

**II. APPROVAL OF MINUTES**  
**A. August 23, 2017 Meeting**

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**Suggested motion:** I move that the minutes of the August 23, 2017 Board of Library Commissioners meeting be approved as distributed in Board Document 18-12.

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**IDAHO BOARD OF LIBRARY COMMISSIONERS**  
**DRAFT MINUTES OF THE**  
**August 23, 2017**  
**BOARD MEETING**

The Idaho Board of Library Commissioners meeting was called to order at 10:16 a.m. MT on Wednesday, August 23, 2017, at the Idaho Commission for Libraries in Boise. Participating were: John Held; Janet Franklin; Mark Alldredge; Dave Mecham (participating by telephone); Pat Raffee, Chair (participating by telephone); and State Librarian Ann Joslin. Also attending the meeting from the Idaho Commission for Libraries (ICfL) were: Roger Dubois, Administrative Services Manager; Stephanie Bailey-White, Deputy State Librarian; Shirley Biladeau, Program Supervisor; and Donna Eggers, Public Information Specialist, serving as recorder.

- I. Call to Order by Pat Raffee**
  - A. Introductions** -- made for the benefit of Dave Mecham and Pat Raffee (participating by telephone).
  - B. Revisions to Agenda -- none
  - C. Announcements - none
  
- II. Approval of Minutes**
  - A. June 2, 2017 meeting (Board Document 17-72)**  
**MSC/Held/Alldredge** that the minutes of the June 2, 2017 Board of Library Commissioners meeting be approved as distributed in Board Document 17-72.  
*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**

## Board Document 18-12

### A. Finances

#### 1. **FY2018 IMLS/LSTA funding -- information item (Board Document 18-02)**

Joslin noted that, as reflected in Board Document 18-02, it is early in the federal budgeting process. The President recommended zero funding for IMLS's grants to states program, which is the LSTA funding for state library agencies. Joslin noted that Congressman Simpson serves on the House Appropriations Committee, which has recommended level funding for FY2018, the same amount as 2017, to the full House. The Senate has yet to take action.

Raffee asked if the \$156,000 is for all 50 states?

Joslin clarified that the figure is \$156.1 million, which is for all states, DC, Puerto Rico, and 5 US territories.

Joslin noted that "innovative approaches to literacy" is a program for schools. ALA has been lobbying for increased funding, but the House Appropriations Committee has recommended level-funded at \$27 million. That is the only other program on the chart with potential funding for Idaho libraries.

### B. Program

#### 1. **FY2018-2022 state plan -- information item (Board Document 18-03)**

Joslin noted that the Board approved the goals of the Commission's LSTA 5-year plan at its previous meeting. The full plan has been submitted to IMLS, and with this document the Board has a complete copy.

### C. Grants

#### 1. **LSTA applications received -- information item (Board Document 18-04)**

Joslin noted the interesting collection of continuing education grant applications. A number of library staff applied to attend the upcoming ARSL (Association for Rural and Small Libraries) conference in southern Utah. From the ICfL staff, Kevin Tomlinson is on the ARSL board and the planning committee for the conference. Joslin noted that Idaho library directors who have attended in the past say it is an outstanding conference because of the focus on rural and small libraries.

ICfL funded a number of people to attend the PNLA (Pacific Northwest Library Association) conference held the week of August 14. Joslin noted there are also grants to support masters-level courses for current library employees.

Raffee asked if Tomlinson could provide the handouts from the ARSL conference or speak to what was covered during the October Board meeting. Joslin agreed that he could give a summary or provide the conference program to show the depth and breadth of the topics that are covered in the workshops.

## VI. General Fund and Miscellaneous Revenue Fund

### A. Finances

#### 1. **FY2017 year end -- information item (Board Document 18-05)**

Joslin commended Dubois for ensuring that the Commission spent 99% of its general funds for 2017. Joslin said that most of the unexpended funds were in the T and B (Trustee and Benefit) appropriation. Of the \$380,000, \$180,000 was for public library broadband

## Board Document 18-12

reimbursement and requests were received for only \$142,000. Joslin said the Commission returned one dollar in Operating, and after an object transfer to Operating, the Commission expended all but \$182 in Personnel. Joslin noted that these are the final numbers.

Dubois noted it was a good, successful year, which was well-planned out. Dubois said it was anticipated that most of the general fund would be spent down, and that the federal funds carried over to FY2018 would be increased from last year, which was the case. Dubois said everything went according to plan.

Joslin pointed out to Raffee the “other adjustments” line under “operating” -- \$9,400 -- because at the April Board meeting Raffee had asked if some of the year-end unexpended operating funds could be used to purchase Office 365. At that time, it was thought that since the Department of Administration could not deliver the product by the end of the fiscal year, we could not pay for it in advance. But Dubois pursued it, and the Commission was granted permission to encumber the \$9,400 out of 2017 funds for payment in FY2018. As a result, Office 365 has already been implemented for FY2018.

### 2. **FY2018 spending plan -- information item (Board Document 18-06)**

Joslin noted that several years ago Dubois developed an overall spending plan which integrates federal, state, and miscellaneous revenue by project, and the Commission continues to use this approach. The process includes a January mid-year review to identify needed adjustments. For FY2018, just under \$2,000 has been budgeted over the general fund appropriation, and in the federal fund, the plan is well within the Commission’s spending authority. Joslin said the Commission is in very good shape as far as budgeting is concerned.

Raffee noted that she finds the document more informative every year and thanked Dubois.

### 3. **FY2019 budget request -- motion (Board Document 18-07)**

Joslin said she is requesting approval of the enhancements and the Board’s designation of priorities. Potential enhancements have been discussed at the last two meetings, and a final decision is needed now so the budget request can be submitted by September 1. Joslin noted that the Commission is realizing salary savings because of the retirements of long term employees, and that, for the most part, new hires are being hired at 80 percent of market. Because of those salary savings in the State general fund, the Commission now has Personnel funds to fill the .75 (three-quarters) position that it has been carrying vacant for quite some time. Joslin reminded the Board that there had been discussion of an enhancement for a full-time position to help with broadband reimbursement and other related activities. The ongoing salary savings will allow the Commission to fill the position now, although at three-quarters time, and reduce the number of enhancement requests.

Joslin recommended three enhancements:

- moving the Talking Book Service from federal to state funds, \$357,500,
- increasing the amount in Trustee and Benefit (T and B) by \$45,000 for broadband reimbursement to meet expected demand in FY2019, and
- ongoing funds for annual licensing for Office 365, \$9,500.

## Board Document 18-12

Raffee asked if the Board needed to talk about the priorities. Joslin confirmed that when more than one enhancement request was being made, the priority order has to be indicated. Raffee asked for confirmation that the priorities are one, two, three, among TBS, broadband, and Office 365. Joslin confirmed that those are the three.

Raffee asked for discussion.

Held asked if the Talking Book Service was prioritized first, and it was not approved, does that mean they (the governor and JFAC) would say no to the others? Joslin said no; the Commission has to designate its priorities, but neither the governor nor the legislature have to follow that.

Franklin said that her priority would be the Talking Book Service. Alldredge said he would go in the order listed. Held agreed unless the staff thinks otherwise. Joslin noted that this is the order the Board had talked about at previous meetings, and that recommended by the staff. The Talking Book Service is a priority, in part, because it would free up that much LSTA money to redirect to other programs. Raffee asked if that would not be true for the others - broadband or Office 365. Joslin answered that neither the \$45,000 for broadband reimbursement nor the \$9,500 for Office 365 are in the Commission's base appropriation now, in state or the federal fund.

Raffee asked if there were any objections to the prioritization of Talking Book first, broadband second, and Office 365 third.

**MSC/Franklin/Mecham** that the FY2019 agency budget request be approved as described in Board Document 18-07, including the following enhancements in priority order: number one, Talking Book Service; number 2, EOR broadband reimbursement; number 3, Office 365. And that the State Librarian be authorized to make adjustments in the request as may be required by the Division of Financial Management (DFM) or the Legislative Services Office (LSO).

*Motion passed unanimously.*

Joslin noted that the totals by fund and expenditure category appearing on the first page may vary a little as Dubois proceeds through the budget development process.

Raffee asked if the budget request is submitted at the end of the month. Joslin confirmed that it does. Dubois noted it will be turned in no later than September 1.

### B. Program

#### 1. **FY2018-2021 state strategic plan -- information item (Board Document 18-08)**

Joslin noted that like the LSTA plan, the Board had earlier approved the goals for this plan, which has been submitted to DFM (Division of Financial Management) and LSO (Legislative Services Office). With Board Document 18-08, the Board has the entire plan.

Raffee noted that it is very readable.

(Mecham stepped away from the phone for a minute or two.)

Raffee asked for comments and/or questions.

Held asked a question in regard to the number of libraries without a staff member with an MLS, and that Idaho is at 75 percent without. Held asked how that ranks nationally? Bailey-White did not know but suspects it is pretty low compared to other states. She will find the information for the next Board meeting. Joslin said that low ranking would be typical for some of the western states but noted that Wyoming, for example, has 23 county-wide libraries, and Joslin believes each one of the directors has an MLS. Joslin added that there are a number of states that have some level of requirement for their public library directors, and the Commission is looking into that right now -- public libraries might go through a process for certification or there could be some education requirement for the library director. Bailey-White noted that Idaho does not have any graduate library schools, so people have to use distance education or travel to get their MLS degree, which is a barrier, in addition to the cost.

Biladeau noted that many small Idaho libraries don't offer a higher salary for an MLS, so that is not an available incentive for people to get an MLS. Biladeau noted that the IMLS-funded SWIM (SD, WA, ID, MT) grant project, through which 20 people from each state earned their MLS, was very popular. It was also successful, but several Idaho participants left the state because they couldn't find a job in Idaho. Biladeau said that repeating that grant project is worth considering.

Raffee asked if Biladeau could refer her to online courses for a MLS. And Raffee wondered if, as online courses have gotten better, that was true for library courses, as well. Biladeau said there are many very good online courses, and the American Library Association's website has links to them from its education page.

Franklin asked how expensive an MLS degree is. Biladeau said it depends on the school, the kinds of grants the student can get, etc., but the cost is probably between \$10,000 and \$30,000.

C. Grants - none

**VII. State Librarian's Report**

A. Operations - none

**B. Management Team members' reports -- information item**

Biladeau said her updates were already on the agenda.

Dubois noted that FY2017 is closed, and his team is administering the FY2018 appropriation and preparing documents for FY2019.

Bailey-White noted the northern area field consultant, Emily Sitz, is on board. She has been visiting as many libraries as possible, along with looking for new office space in Moscow, which will have lower rent. Interviews will be conducted soon for the librarian position, which will take the lead in LiLI and the inter-library loan project that Gina Persichini had been working on. The librarian role became vacant when Persichini accepted the continuing education position.

## Board Document 18-12

Bailey-White noted that the Talking Book Service recently completed a user survey and suggested that Sue Walker present information about it to the Board at the October Board meeting. Bailey-White noted the October meeting includes the board tour, which she and Kevin Tomlinson are planning for the Wood River area. Bailey-White also reminded the Board that they are invited to attend the Idaho Library Association (ILA) conference, which is October 4-6 at the Riverside Inn in Garden City. Bailey-White noted that the library development staff contributes to the conference program planning, and they are trying to build on the Trustee Connections workshops that were held in August. The field consultants are working on a more cohesive, intentional trustee development plan, and part of that will involve the ILA conferences. Bailey-White noted there will be a half-day advocacy preconference session at the ILA conference.

**C. Personnel Report -- information item (Board Document 18-09)**

Joslin said the new people who have been hired are proving to be good additions to the staff. Joslin pointed out that under “current vacancies” in the general fund, the .75 position for office specialist is the one that has been vacant for several years, and when filled the position will help with EOR reimbursement and other support services.

**D. State Librarian’s travel report -- information item (Board Document 18-10)**

Joslin noted she attended the Trustee Connections workshops in Middleton (part day) and full days at Twin Falls and Rexburg. Joslin said the workshops were very well-received.

Held asked in regard to “travel costs being paid by the convening organization,” if that included the Commission. Joslin confirmed it did.

**E. Other -- none**

### **VIII. Old Business**

**A. Relationships update -- information item (Board Document 18-11)**

Joslin noted that the SBIR Road Tour flier, Board document 18-11, and an article from the Salmon newspaper will be scanned and emailed to Raffee and Mecham. The Commission’s DFM analyst, Gideon, saw the Salmon article and sent it to Biladeau.

Biladeau described the Small Business Research Innovation road tour, which is sponsored by the Idaho Small Business Development Center (SBDC) based at BSU. Earlier in the spring, there was a national SBDC road tour that came to Boise; some librarians attended and were excited about it. The Idaho SBDC coordinator wanted to take the tour to rural Idaho, and the first stop was in Salmon. Biladeau noted that the Commission is now firmly a part of the group and will “be at the table” as plans are developed for next year. Biladeau will also attend the tour stops in Twin Falls, Lewiston, and Coeur d’Alene. Biladeau noted this is a good opportunity for local libraries to get noticed and showcase the resources they have to offer.

Biladeau noted the partnership with the Department of Labor under the Workforce Innovation and Opportunity Act (WIOA) is progressing. The Commission, on behalf of public libraries, has been included in the planning from the beginning. The Lizard Butte District Library in Marsing volunteered to be a pilot project, and the director is very excited to convene local leaders and Department of

## Board Document 18-12

Labor staff to plan how to bring more workforce development services to southern Canyon and northern Owyhee Counties.

Biladeau noted that she and Sue Walker had a meeting at the South Idaho Correction Institution (SICI), which is a minimum security facility. The educator at the SICI's school approached Biladeau about several things, including Imagine Academy (formerly Microsoft IT Academy). Biladeau showed her what libraries could be involved in. They also began working to have a group of female inmates, who are scheduled for release, clean the Talking Book Service players. Biladeau is also looking at ways public libraries can assist these women by providing information to them and help them reconnect with their communities when they are released.

Biladeau said the Commission has just registered for Live Better Idaho, a website ([www.livebetteridaho.org](http://www.livebetteridaho.org)) managed by the Idaho Department of Health and Welfare that brings together resources on education, workforce development, employment, health, family services, etc. Biladeau said the Commission has submitted an application to have a presence on the site.

### **B. NIST/cybersecurity update -- information item**

Dubois noted the Commission is completely integrated with Department of Administration, Office of the Chief Information Officer (OCIO) for this service. The Department of Administration will do the Commission's reporting, equipment updates, etc. Dubois noted they recently sent out the very extensive list of the required reports; it would have been a significant time commitment for the Commission to complete all of the reports. Through OCIO, the Commission is in complete compliance with the Governor's executive order. Joslin noted that at the last Board meeting the Commission did not know what the Department of Administration would charge for this service. The charge for FY2019 is just over \$1,000, so there is no need for an enhancement request.

### **C. Board member engagement follow-up/Trustee Connections report -- information item**

Joslin noted that Held, Raffee, and Franklin all attended a session of the Trustee Connections workshops and asked for their reactions.

Franklin said it was a good workshop, and she hopes the trustees realize the role they play in making the library an important part of their community. Franklin noted that she was surprised at some of the things some trustees didn't know.

Held was pleased with the session in Middleton. He thought it was great that trustees volunteered their time to attend, and that they were open to what Tomlinson and the other staff had to offer. Held noted that one of the things he did as part of the Board's advocacy role was to invite people to join ILA.

Raffee concurred and noted that the amount of information covered was breathtaking. Raffee said she heard nothing but positive comments and that it was a wide-ranging group of participants at the Coeur d'Alene site. Raffee said there were good discussions and that it could have been a two-day workshop.

Joslin noted that Marj (retired Associate State Librarian) and Shirley started planning the event over a year ago. The Commission's desire to hold the workshops rose out of the feedback from the first (2016) public library director's summit. Joslin said she was surprised at the "volume" at which they

## Board Document 18-12

spoke about their trustees need for more orientation and training. Years ago the Commission did convene statewide and regional trustee events, and then that responsibility was gradually turned over to the field consultants to provide “on demand.” It is clear that this is not a one-off set of workshops and that the need exists for a sustainable trustee development plan, particularly as there is trustee turnover just like with library directors. Joslin said the Commission is committed to following through with that development. Joslin added that in order for public libraries to advance to a higher level of development, their trustees must be more actively involved in their communities.

Biladeau said there were approximately 120 participants among the four sites. Coeur d’Alene was the largest with 48; Middleton had 20; Twin Falls and Rexburg each had about 30 participants.

Joslin noted that Raffee attended a public library program this summer. Raffee confirmed that she went to the celebration of the Community Library Network’s summer reading program. Raffee said there were more than 300 people at the picnic, who were mostly mothers with small children. Raffee noted that she was astonished at all of the activities that take place as part of the summer reading program.

IX. New Business -- none

X. Executive Session -- none

**XI. Adjournment**

Raffee asked for comments regarding the fall board tour. Alldredge said he will attend the board meeting and may be able to attend the tour. The other board members are planning on attending the meeting and the tour. Held asked if the tour would begin from Boise, and Bailey-White confirmed that it will. Joslin said further details about the tour will be forthcoming.

Raffee adjourned the meeting at 11:17 p.m. MT.

Next scheduled meeting: October 20, 2017, in Boise.