

II. APPROVAL OF MINUTES

A. October 30, 2015 Meeting

Suggested motion: I move that the minutes of the October 30, 2015, Board of Library Commissioners meeting be approved as distributed in Board Document 16-18.

MSC _____

**DRAFT MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
CONFERENCE CALL MEETING
OCTOBER 30, 2015**

The Idaho Board of Library Commissioners meeting was called to order at 10:00 a.m. MDT on Friday, October 30, 2015 at the Idaho Commission for Libraries (ICfL) via conference call. Participating were Sara Staub, Chair; 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; Patrick Bodily, Eastern Idaho Library Consultant; Teresa Lipus, Public Information Specialist, serving as recorder; and Blackfoot Public Library Director Lisa Harral and librarian Brenda Wilcox.

I. Call to Order

A. Introductions – Participants introduced themselves.

B. Revisions to Agenda – none

C. Announcements – none

II. Approval of Minutes

A. September 18, 2015 meeting (Board Document 16-10)

MSC/Raffee/Mecham that the minutes of the September 18, 2015 Board of Library Commissioners meeting be approved as distributed in Board Document 16-10.

Motion unanimously carried.

III. Open Forum - none

IV. Legislation, Policies, Rules, Guidelines

A. Legislation – none

B. Policies – none

C. Rules – none

D. Guidelines – none

V. Federal Fund

A. Finances – none

B. Program – none

C. Grants – LSTA applications received – information item (Board Document 16-12)

We received a number of applications for individuals to take courses, attend national conferences, and attend the 2015 Idaho Library Association (ILA) Annual Conference. We continue to see more breadth of individuals applying and conferences being attended.

VI. General Fund and Miscellaneous Revenue Fund

A. Finances – none

B. Program – none

C. Grants – none

VII. State Librarian’s Report

We are working with the Idaho State Department of Education (SDE) to implement Microsoft IT Academy (MS ITA). Thirty-five public libraries have registered to be learning sites and provide the curriculum. Some of those will also be certification testing sites. As we understand it, the Legislative intent for the IT Academy funding was for high school students to get MS certification at no cost to them. Adult certification was not part of that intent because the Legislature didn’t want to take away business from Idaho’s for-profit institutions that offer testing. We are negotiating to allow veterans and low-income adults to take the tests without paying their own fee. An option being discussed is for the public libraries in the 10 counties with the highest rate of people below the poverty line to offer free testing vouchers. The Idaho Commission for Libraries will also be a testing site, but for the first year we will offer testing to our staff only. Dubois, continuing education consultant Shirley Biladeau, and Lipus have been working on this project with SDE.

Joslin and other Commission staff are working on other projects with other agencies. Joslin will give a complete summary at the next Board meeting.

A. Operations

1. Performance Measurement Report – Information item (Board document 16-13)

Our Agency Profile and Performance Measurement Report is an annual requirement, along with our budget submission, due to Division of Financial Management on the 1st of September.

2. ILA Conference update – information item (Board document 16-14)

At the ILA Annual Conference in early October, Joslin gave a brief overview of what the Commission and Idaho libraries have been doing this past year. Allotted time was short so there was no PowerPoint presentation this year. People were impressed with the accomplishments of the Commission and Idaho libraries. Participants were also interested in the presentations by Commission staff at the conference. Attendance was high at Bodily and Baxter Andrew's statistics sessions.

B. Management Team members' reports

Bradshaw:

- The Letters About Literature team is in full swing. We worked with Tony Harrison from COMMposition to write a guest editorial with Miles Maxcer, last year's Level 3 State winner. Miles is very articulate. So far, four papers have picked up the editorial:
 - [Weekly Mailer](#) (Mini-Cassia) (October 27)
 - [The Voice](#) (Times News from Twin Falls owns) (October 26)
 - [Moscow Pullman Daily News](#) (October 23)
 - Idaho Education News (October 22):In response to a question, Hooper explained that COMMposition offers expertise for presenting and delivering our message in a way that gets the interest of the media. We have been happy with the success rate for newspapers picking up the editorials.
- Governor Otter will proclaim November 5 as "Idaho Volunteer Manager's Day," and Southwest Idaho Directors of Volunteer Services (SWIDOVS) will celebrate International Volunteer Manager's Day that day at the Idaho State Capitol. Bradshaw nominated ICfL Volunteer Coordinator Sheila Winther for a Directors of Volunteer Excellence (D.O.V.E.) Award and was recently notified that Winther will be one of two recipients. The award will be given at the celebration. Bradshaw, Hooper, Dubois, and volunteer Sue Vap—who also wrote a letter of recommendation—will attend to see Winther receive the award.

Dubois:

- Dubois agreed to take on administration of the Microsoft IT Academy and Certiport testing sites for the agency. He is also brushing up on HR procedures in advance of HR Associate David Guyer's retirement.

Hooper:

- We continue to get email thank yous about the ABLE and SABLE courses. Hooper read an email from a grateful citizen of Louisiana who was a life-long Cajun musician and is now transitioning into a new phase of her life in the library field. She trained with the courses and is now working at a library.
- The director of East Bonner County Library District in Sandpoint shared with us that a patron used the Chilton Library vehicle maintenance and repair resource in the LiLI.org database to rebuild his entire car. He previously had no repair experience and used the word "invaluable" to describe this available resource.

C. Personnel

1. Personnel report – information item (Board Document 16-15)

Erica Compton, Project Coordinator who has been with the Commission for five-and-a-half years, will begin work in the Governor's Office as Project Manager for Idaho STEM Action Center on November 2. She has been involved with Read to Me, teens/tweens and Make It at the Library, and Midlife Adults programs. Although we hate to lose her, she will be in a good place to help keep libraries at the table when it comes to STEM education. She will help increase the visibility of libraries. We are currently in the process of filling Compton's vacated position.

David Guyer has been with the Commission for seven years and has helped us through a number of difficult situations. He will retire at the end of November. We will fill that position as it now is defined.

The positions reclassified to Shipping and Receiving Materials Handler are much more accurate descriptions of the work being done, and resulted in a small pay raise for the two staff members.

2. Evaluation process for State Librarian – discussion

Currently, the State Librarian writes a self-evaluation and a committee of two commissioners drafts an evaluation letter for review by the full board. Although Joslin keeps the Board well informed at meetings, it's challenging to come up with a different process for evaluation when the Commissioners have a limited view of Joslin's day-to-day activities. The board is looking for a wider view of the State Librarian's contributions. Held suggested that input from the other management team (MT) members might be helpful in composing the evaluation. Perspective from the MT members might also help establish some data points going forward, when the Board is evaluating a successor.

Raffee has access to a form with evaluation elements, including leadership. Raffee will email the form to Bradshaw, copying the board, and Bradshaw will distribute it to Hooper and Dubois. The MT members will then select elements they find relevant for the State Librarian evaluation.

Raffee and Mecham will spearhead the evaluation this year. The Commissioners will let Ann know if they want particulars from Ann in her self-evaluation.

The Commissioners reassesses how they approach this process every year, so they won't be committed to this approach if it's not effective.

D. State Librarian's travel report – information item (Board Document 16-16)

Joslin traveled more this period than originally expected but there were some worthwhile opportunities.

In response to a question, Joslin explained that LYRASIS is a combination of several library networks that merged to be able to continue providing some of the services they offer. Joslin was recently asked to be on

the board. Atlanta is the headquarters, but some of the meetings will be in Chicago, which is easier access for many.

E. Other – none

VIII. Old Business - none

A. Draft Management Team Succession Plan– discussion (Board Document 16-17)

Joslin started with a detailed plan that morphed into a general plan because so much depends on the plans of the three MT members who are above minimum retirement age, and who leaves first. A major part of planning is being address by MT members, who are having their staff document their processes. Dubois' update of the Fiscal Responsibilities and Procedures handbook has been very helpful.

The hiring of the State Librarian is totally up to the Board. In the past they've both recruited nationally and hired internally. State Librarian Charles Bolles (1980-2004) established the management team early in his tenure and the Board told Joslin they would like to see that continued. A new State Librarian might have a different management style, something the Board should consider in the interview process.

For classified positions, after the application process and scoring of applicants, the Division of Human Resources compiles a State Register and the agency selects applicants from the register to interview. This State Librarian is not a classified position. An ROJD is a Result Oriented Job Description, based on targeted results rather than activities.

B. Services for Mid-life Adults – discussion

At the August meeting, Raffee had asked about the dwindling resources for Brain Health activities. Compton had been involved with mid-life adult programs. Unexpectedly, the teen and maker programs took off and got national exposure, which made huge demands on Compton's time. The new position will go back to the earlier balance between teen, mid-life adults, and Read to Me. When we know the results of our enhancement request for STEM, we will know how much we can support health services (including brain health) going forward. Raffee noted that we do a world-class job on filling the needs of the first half of the life span, but not much with the rest of the life span. Yet, this growing demographic is the "wealth-transferers."

As Dr. Paul Nussbaum said, "A library IS a brain health center." It's about the outreach, lifelong learning, and getting out to the people who don't use the library. Rather than a full-blown approach, we could promote what we already have going on, expanding our current effort in terms of the mid-life target audience.

IX. New Business

A. Reschedule library tour for eastern Idaho

We will tentatively plan on rescheduling the tour for mid-late April 2016, with the tour on April 14 and the Board meeting on April 15, or on April 21 and 22. Bradshaw will check to see which dates works for Mark Alldredge.

X. Executive Session - none

XI. Adjournment

MS/Held/Mecham to adjourn the meeting at 11:29 a.m. MDT.

Next meeting – December 4, 2015, conference call at 10:00 a.m. MT.