

## II. APPROVAL OF MINUTES

### A. February 21, 2014 Meeting

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**Suggested motion:** I move that the minutes of the February 21, 2014, Board of Library Commissioners meeting be approved as distributed in Board Document 14-18.

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## DRAFT MINUTES OF THE IDAHO BOARD OF LIBRARY COMMISSIONERS February 21, 2014

The Idaho Board of Library Commissioners meeting was called to order at 10:00 a.m. MST on Friday, February 21 at the Idaho Commission for Libraries (ICfL). Participating were Larry Weeks, Chair; John Held; Dave Mecham; Pat Raffee; Sara Staub; and State Librarian Ann Joslin. Also attending the meeting were Marj Hooper, Associate State Librarian; Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Services Manager; Teresa Lipus, Public Information Specialist, serving as recorder; and Rich McAllister, Financial Management Analyst, Division of Financial Management (DFM).

### I. Call to Order

- A. **Introductions:** Rich McAllister, Financial Management Analyst, Division of Financial Management (DFM) was introduced to the Board.
- B. **Revisions to Agenda – none**
- C. **Announcements:** The ICfL budget is scheduled to be set on Monday, February 24, by the Joint Finance-Appropriations Committee (JFAC).

### II. Approval of Minutes

#### A. October 18, 2013 meeting (Board Document 14-10)

**MSC/Held/Raffee** that the minutes of the October 18, 2013 Board of Library Commissioners meeting be approved as distributed in Board Document 14-10.

*Motion unanimously carried*

### III. Open Forum - None

## IV. Legislation, Policies, Rules

### A. Legislation –

- Budget:
  - Our supplemental request to move one position to federal funds was approved by JFAC during the supplemental process and will be incorporated into our FY2015 appropriations bill. The request is “supplemental” because it would be effective in FY2014.
  - Each agency’s budget will include funding for the State’s increase in contributions to employee health insurance.
  - Funding for contract inflation for LiLI Databases and LiLI Unlimited was recommended by the Governor.
  - Funding for a new vehicle for the Eastern Field Office was recommended by the Governor.
  - The Department of Administration is paid by state agencies to fund the Idaho Technology Authority (ITA), which replaces the Information Technology Resource Management Council (ITRMC). Money will be appropriated in our budget to pay that.
  - JFAC has agreed on CEC (change in employee compensation) statewide, and will add the funding and intent language to each agency appropriations bill. Three main components include:
    - a. Increase in pay scale by 1%. This doesn’t affect any staff members at the Commission.
    - b. A one-time, 1% increase in appropriation for merit pay. This temporary increase is for FY15.
    - c. An ongoing, 1% increase in appropriation for merit pay starting in FY15, with distribution to be determined by the agency directors.

There is also intent for one-time, temporary merit increases should there be any salary savings in FY2014. The Management Team is already planning for one-time increases to try to compensate for where we are falling short with salaries.
- Senate Bill [1228](#) amends existing law relating to public libraries to correct a reference to the open meeting law. It passed the Senate and will be heard in the House Education Committee next Wednesday, Feb 26.
- Several bills have been introduced to change auditing laws for government entities. Some are somewhat confusing, unclear, or onerous. In one, if a local jurisdiction doesn’t follow the process it could be refused funding. Many times these slipups have resulted from people not understanding Idaho Code requirements. The library community is better informed about accountability in recent years because of the work of our area field consultants. If one of these bills passes, our consultants will work with public libraries to help them understand any new requirements.
- We have learned from the Idaho Library Association that a legislator is considering legislation to require public libraries to filter all devices, including for adults and staff, in public libraries. Currently libraries are following the 2012 filtering laws. Some libraries filter adult computers as well, but the decision is currently made by the libraries. We don’t collect

information on what filters libraries are using or what computers are filtered. We don't have control or regulatory authority over the libraries other than that they need to submit their statistics to us.

Joslin summarized the ICfL Board's view at the time the 2012 legislation was introduced: that the public libraries are following existing statutes and have additional ways of monitoring how computers are used; libraries tell us that inappropriate use is not a problem. Filters are not foolproof, can be unnecessarily obstructive, and can give false sense of security. The proposed concept is onerous on the libraries and another unfunded mandate. Intellectual freedom is a huge issue and libraries want patrons to have free access to information. If new Internet filtering legislation has a hearing, the Commission should weigh in. Joslin will notify the Commissioners if a bill is scheduled for introduction.

**B. Policies – none**

**C. Rules – none**

**V. Federal Funds**

**A. Finances – none**

**B. Program – none**

**C. Grants –**

**1. LSTA applications received – information item (Board Document 14-12)**

Joslin: Continuing education grants continue to be very well used. More and more people are working on masters degrees. Grants for first-time attendance at conferences are in high demand.

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

**A. Finances**

**1. Miscellaneous Revenue Fund non-cognizable request (Board Document 14-13)**

Forty-one Idaho libraries contributed money to keep the LearningExpress Library statewide license funded through June 2014. Staff's success in soliciting donations to fund LearningExpress Library for the remainder of FY2014 means that we've received more in the miscellaneous revenue fund this year than we have in spending authority. Because we did not have sufficient spending authority and did not want the libraries in the state to experience interrupted service, we requested approval for the non-cognizable request from Division of Financial Management (DFM) on November 6. The DFM approved our request on November 19 and we have paid the invoice for LearningExpress Library through June 2014.

The Governor did recommend ongoing funding for LearningExpress Library beginning in FY2015.

**MSC/Mecham/Staub** that the FY2014 non-cognizable request in the amount of \$59,000 for increased spending authority in the miscellaneous revenue fund to cover LearningExpress Library through the end of FY2014 be approved as submitted to Division of Financial Management.

*Motion unanimously carried*

**B. Program – none**

**C. Grants – none**

**VII. State Librarian’s Report**

**A. Operations – none**

**B. Management Team members’ reports – information item**

Dubois:

- We just completed our mid-year review. We are getting on a much firmer state fiscal spending plan. Federal dollars can be expended over two federal fiscal years (Oct–Sept) but our intent is to spend funds within the state fiscal year. This will allow for a timely spending of federal money, with less carryover of federal funds, and program leaders won’t have to worry about which federal fiscal year the LSTA money is coming from.
- Funding from the Institute of Museum and Library Services went up over 2% for federal FY2014, so we have an additional \$28,000 we had not expected. We will enhance current programs rather than develop new ones. There is unlimited need in the field, but we have limited funding, staff, and time.

Hooper:

- Eastern Field Office – Frank Nelson’s and Debby Wylie’s retirements are effective Friday, 2/28/2014. Bradshaw, Hooper, and David Harrell will go over in early March to take inventory. We will keep the field office location while we are filling the position, but it could eventually be located elsewhere, depending on who is hired. Nelson is trying to get the 2013 public library stats done and loaded at the Federal level; that responsibility will be reassigned. We are also in the process of going out to bid for the library statistics collection software. Nelson has been with us for 25 years. Wylie has been a part-time OS2 for almost as many years. Held suggested letting the library world know that we are not eliminating those positions.
- Read to Me – A [School Library Journal](#) article was published that features ICfL’s Stop the Summer Slide Project. Joslin and reading programs coordinator Stephanie Bailey-White were interviewed for the article and are quoted in it.

- Make It at the Library – Program coordinator Erica Compton was invited to present at the Institute of Museum and Library Services (IMLS) WebWise conference Feb 10-12 in Baltimore. The theme was “Leveraging technology to engage community.” Compton told Hooper the following about her experience at the conference:  
*“The presentation just wrapped up and it went very well. Audience seemed engaged and we had some good questions. A few folks came up afterwards as well and continued discussions. Maryland SL is interested in continuing conversations and we hope to schedule a conference call in near future...Lots of amazing people here - am slightly overwhelmed by the level of some of the attendees. Met the new Deputy Director for Library Services at IMLS- Maura Max and we had a great conversation about what we are doing in Idaho. She is attending a launch at the White House for the Maker Faire that they announced for this coming Spring and asked me to send her some "golden nuggets" for her to share. Will definitely put that high on the list of To-Dos. Wouldn't it be cool to be a part of that Maker Faire!! I would like to say that it is so great to see heads nod and smiles arise when people hear I am from the Commission. It is clear from comments that Idaho has a wonderful reputation already - I am pleased to try to add to that in any way that I can. So appreciative of the opportunity to be here and share what we are doing! Thank you.”*  
 Hooper noted that much of Idaho’s national recognition is due to Joslin’s work.
- Leadership Needs Assessment Conference – April 23-24. The Commissioners received invitations and were encouraged to attend if their schedules allow. Based on information from the conference, we will define what leadership means and identify what needs to be done. We don’t want to duplicate current efforts. We hope to have 40 members from the library community, plus several ICfL staff members.
- The Edge Initiative ([www.libraryedge.org/](http://www.libraryedge.org/)) vision is “...that all people should have opportunities to enrich and improve their lives through open access to information, communication, and technology services provided by public libraries.” A wide range of Idaho libraries have been randomly selected to participate in the kick-off year, which includes reporting tools. Idaho will have up to 20 libraries. Any library can use the online assessment tools.
- Building Community Summit – Libraries as community anchors – May 21-22. This is a follow-up from the Harwood preconference at the 2013 Idaho Library Association Annual Conference. Libraries that attended were invited and they will leave this summit with a plan. East Bonner County District Library will use this to help them promote their makerspace initiative (they are participants in Make It Year Two). We will have follow-up webinars to this summit.

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

There were no questions about the report.

**D. State Librarian's travel report – information item (Board Document 14-15)**

There were no questions about the report. Joslin commented on her trip to Washington D.C. as a member of the Review Team for IMLS. Due to a snowstorm that shut down the federal government, the meeting had to be held via conference call.

**E. Other – none**

**VIII. Old Business - none**

**IX. New Business**

**A. Stacks Digital Repository Annual Report & Exemption consideration (Board Document 14-16)**

We had been adding snapshots of state agency websites, but there's no indication that this has been useful. The Board approved exemptions at its June 2010 meeting because we did not then have the technology to capture or process these formats efficiently or cost-effectively. Staff recommends making a change to include state agency websites in the list of current exemptions.

**MSC/Raffee/Mecham** that the following classes of publications be exempted from the Digital Repository through June of 2015 because of the current inability to efficiently or cost-effectively capture or process these formats:

- Dynamic websites which includes state agency websites
- Interactive websites
- Publications that contain copyrighted material with no provision for access in a public archive or repository

*Motion unanimously carried*

**B. Next meeting – April 18, 2014, conference call 10 am MT**

At 12:20 p.m. the Board recessed for lunch and a presentation from the Special Projects Library Action Team (SPLAT). School, public, and academic librarians from around the state shared their experiences with "training the trainers," and sometimes library patrons, on current technology and devices.

The Board meeting was reconvened at 1:47 p.m. MST.

**X. Executive Session [IC 67-2345(1)(b)]**

**A. State Librarian annual evaluation (Board Document 14-17)**

**MSC/Held/Mecham** that the Board go into Executive Session pursuant to Idaho Statute 67-2345(1)(b), to consider the evaluation of a staff member.

A roll call vote was held with Held, Mecham, Raffee, Staub, and Weeks voting in the affirmative. The Board entered into executive session at 1:51 p.m. MST.

Dubois left the executive session at 2:19 p.m. MST.

**MSC/Held/Mecham** that the meeting reconvene in regular session.

*Motion unanimously carried*

The Board reconvened in regular session at 2:36 p.m. MST

**MSC/Mecham/Raffee** that Ann Joslin be given an Exemplary Performance rating.

*Motion unanimously carried*

Joslin gave credit to the staff and management team and noted that she appreciates working with the Board as well.

**MSC/Raffee/Held that the ICFL board** recognize Ann Joslin's Exemplary Performance as State Librarian with a one-time bonus of \$2,000 or up to the maximum amount allowed by the Division of Financial Management (DFM) or the Division of Human Resources (DHR), whichever is higher, and that said bonus be paid no later than June 15, 2014.

*Motion unanimously carried*

## **XI. Adjournment**

**MS/Staub** to adjourn the meeting at 2:45 p.m. MST.