-Appropriations Committee (JFAC) Budget Hearing on February 11. JFAC is scheduled to set our budget on February 25.

### **B. Program – none**

### **C. Grants – none**

## **VII. State Librarian's Report**

### **A. Operations**

#### **1. BTOP wrap-up – information item (Board Document 13-15)**

Joslin: We have obligated all of the Broadband Technology Opportunities Program (BTOP) money and spent most of it, except for a few outstanding bills and the grant manager's salary to finish the required annual and final reports.

Joslin played the Speaker's Kit 3-minute video, "Libraries and Economic Development," for the Commissioners. The video will be included in an advocacy kit for libraries.

Joslin: “EveryoneOn.Org” is a national campaign by Connect2Compete to raise awareness of the importance and benefits of digital literacy skills. Libraries are key to the success of this rapidly developing project, and the American Library Association (ALA) is working with State Library Agencies to bring libraries on board.

## 2. COSLA activities

Joslin: Many organizations and foundations are coming to the Chief Officers of State Library Agencies (COSLA) organization to partner with them to reach public libraries. Part of COSLA’s planning process is to determine if they can develop the capacity/funds to develop these partnerships and work with partners outside of the library world, such as the FCC and others.

We don’t have too many details yet on the Peer Learning Meeting in South Africa. It’s a gathering of Bill & Melinda Gates Foundation Global Libraries grantees from around the world in mid-April. I leave for the meeting on April 13.

Held: I have to say I’m very proud that our state librarian is the president of COSLA.

Hooper: It’s great that the ICfL has such a great reputation with the Gates Foundation. We have been getting a lot of national exposure: Ann’s management and facilitation skills, Gina Persichini and LiLI.org, Erica Compton and the READ poster presentation at ALA, and the Read to Me initiatives. It’s a pleasure to go places and have Idaho thought of so highly.

## B. Management Team members’ reports

Hooper:

- Idaho at 150, the Sesquicentennial: No money was given to agencies and organizations, so we’ve been doing what we can with the resources we have. The kick-off celebration is Monday March 4, 2013. ICfL jumped on the bandwagon right away because we were in the middle of planning new Let’s Talk About It themes and were able to incorporate books that we had into an “Idaho at 150” theme.

Each participating agency wrote a one-page sheet on what they were doing to celebrate. Ours included featuring “Idaho at 150” as part of the Idaho display at the 2013 National Book Festival. Committee members and ICfL staff will be at the March 4 celebration, which will be filmed by Idaho Public Television.

Staub: I’m chair of our “Idaho at 150” county committee.

Weeks: I’m narrating for Randy Stapilus’ book *Idaho 100*.

Dubois:

- We will have to make decisions soon about the vacant positions we’ve been holding open.
- We lost our studio server recently. Work on that completes the last of our server updates.

- FY2014 will see a lot of changes to simplify financial tracking and reduce the workload (e.g., keeping the same project numbers all the way through). We're in better shape today than we were a year and a half ago.
- Environmental study: There were rumors of mold and lingering concerns about the air quality in the building since the roof damage in 2010. We contracted with a service that inspects industrial buildings and long-time employees were able to point out previous repairs to the building. Results indicated that air inside the building is better than the air outside the building.

Bradshaw:

- Marj and I will meet with our web designer, Ben Bibikov, about redesigning the display for the National Book Festival. We plan to feature two books this year, one children's book—*Polly Bemis: A Chinese American Pioneer* by Priscilla Wegars and one adult book—*A Thousand Pieces of Gold* by RuthAnne Lum McCunn.

**C. Personnel report – information item (Board Document 13-16)**

Our school library consultant, Glynda Pflieger, resigned for health reasons. We interviewed three school library consultant candidates this week and a decision is pending.

**D. State Librarian's travel report – information item (Board Document 13-17)**

**E. Other – none**

**VIII. Old Business - none**

**IX. New Business**

**A. Next meeting – April 12, 2013, conference call**

We will need an additional object transfer in the federal fund before the end of the fiscal year but we may not have the amount finalized by April 12. If not, we'll want to move the April meeting to end of the month.

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

**A. State Librarian annual evaluation (Board Document 13-18)**

**MSC/Mecham/Staub** 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 12:07 P.M.

**MSC/Held/Mecham** that the meeting reconvene in regular session. The Board reconvened in regular session at 12:30 P.M.

*Motion unanimously carried*

The Board completed the State Librarian's annual evaluation. Joslin said that if she could improve anything it would be finding more time to reach out to other state agencies to strengthen partnerships and collaborative efforts. The Board responded that they like what she is doing nationally and thanked her for her good work.

**MSC/Held/Mecham** that Ann Joslin be awarded \$2,000 in short-term merit pay or bonus, whichever is deemed appropriate by the Division of Financial Management (DFM), for her continued exemplary performance.

*Motion unanimously carried*

#### **XI. Adjournment**

**MS/Weeks** to adjourn the meeting at 12:52 P.M. MDT.