The Idaho Board of Library Commissioners meeting was called to order at 1:44 P.M. MDT on Tuesday, April 9 at the Idaho Commission for Libraries (ICfL) via conference call. Participating were Bruce Noble, Chair; Larry Weeks serving as 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; 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. February 15, 2013 meeting (Board Document 13-19)

MSC/Staub/ Mecham that the minutes of the February 15, 2013 Board of Library Commissioners meeting be approved as distributed in Board Document 13-19.

Motion unanimously carried

III. Open Forum - None

IV. Legislation, Policies, Rules

A. Legislation

1. 2013 Session recap – information item (Board Document 13-21)

During each Legislative session, Jan Wall and Pam Bradshaw track legislation that affects the Commission for Libraries or the Idaho library community. 2013 bills include:

HB161 Election Consolidation - This legislation cleans up various sections of the Idaho Code, addressing necessary changes in election procedures that came to light when conducting elections for the various taxing districts.

Status: Governor signed 3/22; effective 3/22/13

HB315 Personal Property Tax - This bill relates to the business personal property tax. A compromise in the legislation proposes three changes to the exemption granted under section
63-602KK, Idaho Code: 1) Creates a new $3,000 exemption on a tangible personal property purchased on or after January 1, 2013 and has a purchase price of $3,000 or less. 2) Triggers the $100,000 exemption on business personal property in Section 63-602KK, Idaho Code, on January 1, 2013. In addition, the exemption will be expanded to include operating property. 3) Creates a uniform application process to be prescribed by the state tax commission intended to simplify reporting.

**FISCAL NOTE:** Replacement funding to local governments is expected to be $20 million annually. The replacement funding will be paid for annually out of the sales tax distribution formula and will remove $20 million annually from the state general fund. There is no fiscal impact on local governments.

Status: Delivered to Governor 3/29/13

**SB1154 Appropriation Idaho Commission for Libraries** - This is the fiscal year 2014 appropriation to the Idaho Commission for Libraries in the amount of $4,764,100.

Status: Governor signed 3/29/13, effective 7/1/13

B. Policies – none

C. Rules – none

V. Federal Funds

A. Finances

1. **Object transfer – information item (Board Document 13-22)**

   As has been the case for the last several years, we’ve spent less in personnel (about $10,000-15,000) and less in trustee and benefit (T&B) (about $20,000), and we require more than appropriated in operating for statewide programs. Because of this expenditure pattern, we included in our FY2014 budget request an increase in spending authority of $224,400 in operating and an equal decrease in T&B in the federal fund. That change was approved by the Governor.

   The Institute of Museum and Library Services (IMLS) recently released funding revisions resulting from sequestration, with the Commission at $52,000, a 4% cut rather than the full 5%.

   **MSC/Held/Mecham** that the FY 2013 appropriation for the federal fund be adjusted by transferring residual funds from personnel and T&B to operating and from operating to capital outlay.

   *Motion unanimously carried*

B. Program – none
C. Grants – none

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. FY2014 appropriation – information item (Board Document 13-23)
   This is the FY2014 appropriation for the agency. It caps full-time equivalent positions at 40.50.

   Since the LearningExpress Library (LEL) enhancement request was not approved, Joslin has been talking to other State agency heads that rely on LEL. The Idaho Department of Labor, Idaho State Board of Education, and Adult Basic Education all support it in spirit but none have funds to contribute. The Idaho State Department of Education’s technology division wants to work with us, and we’ll meet with them in May. They have a link to LEL in Scoolnet and it’s a valued resource for both teachers and students.

2. Object transfer – general (Board Document 13-24)
   With no across the board CEC (Change in Employee Compensation) recommended by the Governor for FY2014, the Management Team developed a plan for distributing salary savings using both bonuses and short-term merit (as shown in the board document) that is consistent with the legislative intent language included in all agency appropriations bills. Since then, the plan has been rejected by the new Division of Financial Management (DFM). We resubmitted it after making the required changes, but haven’t heard anything yet. We also learned that the Board’s recommendation for Joslin’s merit increase had to be sent to the Governor. It has been sent but we haven’t heard anything yet.

   MSC/Staub/Mecham that the FY2013 state general fund appropriation be adjusted by transferring any unexpended personnel funds to operating and/or capital outlay, and transferring any unexpended funds in operating to capital outlay.

   Motion unanimously carried

3. Object transfer – miscellaneous (Board Document 13-25)
   As we approach the end of state fiscal year 2013, our donated funds will exceed our spending authority in operating. To gain maximum flexibility in anticipation of year-end closing, I am requesting approval of an object transfer.

   MSC/Mecham/Held that the FY 2013 appropriation for the miscellaneous revenue fund be adjusted by transferring residual funds from capital outlay to operating.

   Motion unanimously carried

B. Program – none
C. Grants – none

VII. State Librarian’s Report

A. Operations – none

B. Management Team members’ reports

C. Personnel report – information item (Board Document 13-26)
   Jeannie Standal, School Library Consultant, started in early March. This spring she is attending ILA Spring Conferences around the state to meet people and do site visits.

D. State Librarian’s travel report – none

E. Other – none

VIII. Old Business - none

IX. New Business

A. STACKS Digital Repository Annual Report (Board Document 13-27)
   Danna Angevine put together this report and recommends that we don’t make any changes this year to the exemptions. The number that she reports is through [STACKS], on our website. As she has time, she makes these available through WorldCat, but we are not able to count WorldCat usage.

   MSC/Mecham/Held that the following classes of publications be exempted from the Digital Repository through June of 2014 because of the current inability to efficiently or cost-effectively capture or process these formats:
   • Dynamic websites
   • Interactive websites
   • Publications that contain copyrighted material with no provision for access in a public archive or repository

   Motion unanimously carried

B. FY2014 meeting schedule – information item (Board Document 13-28)
   The board reviewed the meeting schedule for FY2014. Staub won’t be available for the fall library tour this year.

   MSC/Held/Mecham that the FY2014 meeting schedule for the Idaho Board of Library Commissioners as described in Board Document 13-28 be approved.

   Motion unanimously carried
C. Commission interview process
Noble will be stepping down when his term is up in June. The board looked at a draft of a recently used interview process. Mecham, as the most recent to have gone through the process, found it to be very workable and pleasant. Weeks thought that the most recent interview process went smoothly.

Three current questions assume that the interviewee has served on a board. Weeks suggested that “board” experience be broadened beyond library boards. If so, question #2 remains an appropriate follow-up. We will likely change the question about filtering to another Intellectual Freedom scenario. After changing the wording as suggested above, we will send the Interview Process document back to the Board for their review/approval.

Last time we interviewed all six applicants. If we get lots of applicants, the board will have the option of narrowing the number interviewed to 5–7.

The Commission will advertise for applicants in advance via ICfL newsletters, blogs, LibIdaho, and press releases.

Commissioners will be sent the qualified applicants’ résumés by May 31.

D. Next meeting – June 7, 2013

X. Executive Session – none

XI. Adjournment
Noble noted that the Commission’s Talking Book Service PSA is getting lots of coverage during the local broadcast of the Mariner games.

MS/Noble/Staub to adjourn the meeting at 2:33 P.M. MDT.
Motion unanimously carried