

**APPROVED MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
July 15, 2016**

The Idaho Board of Library Commissioners Special meeting was called to order at 10:02 a.m. MDT on Friday, July 15 at the Idaho Commission for Libraries in Boise. Participating were Sara Staub, Chair; John Held; Pat Raffee; Dave Mecham; Mark Alldredge; and State Librarian Ann Joslin. Also attending the meeting from the Idaho Commission for Libraries (ICfL) were Marj Hooper, Associate State Librarian; Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Services Manager; Dian Scott, Office Services Supervisor, serving as recorder. Also attending was Gideon Tolman, Division of Financial Management.

I. Call to Order

A. Introductions

- B. Revisions to Agenda - none
- C. Announcements - none

II. Approval of Minutes

A. April 22, 2016 meeting (Board Document 16-40)

MSC/Held/Alldredge that the minutes of the April 22, 2016 Board of Library Commissioners meeting be approved as distributed in Board Document 16-40.

Motion unanimously carried

III. Open Forum – none

IV. Legislation – Policies – Rules – Guidelines

- B. Policies – none**
- 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. FY2018 – enhancement considerations – information item

Proposals for enhancements for FY2018 will be presented to the Board at the August meeting. State agency budget requests are due to the Division of Financial Management by September 1.

Joslin summarized three potential line items (enhancement, or above maintenance level) being evaluated with staff for the state budget request:

- STEM –an enhancement for personnel and operating to expand the Make It program, including school and academic libraries. We are working with the STEM Action Center in the Governor’s office on how to leverage funding between it and ICfL. One approach is to change the model from bringing library teams to ICfL for training three times a year to a model of regional training that would be easier for staff of small libraries to attend and save on travel costs. This enhancement would be \$100,000-120,000 not including staff.
- TBS – a proposal to move the Talking Book Service from Federal back to State funding. The program was moved from State to Federal in FY2010 in order to preserve positions that would have been lost because of a significant cut in State personnel funds. Fifty percent of our annual LSTA allotment now goes to TBS. The percentage continues to increase because of legislative approval for increased salaries and benefit costs, and our Federal allotment does not increase to cover these. Our FY2015 increase in LSTA was only \$12,000. The National Library Service, administrator of the TBS at the federal level, made a site visit last year and in its report recommended that we move TBS off of LSTA funds. The service is intended to be a partnership, with NLS providing content and the state providing the staff and space for customer service, promotion, etc. Twelve other TBS libraries nationwide are totally on state funding, with only 3 completely on federal funding. This enhancement would be more than \$340,000 if we request the transfer all in one year.
- EOR (Education Opportunity Resource Act) – after legislation passed to replace IEN, ICfL was appropriated \$180,000 to reimburse public libraries for the non-E-rate portion of their Internet costs in FY2017. If we anticipate needing more for FY2018, the increase will need to be submitted as an enhancement. Initial applications for reimbursement are due August 1, so we will have an estimate of FY2017 reimbursements by the August Board meeting. Some libraries have increased their bandwidth because of this additional funding, and more may do so in FY2018.

With the Board’s concurrence, staff will develop the enhancement requests for consideration with the full budget at the August Commissioners’ meeting.

B. Program – none

C. Grants - none

VII. State Librarian’s Report

A. Operations – none

B. Management Team members’ reports –

Bradshaw:

- Bradshaw is working with a team to fill the vacant Public Information Specialist position and will begin interviews next week. The pool of 42 has been narrowed to the top 10 candidates.
- Two staff members will attend the National Book Festival in Washington DC on September 24th at the downtown Convention Center. Ben Bibikov, Web Design Specialist, updated our display and we will again feature Idaho author Anthony Doerr’s Pulitzer Prize winning book *All the Light We Cannot See*. Over 100,000 attend the annual event.

Dubois:

- Dubois reported that our IT Department is focusing on cybersecurity and data breach insurance.
- Preliminary figures indicate we expended 99.94 percent of our FY2016 State appropriation and 76.7 percent of our Federal appropriation (spending authority), which is 99.9 percent of our LSTA award for FY2016. In the Miscellaneous Revenue of donations and small grants, we spent 34% of our appropriation (spending authority). Our Talking Book Service receives approximately \$27,000 per year in donations, and recording studio expenses are paid from the donation revenue. Overall, 92% of our total FY2016 appropriation was expended.
- TBS purchased a 16 Terabyte brick which gives us the ability to create a book on cartridge while talking to the patron on the phone.

Hooper:

- Hooper reported that we follow up with first time CE grant recipients 6 months after their event. One recipient says he is using what he learned to create a better library experience for young people/young adults. One is using the information for effective STEALTH programming.
- ICfL initiated a Meet & Greet for new public library directors in May with 12 participants spending a day at ICfL getting to know each other, our staff and our services. The next one is scheduled for September.
- In March 2017 we will have the second Public Library Directors Summit. Thirty-eight attended our first Summit last January. We are working to increase attendance. Attendees will be doing further work on the strategic priorities of workforce development, education, and economic development, focusing on ways to address the issues and opportunities locally. After attending the event, the new Glens Ferry librarian was inspired to organize a STEM project using a Pioneer theme in the state park with a couple of partners.
- In August 2017 we will hold public library trustee training in four locations, and follow that in 2018 with a statewide event in Boise similar to the Public Library Directors Summit.
- The School Library Summer Summit will be next week in Coeur d'Alene. Hooper invited Commissioner Raffee to drop by.

Joslin:

- Ken Edmunds, Director of the Department of Labor, instigated an effort to improve career counseling and advising for Idaho students and invited other agencies to participate, including CTE (Career Technical Education), SBoE (State Board of Education), Idaho Digital Learning Academy and ICfL. Gina Persichini, who manages the LiLI databases, and Shirley Biladeau, with her CE and community-building roles, are participating in the meetings. Focus groups were held around the state to gather input on the existing Career Information System. It was determined that CIS is cumbersome and perhaps no longer the best product for this purpose. There is now a plan to build a better system for career information, and the intent is to incorporate easy access to relevant content from online resources available in libraries.

C. Personnel report - information item

Interviews for the Public Information Specialist are set for next week. The vacant librarian position has been reclassified to a library consultant position with a specialty in technology and broadband services; recruitment for that position is in process.

D. State Librarian's travel report - none

E. Other – none

VIII. Old Business – none

A. Succession planning – discussion item

With upcoming retirements of a number of staff, Joslin noted the desire of both the Board and the Management Team to maintain the current ICfL culture. We have had two meetings to discuss topics related to succession planning. Exercises to identify elements of the culture have taken place. Joslin asked the Board members for their descriptions of the culture. A short Plus/Delta was conducted and Board comments captured. Plus/Delta comments of both staff and the Management Team will be shared with the Board once they are collected in a document.

IX. New Business

A. Election of Officers – Board Document 17-03

Historically, the person entering the fifth year of his/her term moves into the Board President position.

Raffee nominated John Held for Chair. Vote taken, motion carried.

Held nominated Pat Raffee as Vice-Chair. Vote taken, motion carried.

B. FY2017 – 2020 Strategic Plan (Board Document 17-04)

This plan represents a fourth year dedicated to the major changes set forth in the FY2014-2017 Strategic Plan. Changes were made to include the list of Strategic Priorities to help further focus the Commission's collective outreach to key policy and decision makers about how libraries uniquely contribute to society in the digital age. A definition of 21st Century Skills was added to the Introduction to provide clarity of intent and emphasis throughout the plan. Except for these adjustments and a couple of word edits and activity date changes to accommodate scheduling, this plan is the same as the previous year's plan. The strategic issues continue to focus on the three areas of need documented by the most recent needs assessment:

- access to information and services
- literacy and education
- libraries as community anchors

The plan outlines the greatest flexibility to manage and maintain current programs and, at the same time, strategically positions the Commission to take advantage of opportunities that might appear. This plan continues to declare ICfL's goals to support current and traditional services important to the people of Idaho while keeping an eye on future trends to enhance information access and services in the 21st Century.

Our plan is to be submitted to the Division of Financial Management (DFM) by July 18. The agency profile and FY2016 performance measures report will be submitted to DFM along with our FY2018 budget request in early September.

MSC/Aldredge/Mecham that the vision, values, strategic directions, and goals of the FY2017-2020 strategic plan as described in Board Document 17-04 be approved.

Motion unanimously carried

C. Broadband reimbursement process – information item

Education Opportunity Resource Act – Roger, Jan Wall, and Ann met with Department of Education IT staff who handled the reimbursement to school districts in FY2016. They shared forms, examples and processes. We sent the initial application to all public library directors via electronic survey and have started receiving responses to determine which libraries intend to apply for state reimbursement.

Libraries must have applied for federal E-rate discounts to be eligible for state reimbursement, and 67 of 103 jurisdictions have done so. By mid-August we should have a good idea of how much will be requested for state reimbursement in the current year.

The legislation also established an EOR committee consisting of school superintendents, district IT staff, state librarian, and others to determine policy around state-supported broadband. No meeting date has been set yet.

D. College and Career Ready video (<https://www.youtube.com/watch?v=Cdmqxs8O1g>) – information item

X. Executive Session – [IC 74-206(1)(a)] to consider hiring a public officer, employee, staff member or individual agent.

A. Discuss merits of candidate applications

MSC/Mecham/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, Mecham, Alldredge, and Staub voting in the affirmative. The Board entered into executive session at 12:04 a.m. MDT.

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

A roll call vote was held with Held, Raffee, Mecham, Alldredge, and Staub voting in the affirmative. The Board reconvened in regular session at 12:37 p.m. MDT.

MSC/Mecham/Held that the board ask staff to set up interviews with both candidates.

Motion unanimously carried

XI. Adjournment

The meeting was adjourned at 12:39 p.m. MDT.