

II. APPROVAL OF MINUTES

A. August 22, 2014 Meeting

Suggested motion: I move that the minutes of the August 22, 2014, Board of Library Commissioners meeting be approved as distributed in Board Document 15-09.

MSC _____

**DRAFT MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
August 22, 2014**

The Idaho Board of Library Commissioners meeting was called to order at 10:00 a.m. MDT on Friday, August 22, 2014 at the Idaho Commission for Libraries (ICfL) via conference call. Participating were Larry Weeks, serving as chair; 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; and Teresa Lipus, Public Information Specialist, serving as recorder.

I. Call to Order

A. Introductions – none

B. Revisions to Agenda – none

C. Announcements

- Commissioner Larry Weeks has received official reappointment from the Governor's Office for a term through June 2019.
- The Institute of Museum and Library Services (IMLS) posted a blog at <http://blog.ims.gov/?p=5085> that is a summary of IMLS Senior Library Program Officer Timothy Owens' interview with Ann Joslin and Marj Hooper. The interview focused on our five-year plan for Library Services and Technology Act (LSTA) Grants to States funds and how we are using feedback from the evaluation we commissioned in 2011-2012 regarding our use of LSTA funds.
- FCC Commissioner Michael O'Rielly made a brief visit to Idaho on August 19 to be the keynote speaker at the LinkIDAHO Broadband Summit. He addressed broadband gaps in rural Idaho and E-rate modernization. American Library Association staff was instrumental in scheduling a site visit for the Commissioner at the Ada Community Library, Lake Hazel Branch. Joslin, along with Ada Community Library Director Mary DeWalt and staff, met him at the Lake Hazel library. Makerspace activities, including robotics, 3D printing, and Lego builds, were included in the Commissioner's tour. Discussion also revolved around the challenges in getting adequate and affordable internet capacity at Ada Community Library and statewide. Commissioner O'Rielly later tweeted about his library visit at <https://twitter.com/mikeofcc/status/502332263213051904>.

II. Approval of Minutes

A. June 6, 2014 meeting (Board Document 14-39)

MSC/Weeks/Held that the minutes of the June 6, 2014, Board of Library Commissioners meeting be approved as distributed in Board Document 14-39.

Motion unanimously carried

III. Open Forum - none

IV. Legislation, Policies, Rules

A. Legislation – none

B. Policies – none

C. Rules – none

V. Federal Funds

A. Finances – none

B. Program – none

C. Grants – none

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. FY2016 budget submission (Board Document 15-02)

This document is a summary of what we expect to submit for our FY2016 budget request.

There are three line items:

1. Personnel Sustainability
2. Community Development through Public Library Broadband, similar to what has been previously submitted (libraries would be reimbursed for a portion of their ISP costs after submitting their costs to us)
3. Read to Me Mini-Grants to Libraries, a request to make the 2nd \$100,000 in Mini-Grant funding ongoing

The document also includes a summary of how the funds break down into general, federal, and miscellaneous.

MSC/Raffee/Held that the FY2016 agency budget request be approved as described in Board Document 15-02, and that the State Librarian be authorized to make adjustments in the request as may be required by the Division of Financial Management or the Legislative Services Office.

Motion unanimously carried

2. FY2015 spending plan – information item (Board Document 15-03)

This document is a breakdown of our programs and funding sources and how we are expecting to spend the funds we have for the current fiscal year.

3. FY2014 & 2015 appropriation comparison – information item (Board Document 15-04)

We closed out FY2014 at the end of June and this document shows total expenditures for the fiscal year and the comparison of FY2014 and FY2015 appropriations.

4. Management Review – follow-up (Board Document 15-05)

There was one finding in our most recent audit (FY2010 - 12). When the legislative auditors returned for a 90-day follow-up, they found everything to be in good order and the report status is now “closed.”

Roger Dubois began implementing process changes when he arrived in early 2011. We are in good shape now regarding how we manage our documentation to support transactions.

B. Program – none

C. Grants – none

VII. State Librarian’s Report

A. Operations – none

B. Management Team members’ reports – none

C. Personnel report – information item (Board Document 15-06)

There are seven positions vacant; we are in the process of filling the Customer Service Representative 1 (CSR) and Technical Records Specialist 1 positions and are currently interviewing candidates for the Eastern Field Office Library Consultant position. We are at risk for losing positions if they are vacant for too long; however, we don’t currently have the personnel appropriations to fill all of the vacant positions. Some vacant positions have a higher priority than others and we are looking to fill them first, as we are able.

Weeks noted that CSR Loretta Paine, who retired this month, will be greatly missed. Paine was with the Commission just shy of 25 years.

D. State Librarian’s travel report – information item (Board Document 15-07)

Joslin has traveled often since January, but is not scheduled for another trip until the Idaho Library Association Annual Conference in Lewiston in October.

E. Other – none

VIII. Old Business – none

IX. New Business

A. Library Tour – information item (Board Document 15-08)

The proposed tour itinerary is October 9-10, 2014 in southwest Idaho and includes a visit to Mountain Home Public Library on Friday, October 10, for a tour and the October Board meeting.

B. Next meeting – October 10, 2014, Mountain Home

X. Executive Session – none

XI. Adjournment

MS/Raffee to adjourn the meeting at 10:37 a.m. MDT.