

**II. APPROVAL OF MINUTES****A. February 2, 2018 Meeting – Action Item**

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**IDAHO BOARD OF LIBRARY COMMISSIONERS  
MINUTES OF THE FEBRUARY 2, 2018 BOARD MEETING**

The Idaho Board of Library Commissioners meeting was called to order at 10:00 a.m. MT on Friday, February 2, 2018, at the Idaho Commission for Libraries in Boise. Participating were: John Held; Janet Franklin; Mark Alldredge; Dave Mecham, Pat Raffee, Chair; 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 Meeting Recorder.

**I. Call to Order by Pat Raffee****A. Introductions – none**

B. Revisions to Agenda- none

**C. Announcements –**

Joslin reported that during the break for today's meeting the Board will have a "Meet and Greet" with staff, with emphasis on introducing new staff. Last fall the first new library district since 2000 was approved by voters, the Donnelly Public Library District. Colleen Schowalter, Volunteer Coordinator, nominated 4 volunteers and the Idaho Commission for Libraries (ICfL) for this year's Governor's Brightest Star Awards. Nominated were Sue Vapp who has volunteered for 12 years, Fred Riddle, who has volunteered for 26 years, Casey Haroian, who has volunteered for 7 years, and Truman Stewart, who has volunteered at ICfL for 16 years. Stewart was selected as the top honoree in the Veterans' category. ICfL received recognition as one of the top 3 in the Organization/Non-profit category.

**II. Approval of Minutes****A. January 5, 2018 meeting (Board Document 18-22)**

**MSC/ Franklin/Meacham** that the minutes of the January 5, 2018 Board of Library Commissioners special meeting be approved as distributed in Board Document 18-22.

*Motion unanimously carried.*

III. Open Forum -- none

**IV. Legislation - Policies - Rules - Guidelines****A. Legislation – Update**

Joslin reported that Representative Sage Dixon, District 1, introduced a joint resolution in the House Education Committee honoring Boundary County Library as the Best Small Library in America of 2017. Representative DeMordaunt seconded the motion and provided a good description of the value Idaho libraries provide their communities. Representative Bell and Senator Keough were interviewed on Idaho Public Television's "Idaho Reports" during which Senator Keough described schools and libraries as examples of their highest priorities.

Joslin also reported that some legislators are working on legislation to add a requirement to filter public library wifi to the current law. The Idaho Library Association will

be taking the lead on this matter. Meacham asked if there were resources describing the public library talking points. Joslin reported there is a summary from the last filtering effort and would locate that information to share with Board members. No libraries have reported issues with not filtering wifi, and our consultants are working with directors and boards to make sure their Internet use policies are current.

B. Policies – none

**C. Rules – Update**

Joslin reported that the Management Team has begun reviewing the many guidelines which support the multitude of programs offered by ICfL. New staff members have provided fresh insights, which have prompted a review of all agency guidelines. In searching for the guidelines, it was discovered that there are a wide range and some fall under the category of procedures. This review will most likely require an update of the agency rules which must be approved by the legislature. Because of the extended process of approving rules, it is preferable to review the rules all at one time. This process may happen by July of 2018 or may need to be scheduled for July of 2019.

D. Guidelines -- none

**V. Federal Fund**

**A. Finances - Update**

Joslin reported on an email from the Institute of Museum and Library Services (IMLS) following the recent government shutdown describing the timeline for future funding. The State Award for federal fiscal year 2018 is expected no earlier than March. IMLS projects level funding if or when the FFY2018 budget is passed, with the caveat that there are no guarantees.

B. Program – None

**C. Grants –**

**LSTA grant applications received – information item (Board Document 18-24)**

The list of LSTA CE grant applications received was reviewed.

**VI. General, Miscellaneous Revenue, and Library Services Improvement Funds**

**A. Finances – Update**

Joslin reported on the January 16 Joint Finance and Appropriations Committee (JFAC) hearing for ICfL. The same format as last year was used, with presentations focused on the budget numbers rather than on programs results. There were more questions from JFAC members this year, which showed interest and understanding of what ICfL is doing. At the end of the hearing, Representative Bell shared her family's experience in using the TBS. Joslin also reported on the January 17 ICfL "Road Show" of program displays at the Capitol to educate legislators and the public about the ICfL, its programs and services for libraries.

B. Program – None

**C. Grants/Other support**

**LSIF Pre-Approved Consideration (Board Document 18-25)**

**MSC / Meacham / Held:** Upon receipt of additional funds from the Idaho STEM Action Center in SFY2018, expenditures of up to \$100,000 from the Library Services Improvement Fund be approved for implementation of the Commission's STEAM programs, and that a written report describing the expenditures be submitted to the Board at its next regular meeting.

*Motion unanimously carried.*

**VII. State Librarian's Report**

A. Operations – None

**B. Management Team members' reports**

Bailey-White reported that the Library Development Division has been working hard to implement the ongoing programs in literacy, technology, and continuing education. The newly printed 2018 Continuing Education Brochure was distributed. Plans are in progress for the third annual Public Library Directors' Summit on March 1 and 2, 2018. Other continuing education events include the Summer Summit for school library staff, and Make-It Idaho workshops. Bailey-White is working on the House Education presentation scheduled later this month.

Dubois reported on planning for the next fiscal year, and working on the Change in Employee Compensation (CEC) plan and projections for the state fiscal year 2019 budget. The 2018 mid-year budget scrub has been completed, showing about \$24,000 not budgeted in the General Fund and about \$80,000 in the Federal Fund. These amounts will be budgeted over the next few months.

**C. Personnel – information item (Board Document 18-26)**

Joslin presented the personnel report. The Human Resource Specialist has been reclassified to Human Resource Officer, due to the higher level of work being accomplished. All 37.5 positions are expected to be filled by spring.

**D. State Librarian's travel – information item (Board Document 18-27)**

Joslin reported attending the Idaho Library Association Conference, ICfL Board Tour, and the Chief Officers of State Libraries (COSLA) and Western Council meetings since the last report.

E. Other – None

**VIII. Old Business****A. Board Handbook**

Joslin reported that with the review of guidelines, there had been inconsistencies found in the current ICfL Board Manual. Members were asked to bring their copies so they could be updated. It was determined an electronic version would be acceptable, so the handbook will be accessible electronically.

**B. Community Outreach / Partnerships – information item (Board Document 18-28)**

Biladeau provided a brief overview of ICfL partnership activity. Community conversations have been hosted by Lizard Butte Library District, Mountain Public Library, and Kuna District Library. Each has been different, yet a success. Other connections include discussions with McCall Public Library on a public-private partnership for building construction, and connecting with United Way, Department of Corrections, Idaho Housing and Finance Association, Idaho Commission on Aging, Idaho Rural Partnership, and Workforce Development Council. Also presented was a draft template of a reference tool for libraries regarding accessing local services.

**C. Talking Book Service – discussion**

Joslin gave a brief historical overview from 1962 through 2017. Walker shared promotion activities during the past year, working specifically with public libraries to educate staff about being proactive in promoting the Talking Book Service. She provided the TBS promotion outline as well as a display of materials provided to libraries. Walker also showed the ICfL webpage with the resources for libraries and provided a demonstration of the Heat Map displaying the number of TBS users in each county. ICfL will evaluate this pilot

promotion project and identify next steps after the initial campaign, which runs through the end of March 2018. From October 2017 to January 2018, the Talking Book Service has realized a 40% increase in applications, 20% coming through libraries. Raffee requested time at a future meeting for a continued discussion regarding the Talking Book Service and its fit with the ICfL mission statement.

**XI: Adjournment**

**Held** moved the meeting be adjourned. Raffee adjourned the meeting at 12:00 noon.

Next meeting: April 13, 2018 Conference Call.

DRAFT