

**APPROVED MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
October 18, 2013**

The Idaho Board of Library Commissioners meeting was called to order at 10:10 A.M. PDT on Friday, October 18, 2013 at the Lewiston City Library in Lewiston. Participating were Larry Weeks, Chair; Dave Mecham; John Held; Pat Raffee; and State Librarian Ann Joslin. Also attending the meeting were Marj Hooper, Associate State Librarian; Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Services Manager; Jan Wall, Field Consultant; and Teresa Lipus, Public Information Specialist, serving as recorder.

I. Call to Order

A. Introductions

Pat Raffee was formally introduced to the board. In September Raffee attended an orientation session at the Idaho Commission for Libraries (ICfL) with Larry Weeks and the ICfL management team.

B. Revisions to Agenda – none

C. Announcements – none

II. Approval of Minutes

A. June 7, 2013 meeting (Board Document 13-39)

MSC/Held/Mecham that the minutes of the June 7, 2013, Board of Library Commissioners meeting be approved as distributed in Board Document 13-39.

Motion unanimously carried. Commissioner Raffee abstained.

III. Open Forum - None

IV. Legislation, Policies, Rules

A. Legislation (Board Document 14-02)

1. Draft Idaho Code 33-2606

The proposed legislation corrects and amends an existing statutory citation governing open meetings laws applicable to public libraries by correctly incorporating and applying all applicable Idaho open meeting laws to Idaho Code sections 67-2340 through 67-2347. Currently, IC 33-2606 refers only to the open meeting law sections 67-2340 through 67-2344. The draft legislation was approved by the Governor's Office to be vetted by all interested parties that are impacted by the potential law change.

MSC/Mecham/Raffee that the Commission for Libraries proceed with legislation to correct and amend public library law 33-2606 to reference open meeting law sections 67-2340 through 67-2347.

Motion unanimously carried

B. Policies – none

C. Rules – none

V. Library Services and Technology Act (LSTA)

A. Finances

During the federal government shutdown, Dubois worked with fiscal staff to prioritize spending so we would have sufficient funds to meet our federal payroll through the first of November. We submitted that information when the Division of Financial Management (DFM) asked agencies for their contingency plans in case the shutdown was prolonged.

B. Program

1. Institute of Museum and Library Services (IMLS) Program Officer visit – information item

Our new IMLS Program Officer, Timothy Owens, visited Idaho the first week in August. Since we no longer have competitive grant projects (except for continuing education) we scheduled Owens to spend time with our staff members who use federal funds for statewide programs and to attend LSTA-funded activities in the Treasure Valley.

Owens met extensively with our financial staff. He joined a portion of the Read to Me (RTM) *My First Books* and *Fun with Math and Science* workshops being held at ICfL, visited a *Literacy in the Park* program, and toured two public libraries—which gave him the opportunity to check out a *Make It At Your Library* pilot project and visit with Special Projects Library Action Team (SPLAT) members. He also visited Boise Public Library (BPL), which previously received a competitive grant for a community assessment, and visited with Director Kevin Booe. BPL used every finding from their assessment. Everything non-users said they wanted in the library, BPL already has—so they are placing a heavier emphasis on getting the word out to the community about what the library offers. Owens also met with Dr. Roger Stewart, who evaluates our early literacy programs.

We haven't received Owens' report yet, but he was impressed with our programming. Some grant administration items discussed had just been changed this year as part of our overhaul of fiscal processes. We can't always follow IMLS guidelines to the letter, but we work to comply with the spirit of their instructions.

C. Grants – LSTA applications received – information item (Board Document 14-03)

The Board reviewed the list of CE grant applications received and awarded. On the board tour, the directors of Grangeville Centennial and Lewis Clark State College libraries both mentioned

how much they value the continuing education grants from Library Services and Technology Act (LSTA) funds. The demand is great. The grant writing workshops we hosted were also well attended. Through these grants we are definitely helping move library staff forward in the profession.

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. FY2015 budget submission (Board Document 14-04)

The FY2015 budget request was prepared according to DFM's budget development manual. Most of the budget is formula driven, but it also includes two enhancement items: 1) Community Development through Public Libraries and 2) Read to Me Mini-Grants, both of which the ICfL Board approved in June. The budget request was submitted to DFM August 30. At the fall Board meeting we bring back a summary of what was submitted for final Board approval.

We are asking for a spending authority increase in Personnel in the federal fund. Regardless of how much money we have, our ability to spend is capped by the spending authority granted by the Legislature. With increased spending authority, we plan to move a Talking Book Service position from state to federal funds so all TBS positions are under the same funding source. That will also enable us to use state funding for a position currently being held open.

MSC/Raffee/Held that the FY2015 agency budget request be approved as submitted to the Division of Financial Management, and that the State Librarian be authorized to make adjustments in the request as may be required by DFM.

Motion unanimously carried

2. 2014 object transfer (Board Document 14-05)

The FY2014 appropriation has no funding in Capital Outlay. We have one known capital expenditure for the current year, an annual lease for a copier at the cost of \$2,300, and are requesting Board approval for an object transfer of up to \$5,000 from Operating to Capital Outlay to provide spending authority for the lease and potential purchase of critical equipment. If approved, transfers will be made as expenditures are identified.

MSC/Mecham/Raffee that the FY2014 state general fund appropriation be adjusted by transferring up to \$5,000 from Operating to Capital Outlay.

Motion unanimously carried

3. FY2010 – FY2012 Management Review – information item (Board Document 14-06)

This document is the report on our audit for FY2010–FY2012. The one finding is about missing documentation in FY2010 and FY2011; the report also recognizes that we have already made changes to improve our filing system since then. We had identified filing of

fiscal documentation as an area for improvement in late FY2010. During FY2011, we transitioned to a centralized filing system and consolidated all financial records. These changes resulted in a significant reduction in missing or inadequate documentation in FY2012, and the audit report documents the improvements.

B. Program – none

C. Grants

1. Read to Me (RTM) School Library Access applications received – information item (Board Document 14-07)

This grant project is the result of our \$100,000 enhancement request of FY2013. Research shows that if kids have access to books they will read them. Because book checkout for lower elementary grades has been restricted or even prohibited, school libraries are required to check out the books received through this grant. RTM coordinators and other staff members evaluated the grant requests using established criteria, which include percentage of students on the free and reduced lunch program. Demand far exceeds available funding and it's unfortunate to have to deny so many requests.

VII. State Librarian's Report

A. Operations – none

B. Management Team members' reports

1. North Idaho Field Consultant Report – information item

Jan Wall:

- The northern field office is in a mall in Moscow and, fortunately, the new owners want to keep the office as part of it. It was difficult to keep a support staff member busy on site, so Wall now uses Boise support staff. Wall likes the variety in her job and values the opportunity to visit libraries often. She works with boards, new trustees, and new librarians—consulting and facilitating, but not mediating. Her area has the most and the largest districts in the state, so her libraries tend to be sophisticated and self-sufficient. There are also some smaller districts and city libraries. She tries to give them whatever they need, which sometimes means using a reactive approach.

The three field consultants have individual specialties:

- Wall is a member of Idahoans for Openness in Government (IDOG) so keeps current on that.
- Wall's specific area is E-rate. Before our BTOP project, 43 jurisdictions participated in the E-rate program. With BTOP we had a 50% jump in participation and went from \$132,000 to \$562,000 in reimbursements that following year. She consults with libraries, in person or by phone and works to help them be more independent in filing. She likes the E-rate program because it's concrete and satisfying to see the money come in; however, there is not sufficient funding to meet the needs. Joslin

filed comments on behalf of the Commission on the FCC's current E-rate Notice of Proposed Rulemaking. There is apprehension that the changes may benefit schools more than public libraries. Some smaller libraries would not have broadband without E-rate discounts. Wall is on the American Library Association's Office for Information Technology Policy (OITP) E-rate task force.

- o Wall also reads a lot of legislation (all revenue and taxation bills) during the legislative session and checks daily for what may impact libraries. She checks *Eye on Boise*, the *Idaho Statesman* and Dan Popkey, Idaho Public Television's *Idaho Reports*, Association of Idaho Cities, and *Impact Idaho*, and receives the *Associated Taxpayers of Idaho* newsletter. She also checks against *the Idaho Library Laws* manual for needed updates, and updates the online manual yearly. She posts on a blog and the LibIdaho listserv when updates have been made.

Hooper:

- "Make It at the Library": ICfL's Erica Compton and Sue Walker started this pilot project, as part of the Teens and Tech program, with five public libraries: Ada Community Library, Meridian District Library, Snake River School/Community Library, Community Library Network, and Gooding Public Library. It incorporates STEAM content (science, technology, engineering, art, and math). Compton and two staff members from pilot libraries presented on the project at the American Library Association (ALA) Annual Conference. She made a contact there who invited them to present at the *Innovation in U.S. Libraries* video conference, which was broadcast to the U.S. Embassy in Paris. They used video teleconferencing equipment at ICfL and were joined by the Detroit Public Library, Cuyahoga County Public Library, and the University of Pennsylvania. They described for high-level French officials how Idaho libraries are fostering the acquisition of STEAM and 21st Century skills with makerspaces. The makerspace project uses stealth (informal) programming and supports libraries as anchor institutions within their community. There is a lot of energy around the makerspace concept and it is changing the image of libraries.

Bradshaw:

- This year ICfL is again sponsoring the Library of Congress Center for the Book *Letters About Literature* writing competition. Last year it involved grades 4–10 and Idaho had 500 entries submitted to the Center for the Book. 150 came back to ICfL to judge and select the winning entries. This year it's extended to grades 4–12. We sent letters to all the schools inviting their participation. Seven Let's Talk About It scholars volunteered to do the final judging in Idaho.
- Bradshaw and Hooper went to the National Book Festival in Washington, D.C. and also had the opportunity to visit the National Library Service (NLS). They heard great things about ICfL staff members Sue Walker and Sheila Winther. They also learned that U.S. citizens can receive the Talking Book Service (TBS) anywhere they live. There are currently 300 TBS users outside of the U.S.

- ICfL will soon be looking for a new web developer. Aubrey Ellis is going to work for Idaho Public Television.

Dubois:

- We are focused on developing trend data so we can anticipate needs better. We are on track to where we want to go.

Joslin:

- At the Bill & Melinda Gates Foundation Peer Learning Meeting in South Africa, makerspaces were also a topic of conversation. Libraries have been getting notice for their innovative and flexible use of space, like the movable bookshelves we saw at Lewiston that can be rolled away to make space for programming.

C. Personnel report – information item (Board Document 14-08)

We are still holding some positions open.

D. State Librarian’s travel report – information item (Board Document 14-09)

Joslin has a Chief Officers of State Library Agencies (COSLA) four-day meeting at end of October in Savannah, Georgia. The Bill & Melinda Gates Foundation funded consultants to help with COSLA’s organizational planning process, which will involve exploring different, more active roles for COSLA. The Western Council of State Libraries fall meeting follows COSLA.

E. Other – none

VIII. Old Business - none

IX. New Business

A. Next meeting – December 6, 2013, conference call at 10:00 a.m. MT.

X. Executive Session - none

XI. Adjournment

MS/Held/Raffee to adjourn the meeting at 12:04 P.M. PDT.