

**APPROVED MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
August 26, 2016**

The Idaho Board of Library Commissioners meeting was called to order at 10:02 a.m. MDT on Friday, August 26 at the Idaho Commission for Libraries in Boise. Participating were John Held, Chair; Pat Raffee, participating by telephone; Sara Staub; 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 co-recorder; and Donna Eggers, Public Information Specialist, serving as co-recorder.

I. Call to Order

A. Introductions

B. Revisions to Agenda - none

C. Announcements

- Joslin reminded the Board about the October 6 and 7 Idaho Library Association (ILA) conference in Idaho Falls and invited Board members to attend. ICfL will cover registration and travel costs. The conference is a good way to learn what is going on throughout the state. The basic program is on the ILA website.
- Sue Walker, TBS and Make It at the Library program lead, just received a copy of a letter from the Institute of Museum and Library Services (IMLS) notifying CALIFA (a California library organization) of a \$232,000 grant which builds on a previous Get Involved Collaborative grant focusing on volunteer engagement in libraries. As a partner, we won't receive funds but the grant will pay for our project activities. IMLS received 68 applications requesting almost \$25 million, and awarded 11 projects totaling almost \$3 million. This is a three-year grant, ending September of 2019. Arizona and Texas state library agencies are also partners in the project.

II. Approval of Minutes

A. July 15, 2016 meeting (Board Document 17-06)

MSC/Alldredge/Mecham that the minutes of the July 15, 2016 Board of Library Commissioners meeting be approved as distributed in Board Document 17-06.

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 Funds

A. Finances - none

B. Program – none

C. **Grants – LSTA Applications Received – Information Item (Board Document 17-08)**

Joslin pointed out the document includes the balance remaining for Continuing Education grants, as requested. She relayed another perspective on the grants, provided by University of Idaho Dean of Libraries Lynn Baird. These CE grants are very important to her library faculty, particularly the newest/youngest members, because they will be expected to write grants to support projects. Many of the newest faculty do not have experience with grant writing, and this allows them the opportunity to do so in a safe environment and gain valuable experience. These are popular and well-used grants, and the follow up that Shirley Biladeau does six months after the activity has been very helpful for us as well as the grantee.

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. **FY2016 & FY2017 Appropriation Comparison – Information Item (Board Document 17-09)**

Joslin noted that in FY16 and FY17 there are some one-time costs that can skew the percentage of change. Our capital appropriation for this year includes a phone system, a new switch and a car, which are all one-time expenditures. Personnel this year also includes a 27th pay period which happens once every 11 years.

2. **FY2017 Spending Plan – information item (Board Document 17-10)**

Dubois noted that the spending plan shows the total cost per program regardless of the funding source, and is divided into three sections: Library Development, Programs, and Administrative Services. The plan gives an overview of actual program costs and allows effective tracking for the financial team.

Held noted the large amount for LiLI, which libraries deem a valuable part of what we offer. Joslin noted the LiLI Steering Committee met this week and devoted 1 ½ days to consideration of a different approach to implementing LiLI Unlimited services. We as a state cannot sustain the program collectively with the participating libraries. Our OCLC contract expires next fall, and Gina Persichini has been looking for other options when that contract ends. Our intent is to lower the \$800,000 annual cost. Raffee requested more details at the next meeting, and noted the geographic and financial challenges that Idaho faces with this project. Joslin agreed to bring more information to the October Board meeting.

3. **FY2018 Budget Submission (Board Document 17-11)**

Joslin recommended two enhancement requests. First, to start moving the Talking Book Service staff and operating from Federal to State funds, and second, to expand and advance our Make It at the Library initiative. The potential enhancement for the broadband reimbursement program mentioned at the last meeting is not needed. The TBS enhancement requests the transfer of four positions to State funds in FY2018, and identified the intent to request the transfer of two positions and operating funds in FY2019. The Maker enhancement includes one new staff position. Currently a number of staff are doing different pieces of the initiative; the new position would take the lead in oversight and coordination both internally and with the STEM Action Center and other partners.

Some figures in the total request estimate will vary as Dubois inputs them into the budget system. Dubois estimates the overall budget will be \$30,000 higher than that in Board Document 17-11, although nothing will change in the enhancements. Joslin noted that much of the budget is formula driven. The budget request will be submitted before September 1.

MSC/Staub/Mecham that the FY2018 agency budget request be approved as described in Board Document 17-11 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

B. Program – none

C. Grants

1. School Library Access applications received – information item (Board Document 17-12)

Joslin noted that we have \$200,000 in state funds for elementary school library access grants. For FY2017, we received 73 applications totaling \$320,500. We awarded \$175,000 to 42 schools for books, and the remaining \$25,000 to 5 schools for books and to open their libraries two days a week during the summer.

2. Education Opportunity Resource (EOR) Broadband Reimbursements – information item

Joslin reported that we have \$180,000 for reimbursement in FY2017. Sixty-seven of 103 public library jurisdictions applied for E-rate discounts and therefore are eligible for the EOR funds as reimbursement for the non E-rate portion of their Internet costs. A number of city libraries receive their Internet access through citywide government contracts at a very reasonable rate so do not apply for E-rate. Five eligible libraries have chosen not to apply for EOR reimbursement. With the requirement to filter their WiFi, some felt that additional cost would be equal to or greater than their EOR reimbursement. Some philosophically choose not to filter their WiFi. Joslin is pleased with the level of participation in this first year. The process has been more staff-intensive than we planned but is working well to date. We will encourage more libraries to consider applying for E-rate next spring in order to be eligible for EOR funding, as well as to increase their bandwidth when it is needed.

Dubois noted the process in place is strong in internal controls. Held suggested that after the learning curve this year, it may take less time next year. Raffee asked if we keep the difference between the amount reimbursed and amount appropriated. Based on the wording in the statute, Joslin believes that funds must be spent on broadband reimbursement. Hooper noted we will have the new staff member next year who will focus on broadband and take over some of the duties in this area. Joslin noted the first payments are an estimate of each library's first quarter charges based on the information submitted on the E-rate application. Often the submitted amount and the actual costs are not the same, so we anticipate second quarter payments will include corrections for over- and under-payments. The advisory committee created in the legislation has not met yet. They are charged with determining the usage data to be collected from libraries and schools, and collection of that data will need to be added to our process.

VII. State Librarian's Report

A. Operations – none

B. Management Team members' reports – information items

Bradshaw: We hired a new Public Information Specialist, Donna Eggers. The Board tour will be in North Idaho, and she is working with the field consultant to plan that. We will be based in Coeur d'Alene, and will visit Bonners Ferry and Sandpoint public libraries, Coeur d'Alene's Fernan Elementary School, Coeur d'Alene Lakeside Branch, and meet Friday at Coeur d'Alene Public Library. Bradshaw will contact Board members for travel arrangements for October 19, tour the 20th, and meeting the 21st.

Dubois: Working on the FY18 budget submission.

Hooper: Working to fill the broadband consultant position, finalized the requirements and advertising the position nationally. We hope to hire someone before the end of October. Phil Eastman will be returning to facilitate the Public Library Directors' Summit in March and the regional public library trustee trainings. We plan to ask our Board to participate in those regional trainings.

C. Personnel report - information item (Board Document 17-13)

Joslin noted the new hire, Donna Eggers as the Public Information Specialist. The Library Consultant position is the job currently being advertised.

D. State Librarian's travel report – information item (Board Document 17-14)

Held noted it is nice other organizations such as Lyrasis are picking up the State Librarian's travel expenses for the meetings they convene.

E. Other – none

VIII. Old Business – none

IX. New Business --none

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

Joslin reviewed the process for the interview.

MSC/Mecham/Alldredge 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 11:00 a.m. MDT.

MSC/Alldredge/Mecham 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 11:52 a.m. MDT.

MSC/Aldredge/Staub that the Board recommend Janet Franklin to the Governor for the open seat on the Idaho Board of Library Commissioners.

Motion unanimously carried

Bradshaw will prepare paperwork to submit to the Governor's office for the recommendation, expressing a desire to have it completed prior to our next meeting. Held recommended showing the new Board member the JFAC presentation from this year as part of the orientation process.

XI. Adjournment

The meeting was adjourned at 12:05 a.m. MDT.