

**APPROVED MINUTES OF THE  
IDAHO BOARD OF LIBRARY COMMISSIONERS  
August 14, 2015**

The Idaho Board of Library Commissioners meeting was called to order at 10:02 a.m. MDT on Friday, August 14, 2015 at the Idaho Commission for Libraries (ICfL) via conference call. Participating were Sara Staub, Chair; John Held; Pat Raffee; and State Librarian Ann Joslin. Also attending the meeting were Marj Hooper, Associate State Librarian; Roger Dubois, Administrative Services Manager; and Pam Bradshaw, Program Supervisor and Teresa Lipus, Public Information Specialist serving as recorders.

**I. Call to Order**

**A. Introductions** – Board members and staff introduced themselves.

**B. Revisions to Agenda** – none

**C. Announcements**

- Joslin reported that Robyn Lockett, Legislative Services Office (LSO) Analyst, indicated she would like to make some site visits to see how local libraries are implementing our programs. In July, ICfL reading programs coordinator Stephanie Bailey-White visited the Ada Community Library with Lockett, where they saw a very-well attended puppet show and discussed our summer reading, Books to Go, and Make It at the Library programs. Lockett suggested we get on the agenda of the interim legislative committee on broadband.
  
- In early August, ICfL reading programs coordinator Erica Compton and Lipus joined Lockett on a visit to Desert Sage Elementary School, which is currently participating in the Summer Slide Pilot Project and participated in the School Library Access (Read to Me) Mini-Grant project in 2013. Lockett asked questions about those projects and STEM activities that were offered this summer, and participated in a Make It squishy circuit activity while there. Staub suggested we invite her on our fall library tour in eastern Idaho.

**II. Approval of Minutes**

**A. June 5, 2015 meeting (Board Document 15-49)**

**MSC/Held/Staub** that the minutes of the June 5, 2015, Board of Library Commissioners meeting be approved as distributed in Board Document 15-49.

*Motion carried*

**III. Open Forum - none**

**IV. Legislation, Policies, Rules**

**A. Legislation** – none

**B. Policies**

C. Rules – none

D. Guidelines – none

V. Federal Funds

A. Finances – none

B. Program – none

C. Grants – none

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. **FY2017 budget submission (Board Document 16-02)**

The FY2017 budget request has been prepared according to Division of Financial Management’s (DFM) budget development manual and is to be submitted by September 1. Some figures will need to be tweaked but not by significant amounts – probably benefit costs and change in employee compensation (CEC).

Draft FY2017 Enhancement: STEM Programming in Libraries—Staff recommends requesting new funding to substantially increase our support for the implementation of STEM programming in Idaho libraries. This request is consistent with the Governor’s priority of developing a stronger K-through-Career emphasis to address the need for higher level STEM skills in the workforce. Along with operating funds we are requesting two staff members to carry out this program. We have been including STEM in our programming since 2008, and this request builds on that experience.

A new network switch and new phone system are major Capital Outlay replacement items in the FY2017 request.

**MSC/Raffee/Held** that the FY2017 agency budget request be approved as described in Board Document 16-02, 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. **FY2016 spending plan – information item (Board Document 16-03)**

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

Staub inquired as to if this is the same as our appropriation. Dubois said that the spending plan is based upon program requirements, which are slightly higher than the general fund appropriation. Adjustments will be made as the year progresses and our spending will not exceed the appropriation.

Raffee asked for an update on the Brain Health library centers and why the program was eliminated. Hooper responded that the cost to continue developing libraries as Brain Health Centers proved to

be beyond our means. We had grant opportunities to develop STEM and financial literacy programs, so we pursued those instead. Raffee expressed concern that the emphasis of most of our programs is on youth and we don't follow through on life span – serving seniors. She would like to continue the conversation at our October meeting.

**3. FY2015 & 2016 appropriation comparison – information item (Board Document 16-04)**

This document shows total expenditures for the fiscal year and the comparison of FY2015 and FY2016 appropriations.

**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**

**IX. New Business**

**A. Library Tour – information item (Board Document 16-05)**

The proposed tour itinerary is October 28-30, 2015 in eastern Idaho and includes a visit to Blackfoot Public Library on Friday, October 30, for a tour and the October Board meeting.

**B. Next meeting** – September 18, 2015, 9:00 am in the Boise office, for face-to-face interviews of Board candidates.

**X. Executive Session – [IC 74-206(1)(a)]**

**A. Discuss merits of candidate applications**

**MSC/Raffee/Held** that the Board go into Executive Session pursuant to Idaho Statute 74-206(1)(a), to discuss the merits of the candidates to fill an open seat on the Idaho Board of Library Commissioners.

A roll call vote was held with Held, Raffee, and Staub voting in the affirmative. The Board entered into executive session at 10:45 a.m. MDT.

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

A roll call vote was held with Held, Raffee, and Staub voting in the affirmative. The Board reconvened in regular session at 11:04 a.m. MDT.

**MSC/Raffee/Held** that the board ask staff to set up interviews with the following candidates:  
Mark Alldredge, Bill Allred,Carolyn Pietz, and Steve Poppino.

*Motion unanimously carried*

#### **XI. Adjournment**

**MS/Held** to adjourn the meeting at 11:40 a.m. MDT.