

II. APPROVAL OF MINUTES

A. October 10, 2014 Meeting

Suggested motion: I move that the minutes of the October 10, 2014, Board of Library Commissioners meeting be approved as distributed in Board Document 15-19.

MSC _____

DRAFT MINUTES OF THE IDAHO BOARD OF LIBRARY COMMISSIONERS October 10, 2014

The Idaho Board of Library Commissioners meeting was called to order at 10:25 a.m. MDT on Friday, October 10, 2014 at the Mountain Home Public Library in Mountain Home. Participating were Dave Mecham, Chair; John Held; Pat Raffee; Sara Staub; Larry Weeks; and State Librarian Ann Joslin. Also attending the meeting were Marj Hooper, Associate State Librarian; Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Services Manager; Sue Walker, Library Consultant; Teresa Lipus, Public Information Specialist, serving as recorder; and Mountain Home library staff members Kurt Petty, Bianca Garcia, and Patti Shields.

I. Call to Order

A. Introductions

B. Revisions to Agenda – none

C. Announcements – The Board Chair presented an award and certificate to State Librarian Ann Joslin in recognition of her 35 years of dedicated service.

II. Approval of Minutes

A. August 22, 2014 meeting (Board Document 15-09)

MSC/Raffee/Weeks that the minutes of the August 22, 2014, Board of Library Commissioners meeting be approved as distributed in Board Document 15-09.

Motion unanimously carried.

III. Open Forum - None

IV. Legislation, Policies, Rules

A. Legislation — Information item

1. Last year there was discussion from a legislator interested in introducing new, more stringent filtering legislation for public libraries. While we haven't heard anything more on this, we want to confirm that the Board's stance on filtering hasn't changed. Our recent broadband survey to gather an accurate picture of current and needed broadband access in Idaho public libraries includes some questions on filtering, such as what libraries currently use and what it costs, so we will have a better picture of what libraries are already doing for filtering.

The Board confirmed that their stance on filtering hasn't changed.

B. Policies – none

C. Rules – none

V. Federal Fund

A. Finances – none

B. Program – none

C. Grants – LSTA applications received – information item (Board Document 15-11)

We received 18 continuing education applications since our June meeting report. This program continues to be popular and well-used. One University of Idaho grant recipient has completed his PhD program with help from these grant funds. These grants are open to any publicly funded library, academic, school, or public.

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. FY2015 object transfer (Board Document 15-12)

We have one additional capital expenditure for the current year, a \$190.45 average-month lease for a copier at the cost of \$1,143. This lease expires at the end of November and we don't have money in capital for it. This will be the last year that we have to pay this because we have recently purchased a copier to replace it, at huge savings.

MSC/Held/Raffee that the FY2015 state general fund appropriation be adjusted by transferring up to \$1,145 from Operating to Capital Outlay.

Motion unanimously carried.

2. Broadband – information item

One of our two enhancement requests aims to increase broadband in public libraries. The state focus has been on K-12 schools. We are trying to increase the understanding of the need for broadband in public libraries for workforce development, economic development, and out-of-school learning. We need to keep this conversation separate from the Idaho Education Network (IEN) and E-rate to avoid confusion. They are not related. Public libraries joining IEN isn't feasible now. We are not closing the door on IEN, just trying to meet the

current need now with this request. Commissioners could contact their own legislators and Joint Finance-Appropriations Committee (JFAC) members about the broadband enhancement request. JFAC committee appointments will be made in early December. The Board has already approved our budget request, which makes the FY2016 Budget Request our document of support. We are getting additional supporting documentation from the libraries that have responded to our broadband survey, such as people taking online classes and using LearningExpress Library to study for various certification tests. Broadband cost varies tremendously throughout Idaho, so it's hard to estimate what this funding would mean in financial support for the "average" library. We believe many libraries would use these funds to procure more broadband and increase their capacity.

B. Program – none

C. Grants

1. Read to Me (RTM) School Library Access applications received – information item (Board Document 15-13)

This list includes schools that were awarded and the requests that we were unable to fill. Those with developmental preschool programs on school grounds and high levels of students from lower-income families were given highest priority. Successful applicants must also agree to check out books for students to take home. Awarded schools have to wait five years to reapply.

VII. State Librarian's Report

A. Operations – information items

1. FINRA Grant – Smart Investing @ Your Library (Board document 15-14)

Sue Walker, project administrator, gave an overview of the Smart Investing @ your library project: This project fits in with our agency's mission, and is based on one previously held in the Treasure Valley. Magic Valley was selected to participate in this project because over 50% of its residents are living at incomes below 200% of the poverty level. It will increase financial literacy and help libraries learn, relearn, and apply what they know about working with partners. Project activities include train the trainer workshops (October 2014), enhanced collections, financial literacy fairs (October-November 2014), presentations to communities (January-October 2015), a professional marketing plan, and materials. Libraries will report back with evaluations in November-December 2015.

Supporting partners include the Financial Industry Regulatory Authority (FINRA), the American Library Association (ALA), the College of Southern Idaho (CSI), University of Idaho-Extension, ten public libraries, and non-profit partners vetted by FINRA (such as Head Start and AARP).

Shirley Biladeau, Continuing Education Consultant, is assisting with the project.

ALA previously asked us to apply for this, and after we wrapped up the Broadband Technology Opportunities Program (BTOP) project we were able to devote staff and resources.

If successful, another grant may be submitted to expand into other areas of the state.

2. Agency Profile – Performance Measurement Report (Board document 15-15)

State agencies are required to submit these annually, along with our budget request. The report lists core functions, shows revenue and expenditures, and includes performance highlights. Marj Hooper updates this report every year. Some data we generate in-house and some we get from libraries. Summer reading participation continues to go up and the value of LiLI databases is clearly demonstrated.

3. Staff presentations & national visibility (Board document 15-16)

It has been a very active year, more than we realized until we compiled a list. The Commission is getting national visibility through a variety of projects and we are really proud of this. Gina Persichini's ALA platform is representing small and rural library needs at the national level. Kevin Tomlinson is also supporting small and rural libraries on the Association for Rural & Small Libraries (ARSL) Board. In addition to the activities noted in the board document, Sue Walker and Erica Compton published a Maker article in the Fall 2014 edition of the national journal *Children and Libraries*.

Idaho Rural Partnership (IRP) has conducted Community Reviews with recommendations for strengthening more than 20 communities. Mike Field, IRP executive director, said that the Aberdeen District Library director was instrumental in that community's review and it's clear that library is the center of its community. Based on a meta-analysis of all of the reviews by the University of Idaho, people recognize the value of their local libraries. Fire protection is #1 valued characteristic and quality of the library is a close #2. The reviews reflect a snapshot in time for each community. Preston is scheduled for a review next spring.

4. New grant projects (Board document 15-17)

Opportunities continue to come our way.

Get Involved: Powered by Your Library is a collaborative proposal of state libraries of California, Idaho, Arizona and Texas, and the non-profit, Volunteer Match, with lead applicant, Pacific Library Partnership. Two ICfL staff members, Walker and Compton, and two public library representatives will provide input for implementation steps and results of *Get Involved* efforts in California, and more recently, in Idaho, and will then provide input for creating a variety of Get Involved project designs that could enable feasible and effective implementation in differing state situations.

Blue Cross Foundation, \$5,000.00: The Commission's Read to Me Team will be working with up to 35 Idaho public libraries in 2014-2015 to introduce the new EatPlayGrow curriculum to parents of preschoolers in an effort to help them make healthier choices. The curriculum breaks down healthy habits into a format that librarians are comfortable presenting and parents and young children find engaging. ICfL will adapt curriculum materials to include

information from the High Five Idaho Children’s Health Collaborative, including promoting the “Daily Do’s” and other resources from Color Me Healthy provided by the Blue Cross Foundation of Idaho. EatPlayGrow was developed by Children’s Museum of Manhattan in partnership with the National Institutes of Health.

5. Idaho Library Association presentation.

New eastern Idaho field consultant Patrick Bodily attended the Idaho Library Association Annual Conference October 1-3 in Lewiston, meeting librarians from around the state. At the ILA Awards Banquet, continuing education consultant Shirley Biladeau received the Special Services to Libraries Award (see more at <http://libraries.idaho.gov/blogs/shirley-biladeau-receives-ila-service-to-libraries-award>).

Joslin shared with the Board the ICfL overview she presented to the library community at the Conference Welcome. A summary is posted at <http://libraries.idaho.gov/blogs/state-librarian-welcomes-librarians-to-ila-conference>.

B. Management Team members’ reports

Hooper:

- We are very pleased to have filled the eastern field office position.

Dubois:

- We are waiting to start our budget discussions with our analysts from the Division of Financial Management (DFM) and Legislative Services Office (LSO).
- Our servers, shared drives, and personal drives were hit with the Cryptolocker virus a couple of weeks ago. A couple of years ago we started a process to secure and back up our documents and, because of this, we were able to restore all of our documents, losing only eight hours of work, and all of our computers are now checked and virus-free.

Joslin noted that Dubois and David Harrell did great work getting us back up and running, and positioning us to recover so quickly.

C. Personnel

1. Personnel report – information item (Board Document 15-08)

We are still holding some positions open.

The process for hiring our eastern Idaho field consultant included telephone interviews with seven candidates, followed by face-to-face interviews with each of the three finalists that included tours of eastern Idaho libraries. Our staff jumped in to get Patrick registered for the ILA Annual Conference and set him up with technology and other needs. He’ll meet many more of the librarians in eastern Idaho at the Library Consortium of Eastern Idaho (LCEI) meeting next week.

Pat Raffee asked that we expand personnel reports to include upcoming retirements when they are known. Hooper will ask HR if retirement plans are something we can discuss with employees during their annual review. We are also working on succession plans by

documenting processes.

2. Evaluation process for State Librarian

The board will continue the existing evaluation process: the State Librarian will write a self-evaluation and a committee of two will draft the evaluation for review by the full board. John Held and Pat Raffee will serve on the committee.

D. State Librarian's travel report – none

E. Other – none

VIII. Old Business - none

IX. New Business

A. Next meeting – December 5, 2014, conference call at 10:00 a.m. MT.

X. Executive Session - none

XI. Adjournment

MS/Weeks to adjourn the meeting at 12:31 p.m. MDT.