

**APPROVED MINUTES OF THE  
IDAHO BOARD OF LIBRARY COMMISSIONERS  
June 7, 2013**

The Idaho Board of Library Commissioners meeting was called to order at 10:03 a.m. MDT on Friday, June 7 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; 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. April 9, 2013 meeting (Board Document 13-29)**

Joslin noted that page 3 of the minutes, under *VI, A. 2. Object transfer – general*, incorrectly names the director of the Division of Financial Management (DFM). She recommended amending the minutes by changing that sentence to “Since then that plan has been rejected by the Division of Financial Management (DFM).”

**MSC/Held/Staub** that the minutes of the April 9, 2013 Board of Library Commissioners meeting be approved in Board Document 13-29 as amended.

*Motion unanimously carried*

**III. Executive Session**

**A. Pursuant to I.C. 67-2345 (1)(a) (Board Document 13-31)**

**Consideration of candidates for commissioner**

**MSC/Mecham/Held** that the Board go into Executive Session pursuant to Idaho Code 67-2345 (1)(a), to consider candidates to fill the Board seat being vacated by Bruce Noble.

A roll call vote was held with Staub, Mecham, Weeks, and Held voting in the affirmative. At 10:14 a.m. MDT the Board went into executive session.

**MSC/Held/Staub** that the Board move out of Executive Session.

A roll call vote was held with Staub, Mecham, Weeks, and Held voting in the affirmative. At 11:24 a.m. MDT the Board moved out of executive session and reconvened in regular session.

**MSC/Staub/Mecham** that the Idaho Board of Library Commissioners nominate to the Governor the following qualified candidates (listed in rank order) for the Board commissioner from Northern Idaho, with a term ending June 30, 2018, consistent with Idaho Code 33-2502.

- 1) Pat Raffee
- 2) Beverly Richmond

*Motion unanimously carried*

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

**A. Legislation – none**

**B. Policies – none**

**C. Rules – none**

#### **V. Federal Funds**

**A. Finances – none**

**B. Program**

##### **1. LSTA Advisory Council appointments (Board Document 13-32)**

We have three vacancies coming up for the Library Services and Technology Act (LSTA) Advisory Council. We advertised for all three but received applications for only the following two seats:

This At-Large Position represents any type of library (public, school, academic, or special) from the southwestern Idaho area. Incumbent Lisa Zeiter has served one five-year term and is seeking a final term.

**MSC/Held/Mecham** that Lisa Zeiter be appointed to the LSTA Advisory Council as an At-Large member for a five-year term ending June 30, 2018.

*Motion unanimously carried*

This Public Library Position represents public libraries from the eastern Idaho area. Incumbent Cindy Erickson has served one year due to a resignation and is seeking a full five-year term.

**MSC/Mecham/Staub** that Cindy Erickson be appointed to the LSTA Advisory Council as a Public Library member for Eastern Idaho for a five-year term ending June 30, 2018.

*Motion unanimously carried*

**C. Grants**

**1. LSTA applications received – information item (Board Document 13-33)**

The LSTA applications received are for individual continuing education (CE) events or formal library education opportunities. The American Library Association (ALA) Annual Conference is at the end of June so there are several requests to attend that. We are still funding CE grants and statewide programs but did not offer an open competitive grant cycle for federal FY2012 funds.

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

**A. Finances**

**1. FY2015 budget submission (Board Document 13-34)**

STATE GENERAL FUND	Amount	Item
Operating	\$ 135,400	<ul style="list-style-type: none"> <li>• \$110,400 LearningExpress Library</li> <li>• \$ 25,000 public information</li> </ul>
Trustee & Benefit	\$200,000	Reimbursements for ISP charges after E-Rate
Line Item Total	<b>\$ 335,400</b>	

**MSC/Staub/Held** that a line item of \$335,400 be approved as the first priority line item in the Commission’s FY2015 budget request.

*Motion unanimously carried*

In FY2013 we received \$357,000 in requests for Read to Me Mini-Grants and could fund only \$100,000. The Read to Me FY2015 request if funded would double the amount available and partially bridge that gap.

STATE GENERAL FUND	Amount	Item
Trustee & Benefit	\$100,000	Mini-grants to libraries
<b>Line item total</b>	<b>\$100,000</b>	

**MSC/Mecham/Staub** that a line item of \$100,000 for Read to Me mini-grants be approved as the second priority line item in the Commission's FY2015 budget request.

*Motion unanimously carried*

**MSC/Mecham/Held** that the Board direct the State Librarian to prepare the state FY2015 budget request according to guidelines received from the Division of Financial Management and Legislative Budget Office.

*Motion unanimously carried*

**2. FY2014 spending plan – information item (Board Document 13-35)**

The table in Board Document 13-35 reflects the anticipated expenditures of each program. Programs will now track spending by the fiscal year rather than by the funding source. This structure will help us produce financial trend data. The change will take place on July 1. State Controller's Office (SCO) and DFM agree that this will help us fine-tune budget projections.

**B. Program – none**

**C. Grants – none**

**VII. State Librarian's Report**

Our free, online Alternative Basic Library Education (ABLE) Program was recently updated to a new platform. As of March 31, 5,351 completion certificates have been issued to individuals in 32 countries.

**A. Operations – information item (Board Document 13-38)**

**Financial Literacy Grant Application:** The Commission was invited by the American Library Association (ALA) to apply for a "smart investing @ your library" grant that ALA co-sponsors with the FINRA (Financial Industry Regulatory Authority) Foundation. The foundation grants funds only to 501(c)(3) organizations so LYRASIS, a multi-state library cooperative, is serving as the applicant and the fiscal agent for the project.

- Project Title: smart investing @ your library: Investing in Idaho's Future
- Amount Requested: \$ 54,100

The Commission will partner with the College of Southern Idaho, twelve public libraries, the University of Idaho Extension Service, and several other organizations in a two-year project.

**Survey of Broadband Technology Opportunities Program (BTOP) connectivity libraries:** As part of the wrap up of the BTOP "online @ your library" grant project, we asked the directors of the 55 libraries who participated in the broadband and computer upgrades to reflect on the project. Of the 55, 38 responded to the online survey. We were pleased to read some of the positive comments from the survey and happy that

some librarians felt that considerable thought was given to structuring the project so it was not too onerous for libraries.

All grant funds have been obligated. We are waiting for approval from the National Telecommunications and Information Administration (NTIA) for a budget adjustment so we can begin the closeout process.

ALA included highlights of Idaho's BTOP project (digital literacy training with the Idaho Youth Corps and refugee coaches) in its report "U.S. Public Libraries and Broadband Technology Opportunities Program" at [www.scribd.com/doc/138899219/U-S-Public-Libraries-and-the-Broadband-Technology-Opportunities-Program-May-2013](http://www.scribd.com/doc/138899219/U-S-Public-Libraries-and-the-Broadband-Technology-Opportunities-Program-May-2013).

**COSLA:** The Chief Officers of State Library Agencies (COSLA) has received a \$700,000 grant from the Bill & Melinda Gates Foundation for an organizational planning process. Joslin and others met in Washington, D.C. with four of the president's domestic policy advisors. The focus was on early learning, STEM, immigration, and the Affordable Care Act. Advisors briefed them on the president's priorities in each of these four areas. COSLA members briefed the advisors on what state library agencies are doing in those areas.

**Routes to Reading:** Idaho's Routes to Reading project is featured in a report called *Growing Young Minds: How Museums and Libraries Create Lifelong Learners* by the Institute of Museum and Library Services (IMLS) and the Campaign for Grade-Level Reading. Joslin and Stephanie Bailey-White, reading programs coordinator, are reviewing the Idaho write-up. The report will be released June 20 in D.C.

#### **B. Management Team members' reports**

Joslin—Peer Learning Meeting sponsored by Global Libraries of the Bill & Melinda Gates Foundation:

- It was amazing to learn about the 20<sup>th</sup> century history of South Africa from individuals who lived through it, and to see what the Western Cape area is able to do with libraries. Libraries offer support for kids to get what they need so they can complete school and go on to complete higher education. 70% of kids that go through that program come back and volunteer in it. Other countries represented at the meeting include Chile, Colombia, Central American countries, Eastern European countries, other African countries, Pakistan, and India.

Dubois—Audit:

- Legislative Services Office (LSO) is conducting an audit of the agency for fiscal years 2010 - 2012. They planned to be on site three to four weeks, but they had enough information after only two weeks. They asked questions about processes we've already changed. We anticipate a positive report. One auditor commented that this is a pleasant work atmosphere.

Hooper—Bragging about Commission staff's accomplishments:

- Ohio has adapted ICfL’s Read to Me Early Literacy Stations, a program that focuses on the six early literacy skills, and credited the Commission. Iowa developed a Ready to Read program and acknowledged being “indebted” to Idaho’s Read to Me program.
- Shirley Biladeau and the Special Projects Library Action Team (SPLAT) are going to libraries around the state promoting digital literacy with Gismo Garages. Some SPLAT members are also doing outreach to schools. The project allows library staff to experiment with tech tools, better understand technology for making policy and setting budgets, and determine what the library’s role will be for promoting technology. We’re grateful to libraries for allowing their staff to participate in SPLAT; they benefit too because SPLAT members receive professional development in the process.
- Stephanie Bailey-White has worked to get a VISTA Summer Associate on board to help with the pilot project in the Treasure Valley of literacy and lunch in the park. Libraries have people there to help with the literacy aspect. Bailey-White will use the project to produce a manual in October with best practices to stop summer slide in reading skills.

**C. Personnel – none**

**D. State Librarian’s travel report – none**

**E. Other – none**

**VIII. Old Business - none**

**IX. New Business**

**A. FY2014 – 2017 Strategic Plan (Board Document 13-36)**

The strategic plan has been revised based upon the needs assessments conducted for the new Library Services and Technology Act state plan submitted last year. As a result of the assessment process, the following three themes became apparent needs in Idaho:

- access to information and services,
- literacy and education, and
- libraries as community anchors.

Our plan is to be submitted to the Division of Financial Management by July 3. The agency profile and FY2013 performance measures report will be submitted along with our FY2015 budget request to DFM in early September.

We pared down the plan, getting it to three strategic issues (from four) by combining digital literacy with literacy and education. We changed some terminology and now refer to libraries as community anchors, which aligns with the LSTA plan language.

**MSC/Held/Mecham** that the vision, values, strategic directions, and goals of the 2014-2017 strategic plan as described in Board Document 13-36 be approved.

*Motion unanimously carried*

**B. Election of Officers (Board Document 13-37)**

**Nomination/Second/Mecham/Staub** that Larry Weeks serve as Chair of the Board of Commissioners for SFY2014.

**MSC/Held/Mecham** to close nominations.

*Vote: unanimous in favor*

**Nomination/Second/Staub/Held** that Dave Mecham serve as Vice-Chair of the Board of Commissioners for SFY2014.

**MSC/Mecham/Staub** to close nominations.

*Vote: unanimous in favor*

**C. Next Meetings – July 12, 2013 & Fall Board Tour**

At this point we don't have items for the July 12 meeting.

The Fall Board Tour, October 17, includes Lewiston High School, Lewis Clark State College, Grangeville Centennial Library, Nez Perce branch library, and Lewiston's new library for the Board meeting on Friday, October 18.

**X. Adjournment**

The meeting was adjourned at 1:02 p.m. MDT.