

**IDAHO BOARD OF LIBRARY COMMISSIONERS  
APPROVED MINUTES OF THE  
February 10, 2017  
BOARD MEETING**

The Idaho Board of Library Commissioners meeting was called to order at 10:00 a.m. MST on Friday, February 10, 2017, at the Idaho Commission for Libraries in Boise. Participating were: John Held, Chair; Pat Raffee; Janet Franklin; Mark Alldredge; and Dave Mecham, participating by telephone; and State Librarian Ann Joslin. Also attending the meeting from the Idaho Commission for Libraries (ICfL) were: Stephanie Bailey-White, Deputy State Librarian; Roger Dubois, Administrative Services Manager; Pam Bradshaw, Program Supervisor; Dian Scott, Office Services Supervisor; Dylan Baker, Library Consultant for Broadband Services; and Donna Eggers, Public Information Specialist, serving as recorder. A member of the public, Elisa Gooding, observed part of the meeting.

**I. Call to Order by John Held**

**A. Introductions**

Bailey-White introduced Dylan Baker, the Commission's Broadband Consultant, which is a newly created position. Baker noted that he will be helping public libraries with their connectivity issues. While introducing herself, Scott noted that she will be the Board's new liaison after Bradshaw's retirement on February 24.

**B. Revisions to Agenda – none**

**C. Announcements**

Joslin noted that the Commission staff will celebrate Idaho Day on Wednesday, March 1.

Joslin handed out copies of an article from the *Moscow-Pullman Daily News* about the school library access mini-grant that the McDonald Elementary School received from the Commission.

Joslin handed out copies of an article from the *Teton Valley News* regarding the Valley of the Tetons Driggs branch being selected as one of three public libraries in the nation to work with NASA to help develop programming for other libraries to use in connection with the August total eclipse. Joslin also noted that this is a great reflection of what more and more public libraries are doing.

Joslin noted that the new director of Glens Ferry Public Library has made a number of improvements in just a couple of years. As a result, support for the library has increased and she was voted Citizen of the Year in Glens Ferry. The library may even be able to increase the hours that they are open. Bailey-White noted that it is rewarding to see such progress in communities like that.

**II. Approval of Minutes**

**A. December 2, 2016 meeting (Board Document 17-26)**

**MSC/Franklin/Raffee** that the minutes of the December 2, 2016 Board of Library Commissioners meeting be approved as distributed in Board Document 17-26.

*Motion unanimously carried.*

**III. Open Forum – none**

#### IV. Legislation – Policies – Rules – Guidelines

A. Legislation – none

#### B. Policies

##### 1. ALA Intellectual Freedom – information item (Board Document 17-27)

Joslin pointed out a statement from the American Library Association’s Office of Intellectual Freedom and noted that because the Board has adopted ALA’s Intellectual Freedom statements, she thought this would be of interest.

##### 2. Collection Development Policy – information item (Board Document (17-34)

Background: Years ago, the Commission had a print collection that circulated to the public, and because of that, the Commission had a collection development policy. After budget cuts in the early 2000’s, there was no funding available to purchase materials for two years. The Commission chose not to maintain a collection and instead to focus on library development. The Deputy Attorney General recommended that the Board rescind this policy as it has no relevance to the Commission’s current programs and services.

**MSC/Aldredge/Mecham** to rescind the collection development policy as presented in Board Document 17-34.

*Motion unanimously carried.*

C. Rules – none

D. Guidelines -- none

#### V. Federal Fund

A. Finances – none

#### B. Program

##### 1. LSTA draft evaluation – information item (Board Document 17-28)

Joslin provided the Board with the outside evaluators’ overview describing the Commission’s accomplishments under the goals of our 5-year LSTA plan. Joslin noted that the full report is still in draft form. Bailey-White explained the timeline for submission of the evaluation report and the next 5-year plan. The final report is due to the Institute of Museum and Library Services (IMLS) by the end of March. The Commission will use the report information in developing the LSTA plan for 2018-2022, which is due to IMLS in June. Joslin noted that Bailey-White will take the lead in writing the five-year plan.

Joslin noted that Held had, at the last board meeting, mentioned the online survey that was part of this evaluation process. She reported that there were 63 respondents to the survey; plus 24 people in focus groups; and one-on-one interviews with Commission staff and people in the field. Joslin is satisfied with the range of people who provided input.

Held noted that it is a fairly high percentage for something that was just out there and voluntary. Joslin agreed and noted that there are a lot of library staff members who are not aware of LSTA. Joslin noted that a link to the final document will be sent to the board members.

## C. Grants

### 1. LSTA applications received – information item (Board Document 17-29)

Joslin noted that Raffee had asked about distribution of continuing education grants among libraries. Joslin pointed out that the Sugar Salem School Community Library, a library the Board has visited, is on this list and that it is good to see them taking advantage of the opportunity – especially being a school community library. There is one grant awarded to Boise Public Schools as well. The new director at the Mt. Home Public Library, which the Board has also visited, has a grant to achieve certification provided through ALA. Joslin noted the Commission has about \$13,000 remaining for continuing education grants this fiscal year.

Held noted that it was a nice spread by grant type, and that the first time conference grants are always important to set people up with a good foundation.

## VI. General Fund and Miscellaneous Revenue Fund

A. Finances

B. Program

## C. Grants

### 1. Education Opportunity Resource (EOR) Broadband update – information item

Joslin noted that the second quarter payments are still being processed. It is taking longer than expected because libraries are required to submit invoices for their broadband expenses for July, August and September, and the invoices are difficult to decipher and match with amounts being requested. Joslin said Dubois and his team will begin the third quarter reimbursement process soon.

Joslin provided an overview of another funding opportunity that the State has available for schools and public libraries. Last year, when the Legislature passed the EOR legislation, they passed another bill dealing with broadband infrastructure, called the Broadband Infrastructure Improvement Grant (BIIG) fund. It provides state funds to match additional E-rate funds for “special construction” or fiber buildout. These matching funds will make the high cost of buildout manageable for more Idaho libraries.

Joslin said the Commission will be in touch with the handful of libraries that may be interested in special construction in the coming year. We are working with the Department of Education to identify schools interested in special construction so if there is a public library nearby, perhaps they can work with the school on a project.

Held noted that it was encouraging and seemed easier to get funding this way rather than going through JFAC.

## VII. State Librarian’s Report

In meetings with the other state librarians, Joslin received an update from the Director of the Institute of Museums and Library Services (IMLS) in regard to the fate of IMLS and Library Services and Technology Act (LSTA) funding under the new administration. The Director of IMLS has heard nothing from the new administration. The wide-spread worry is that a budget proposal from last year eliminates IMLS, along with the National Endowment for the Humanities, and for arts, and possibly the National Science Foundation.

Joslin noted that everything is speculative at this point. The Commission has 11 staff members paid with LSTA funds, and the LSTA spending authority is 30 percent of the entire appropriation.

Joslin reported that she attended a LYRASIS board meeting in January. The board is made up of two state librarians, two public librarians, and the rest of the members are from academic libraries and archives. Joslin found it reassuring that even the members from the large academic libraries recognize how seriously the cutting of LSTA funds and elimination of IMLS would impact the entire national library community. Joslin noted that the Commission staff is monitoring the budget development process but won't begin serious planning until there are specific proposals to respond to.

Held agreed that it is a good idea not to worry about something that may or may not happen.

Joslin noted that, on the state level, the Joint Finance Appropriations Committee (JFAC) hearing was held January 17. Joslin noted there were good questions from the JFAC members, including one regarding the how the Commission's Maker program differs from what the STEM Action Center does? And a representative directed a question to Gideon Tolman, the DFM Analyst, stating that the Maker program sounded very valuable and asking why the governor didn't recommend it.

Joslin noted that, in this new JFAC hearing process, there is limited opportunity to highlight what the money does or what the Commission accomplishes with it. Joslin believes that is a bit of a shortcoming with the process.

Joslin noted that the Idaho Library Association (ILA) had their Legislative Day on Tuesday, February 7. The leadership of the association visited with leadership of both the House and the Senate. ILA reported that two of the legislative leaders have family members who used the Talking Book Service (TBS), but they did not know if that would be enough to generate interest in moving TBS to state funds. Joslin noted that the issue was raised if the Commission cannot move TBS to state funds, will it continue the service. At this time the answer is yes, unless LSTA is eliminated or is substantially reduced.

Joslin noted that public library filtering has come up again. A senator is in discussion with ILA's legislative advisor about requiring further restrictions. It is not clear at this time if any legislation will be introduced in this session.

Franklin asked about the Board's view on filtering. Joslin explained that the Board's stance has been that whether or not to filter should be a policy decision made by the local library board.

Held noted, in regard to moving TBS to state funds, the Commission should have a response that shows what could be done with those funds. Joslin noted that a general description was included in the enhancement submitted by the Commission.

#### **B.A.** Operations

#### **C.B.** Management Team members' reports – information items

Bailey-White: In addition to Dylan's orientation, Bailey-White is working on a library-themed issue of "Idaho at a Glance," which is a publication that the McClure Center for Public Policy Research produces. Bailey-White hopes it will be produced and ready for National Library Week in April. Bailey-White will share some of those statistics at the House and Senate Education Committee meetings on

March 8. Bailey-White reminded the board of the upcoming continuing education training events for trustees in August and invited them to attend a session in their region.

Bradshaw: In preparation for her retirement, Bradshaw is transferring her duties and informed the board that Dian Scott will be the board liaison.

Dubois: Work on the EOR payments is progressing. In trying to match up the invoices, many amounts conflict with what was reported in the first quarter. The Commission is conducting its mid-year review, in which the budget is reviewed and program managers have the opportunity to determine if they need more money or can return funds to the budget. Dubois has also attended legislative sessions related to the new change in employee compensation and sessions by the State Controller's Office in regard to payroll, bill paying, etc. The OCIO (information officer) is initiating new security controls, which they want to implement this month. And these will cost the Commission \$9,000-\$10,000. Agencies, including the Commission, did not have the opportunity to recoup any of that in the legislative process. The first six steps of the security process are to be completed by the end of February.

#### **D.C. Personnel**

##### **1. Personnel report – information item (Board Document 17-30)**

Raffee asked who Dylan reports to. He reports to Stephanie Bailey-White.

- D. State Librarian's travel report
- E. Other

#### **VIII. Old Business**

##### **A. North Idaho Library Tour**

Joslin asked for the Board's confirmation that they wanted to conduct a north Idaho tour in April. If so, they would travel on April 12, tour on the 13th, and meet on the 14th. Alldredge will confirm by the end of the day. Held, Franklin, Raffee, and Mecham confirmed those dates.

#### **IX. New Business**

##### **A. BSU Public Policy Survey – information item (Board Document 17-31)**

Boise State University's (BSU) new School of Public Service contacted the Commission to learn more about Idaho's public libraries. They also offered the opportunity to include two library-related questions in their public policy survey. Joslin is happy with how many people recognize that libraries are good sources of information and technology resources. Joslin noted that as part of the fee the Commission paid Boise State, they will "slice and dice" the results in any way the Commission wants, and they will correlate them with other survey questions, such as those about education, taxation, and refugees. The Commission's communications team will make recommendations as to the additional data to request from Boise State. BSU surveyed 1,000 people, with proper ratios for each county. BSU said that Idaho has the highest cell phone ownership\_rate in the country, so 52 percent of their respondents were reached via cell phone.

##### **B. Library Perceptions Survey – information item (Board Document 17-32)**

This is a survey of policy makers conducted by Fahlgren-Mortine to support the development of the agency communications plan. Joslin noted that the survey results were a little more positive than she

expected. Joslin noted that it is known, nationally, that library supporters are not necessarily library users. They support the concept of the public library, but they don't necessarily use it.

Alldredge asked, in regard to the BSU survey, if that 52 percent of cell phone usage was just cell phone or cell phone/no land-line. Joslin said she thought it was cell phone, no land-line.

Chairman Held called for a break at 11:11 a.m. Reconvened at 11:36 a.m.

**X. Executive Session [IC 74-206(1)(b)]**

**A. State Librarian annual evaluation (Board Document 17-33)**

**MSC/Mecham/Raffee** that the Board go into Executive Session pursuant to Idaho Statute 74-206(1)(b), to consider the evaluation of a staff member.

A roll call vote was held with Held, Mecham, Raffee, Franklin, and Alldredge voting in the affirmative. The Board entered into executive session at 11:37 a.m.

**MSC/Franklin/Alldredge** that the meeting reconvene in regular session. The Board reconvened in regular session at 12:16 p.m.

**MSC/Alldredge/Raffee** that the Board communicate to the Governor's Office an exemplary performance rating and compensation adjustment in accordance with the agency CEC plan for the State Librarian and an additional one-time bonus of \$2,000.

*Motion unanimously carried.*

**XI. Adjournment**

Held adjourned the meeting at 12:18 p.m. MST.

**Next scheduled meeting: April 14, 2017**