

APPROVED MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
April 18, 2014

The Idaho Board of Library Commissioners meeting was called to order at 10:02 a.m. MDT on Friday, April 18 at the Idaho Commission for Libraries (ICfL) via conference call. Participating were Larry Weeks, Chair; Sara Staub; 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; Teresa Lipus, Public Information Specialist, serving as recorder; and Chris Ross, Financial Management Analyst, Division of Financial Management (DFM).

I. Call to Order

A. Introductions

B. Revisions to Agenda

C. Announcements

Chris Ross, the Commission's new Budget Analyst, Division of Financial Management (DFM), was introduced.

II. Approval of Minutes

A. February 21, 2014 meeting (Board Document 14-18)

MSC/Staub/Raffee that the minutes of the February 21, 2014, Board of Library Commissioners meeting be approved as distributed in Board Document 14-18.

Motion unanimously carried

III. Open Forum - None

IV. Legislation, Policies, Rules

A. Legislation – 2014 Session recap – information item (Board Document 14-20)

Bills introduced during the 2014 Legislature that are of most immediate interest to the Idaho Commission for Libraries and the Idaho library community include:

[SB 1228](#) **Open Meeting Law** – This is a house-keeping bill, submitted by the Commission through the Governor's Office, that aligns city library law 33-2606 with the open meeting law 67-2340 through 67-2347.

Status: Governor signed 3/12/14; effective 7/1/14

[HB 560](#) **Local Governing Entities Central Registry** – This bill requires additional reporting beyond audits and new report requirements, and applies to *all* districts; over 50% of Idaho public libraries are districts. The Commission's field consultants will be proactive in helping libraries understand and comply with the new requirements.

Status: Governor signed 3/26/14, effective 1/1/15

HB606 Appropriation Idaho Commission for Libraries - Compared to our FY2014 appropriation, the fiscal year 2015 appropriation to the Idaho Commission for Libraries is a 2.5% reduction in positions (1 FTP), 10.4% increase in general funds, 1.2% reduction in dedicated funds, and 4.1% increase in federal spending authority for a total 8.2% increase.

Status: Governor signed 3/29/14, effective 7/1/14

B. Policies – none

C. Rules – none

V. Federal Funds

A. Finances

1. FY2014 object transfer – (Board Document 14-21)

The Commission spent less in trustee and benefit (T&B) and requires more than appropriated in operating for statewide programs. To gain maximum flexibility and efficiency in anticipation of year-end closing, we are requesting approval of an object transfer for statewide programs and priority equipment purchases prior to the end of FY2014.

MSC/Held/Staub that that the SFY2014 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. FY2015 appropriation – information item (Board Document 14-22)

This document describes the FY2015 appropriation for the agency. It caps full-time equivalent positions at 39.50. It includes \$19,300 in personnel funds for Change in Employee Compensation (CEC) (1% for permanent increases and 1% for one-time merit), \$53,000 for the increased cost of health and retirement benefits, \$36,100 in contract inflation for the LiLI Databases, \$26,000 in capital for replacement of one car, and an additional one-time \$100,000 in T&B for Read to Me mini-grants.

2. FY2014 object transfers (Board Document 14-23)

General Fund: This document describes the Legislature's action in regard to Change in Employee Compensation (CEC). Legislative intent language that salary "savings should be reinvested in employees" was included in all agency appropriations bills. The Management Team developed a plan for distributing salary savings using both bonuses and short-term merit pay that is consistent with this language. We have submitted this plan to DFM and are waiting for approval.

To gain maximum flexibility in anticipation of year-end closing, we are requesting approval of an object transfer to move any unexpended personnel balances to operating and/or capital outlay, and to move any unexpended operating funds to capital outlay for priority equipment purchases prior to the end of FY2014.

MSC/Raffee/Held that the FY2014 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

Miscellaneous Revenue Fund: Our annual state budget request includes an estimate of the total donated funds we will receive and expend in the state fiscal year. As we approach the end of state fiscal year 2014, our donated funds will exceed our spending authority in operating. Donated funds (approximately \$75,000) include \$59,000 in library donations to fund LearningExpress Library services through June 30, 2014, approximately \$21,000 in Talking Book Service donations, and money from small grants.

To gain maximum flexibility in anticipation of year-end closing, we are requesting approval of an object transfer to move any unexpended capital outlay balances, up to \$26,000, to operating prior to the end of FY2014.

MSC/Mecham/Held that the FY2014 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 – none

C. Personnel report – none

D. State Librarian's travel report – none

E. Other – none

VIII. Old Business – none

A. IMLS site visit report

We received the Institute of Museum and Library Services (IMLS) report on their August 2013 site visit earlier this month. Included were comments that our agency is well-organized and well-run; a recommendation that we develop a procedures manual for LSTA grants in case of an employee

change; and guideline changes for records retention. ICfl's grants officer is developing a procedures manual and the Records Management Team is working on records retention.

IX. New Business

A. Commissioner term – reappointment (Board Document 14-24)

Larry Weeks' fourth term as Southwestern Idaho Representative ends June 30, 2014.

MSC/Staub/Raffee that the Idaho Board of Library Commissioners endorse the nomination of Larry Weeks for reappointment as the Board's Southwest Idaho Representative for a term beginning July 1, 2014 and ending June 30, 2019.

Motion unanimously carried

We will submit proper reappointment paperwork (a resume, a letter of interest, and the Commissioners' recommendation) to the Governor's office for consideration.

B. FY2015-2018 Strategic Plan (Board Document 14-25)

This plan represents a second year dedicated to the major changes set forth in the FY2014-2017 Strategic Plan. Except for a couple of word edits and activity date changes to accommodate scheduling, this plan is the same as the previous year's plan.

Commented [a 1]: This is straight from the Bd Doc, but shouldn't it refer to the FY2014-2017 plan, the one where we made the major changes?

MSC/Held/Mecham that the vision, values, strategic directions, and goals of the FY2015 – 2018 strategic plan as describe in Board Document 14-25 be approved.

Motion unanimously carried

Joslin noted that COSLA (Chief Officers of State Library Agencies) has completed its first written organizational plan, a project funded by the Bill & Melinda Gates Foundation. COSLA is also in the process of hiring its first executive director.

Regarding the Commission's Strategic Plan, Weeks wondered if "Strategic Issue: Access" was detailed enough in addressing our position on filtering and censorship. Joslin said that support of the American Library Association (ALA) Freedom to Read Statement and Intellectual Freedom policy are part of the Board's policies. Hooper added that there are limiting external factors, such as Idaho statutes requiring Internet use policies and filtering at public libraries.

Under "Strategic Issue: Community Anchor, GOAL #1: The citizens of Idaho identify their libraries as vital," Raffee would like to see some performance measures with benchmarks. Hooper explained that this is a newer strategic issue, so we have not yet developed the benchmarks. The Strategic Plan does include measures through output and outcome targets; however, the document submitted to the Board for approval does not contain this level of detail. Our "Make It at the Library" project may prompt us to include benchmarks in next year's plan, and then measure at the end of FY2016. Raffee said that funding for some sort of survey mechanism would be money well-spent, even if it had to be included every year, since the public has the impression that libraries are obsolete.

C. FY2015 meeting schedule (Board Document 14-26)

The FY2015 schedule does away with the July conference call, and replaces it with an August

meeting for consideration of the next fiscal year's budget submission prior to the September 1 due date. The Board Tour was originally to be in eastern Idaho this fall, but because we are in the process of filling that field consultant position we may decide to visit eastern Idaho at a later time, when the new consultant has had some time to get oriented.

MSC/Raffee/Held that the FY2015 meeting schedule for the Idaho Board of Library Commissioners as described in Board Document 14-26 be approved.

Motion unanimously carried

D. Idahoans for Excellence in Education Coalition (Board Document 14-27)

Idahoans for Excellence in Education was created last year and is broad-based, including the State Board of Education and Idaho university presidents. It's an outgrowth of Idaho Business for Education and the goal is to support Idaho Core Standards. There are no specific requirements of membership. Reading proficiency is essential in the standards, and an area where libraries and the Commission can contribute.

Mecham noted that the Idaho Core Standards are a step in the right direction but could have some unintended consequences, such as an increased drop-out rate for students who are already struggling and not able to adjust to the more rigorous standards. This may be something that will need to be modified and adjusted every year.

The Board decided to continue the discussion of the Idaho Core Standards at the June meeting.

MSC/Mecham/Held that the Idaho Commission for Libraries join Idahoans for Excellence in Education.

Motion unanimously carried

E. State Insurance Fund Lawsuit (Board Document 14-28)

A class action suit has been filed against the Idaho State Insurance Fund ("SIF") based on the alleged claim that the SIF failed to properly distribute premium payment dividends to State policyholders for the years 2002-2009. At this time the Plaintiff class is being represented by a private firm. Recently the court's certification order permitted the State to seek exclusion from representation by the current counsel. We would be represented by the Attorney General's (AG) office and could still be awarded a certain amount of money. Most likely the AG's office would take less in fees than a private firm would. It is not likely to be a large sum of money in any case.

MSC/Held/Staub that the Idaho Commission for Libraries be excluded from the State Insurance Fund class action law suit and allow the Attorney General's office to represent our agency in this matter.

Motion unanimously carried

F. Next meeting – June 6, 2014, Boise

Agenda items will include enhancement requests for FY2016 and a discussion of the Idaho Core Standards.

X. Executive Session – none

XI. Adjournment

MS/Raffee to adjourn the meeting at 11:01 a.m. MDT.