

**IDAHO BOARD OF LIBRARY COMMISSIONERS  
APPROVED MINUTES OF THE  
APRIL 14, 2017  
BOARD MEETING**

The Idaho Board of Library Commissioners meeting was called to order at 9:17 a.m. PT on Friday, April 14, 2017, at the Coeur d'Alene Public Library in Coeur d'Alene. Participating were: John Held, Chair; Pat Raffee; Janet Franklin; Mark Alldredge; Dave Mecham; and State Librarian Ann Joslin. Also attending the meeting from the Idaho Commission for Libraries (ICfL) were: Stephanie Bailey-White, Deputy State Librarian; Shirley Biladeau, Program Supervisor; Jan Wall, Northern Idaho Field Consultant; and Donna Eggers, Public Information Specialist, serving as recorder. Devin Heilman, reporter for the CDA Press, joined at 9:22 a.m. PT and left at the first break at 10:21 a.m.

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

**A. Introductions -- None**

B. Revisions to Agenda -- None

**C. Announcements**

Held commented on an email he received from the CEO of LYRASIS concerning the wonderful work done by Ann Joslin on behalf the organization as a LYRASIS board member.

Held noted a newspaper article (*The Argus Observer*) regarding an informational districting meeting hosted by Kevin Tomlinson, which concerned Fruitland, Payette, and New Plymouth.

Joslin noted that "districting" means an effort to create a library district. Fruitland does not have any library entity, and the other two are both city libraries. The county commissioners are involved in the process, and they have to "sign off" on part of the establishment process. If they approve, then there is a vote to approve it. A simple majority is required for passage.

Bailey-White distributed copies of the publication, *Idaho at a Glance, Library Edition*, which the Commission worked on with the University of Idaho Library and the University of Idaho McClure Center. Bailey-White said nine copies were provided to all 147 public libraries, and they are encouraged to use it as a convening tool for legislators and policy makers. The McClure Center sent it to all county commissioners. Bailey-White noted the Commission is encouraging the libraries to get a meeting with their city council, mayor, etc. Joslin noted that Bailey-White did the majority of the writing of the document. Alldredge asked how libraries can get additional copies. Bailey-White answered that they can contact her or Eggers. Joslin noted the document will be available and downloadable from the McClure Center's website.

Held thanked Jan Wall for the work she has done for the Commission.

Biladeau presented a broadband summary that had been shared at the Idaho Rural Partnership meeting. Biladeau noted that it shows what's been done -- in the context of rural connectivity, this is what libraries are doing.

Joslin welcomed Biladeau to the board meeting in her new role of Program Supervisor for the Commission. Joslin noted Biladeau will work to expand the Commission's sphere of influence and bring more visibility to the Commission and Idaho libraries, in general.

II. **Approval of Minutes**

A. **February 10, 2017 meeting (Board Document 17-35)**

**MSC/Alldredge/Mecham** that the minutes of the February 10, 2017 Board of Library Commissioners meeting be approved and distributed as Board Document 17-35.  
*Motion unanimously carried.*

III. Open Forum -- none

IV. **Legislation - Policies - Rules - Guidelines**

A. **Legislation**

1. **2017 Legislative Update -- information item (Board Document 17-37)**

Wall noted that there were many bills that could have had a negative impact on libraries if they had passed and become law. The one of most concern addressed governmental non-interference in elections, though none of the three iterations passed. As proposed, public employees would have been restricted in the information they could provide about upcoming elections. They could state the amount that was to be voted on, but they couldn't address the purpose of the campaign or any details, including mailing descriptions of what the funds would be used for.

Allredge asked if public libraries have the ability to deposit money with the state treasury. Wall answered yes, but most don't because it is a complicated process.

B. **Policies**

1. **Anti-discrimination Policy (Board Document 17-38)**

Joslin explained that the wording in the anti-discrimination policy the Board passed in 2009 is not consistent with language from the Idaho Human Rights Commission. The Deputy Attorney General's (AG) advice is to use the same terminology to describe the areas in which we will be sure discrimination does not take place. Joslin noted Board Document 17-38 reflects the Deputy AG's recommendation.

Allredge asked if the statements addressing expectations of employees proposed for deletion could still be included. Joslin said they could be included in the Commission's employee handbook. Mecham noted he is okay with it as a minimal statement. Joslin noted that the Deputy AG feels that other types of discrimination would be covered by other state or federal statutes. Held noted being in-line with the State is a good thing.

**MSC/Raffee/Held** that the Commission's Policy Against Sexual Harassment and Other Discriminatory Workplace Harassment be amended as shown in Board Document 17-38.  
*Motional unanimously carried.*

C. Rules -- none

D. Guidelines -- none

V. **Federal Fund**

A. **Finances**

1. **IMLS Funding Update -- information item (Board Document 17-39)**

Joslin noted there was little more concrete information about funding for the Institute of Museum and Library Services (IMLS) than was presented at the February 2017 board meeting. The Commission did receive a partial federal FY2017 award, 73% of the FY2016 amount, and expects to start spending that in August. Joslin noted that the Continuing

Resolution end date is April 28. The ALA Washington Office believes that Congress will pass another Continuing Resolution to fund the balance of FY2017 near or at the FY2016 level. Because the Commission traditionally spends most of its federal money in the second year, it gives the agency additional time to plan from the time it finds out there is going to be a cut or elimination of funds.

Joslin noted the only new information the Commission had received since February regarding federal FY2018 is that the budget blueprint calls for eliminating the Institute of Museum and Library Services (IMLS) and all of its funding. Board Document 17-39 is the information the Commission compiled at the request of the Idaho Library Association's board in regard to how the Commission has been using LSTA money in Idaho. Joslin noted that about 30% of the Commission's annual appropriation are these federal funds. Bailey-White noted the funding covers 11 positions at the Commission, and that one in three dollars of Idaho state government's expenditures are from federal sources. Bailey-White added that the loss of federal funding would impact everything the Commission does, and perhaps its mission.

Biladeau noted that members of the Idaho Rural Partnership board are also expecting massive cuts. Joslin noted that if the proposed federal budget is enacted, the Commission will not be the only agency looking for more state funds. Since the recession, but before this budget blueprint, the Governor has told agencies not to expect state funds to replace federal funds. Joslin noted that the budget blueprint is the beginning of the FY2018 budget process, and it could go on for a long time.

Franklin noted that if the federal government chooses to turn these funding responsibilities back to the states, the states should accept it. Raffee asked, should the worst case occur and federal funds stop at the end of the continuing resolution, the legislature doesn't convene again until January so what would we do about funding in the meantime? Joslin responded that the Commission has the 73 percent partial FY2017 award that should last into next spring and perhaps could be spread further. Joslin said there is an even worse case scenario of a rescission -- where that money would no longer be available even though it has been awarded.

Franklin asked about Commissioners advocating for funding. Joslin noted that, as with public library board members, advocating for funding is a legitimate role for the Commissioners. Joslin reported that she will be in Washington D.C. on May 1 and 2 for the American Library Association's Legislative Day; she has appointments with all four of Idaho's Congressional offices and will address federal funding for libraries with each of them.

Raffee asked that the information regarding the Commission's partnership development be shared with the Board members with an on-going agenda item for an update at Board meetings. Raffee also asked for a discussion concerning Board member actions that could be taken between meetings. Joslin will add those items to future Board agendas.

## **B. Program**

### **1. LSTA Evaluation Report, 2013-17 -- information item (Board Document 17-40)**

Joslin noted that the draft evaluation report was disseminated at the February meeting. Board Document 17-40 includes more information, primarily drawing from the quotes from the members of the library community who participated in focus groups, an on-line survey, and/or in one-on-one phone calls with the evaluators. Joslin noted there were very few suggestions for improvement. The Commission asked specifically for the evaluators' recommendations, which was not part of the requirement for the evaluation. Joslin noted

that Bailey-White is beginning work on the next five-year plan, and these recommendations will be kept in mind during that process.

In regard to the impact the Commission makes, Held noted a comment from a girl, who when she found out she could receive up to 9 free books, said she didn't even have one book. Bailey-White noted this was a pilot program at the Fernan Elementary School the Board just visited, where it was determined that most students did not have books at home. Bailey-White said that getting to self-select 9 books to keep was a huge event for the kids.

Joslin noted that another thing this report reinforces is the extent to which the Maker programs are bringing new audiences into public libraries -- all age groups, not just teens. Bailey-White noted the constructive, positive feedback from the library community and the level of participation in the evaluation survey. Bailey-White recognized the importance of the library community taking the time to participate in the survey and provide information back to the Commission.

### **C. Grants**

#### **1. LSTA applications received -- information item (Board Document 17-41)**

Joslin noted these grants are for professional development and continuing library education for library staff members. More Idaho library workers are taking advantage of these grants to attain an advanced degree in library/information science. Coeur d'Alene Public Library, alone, has five staff members working toward or just finishing a Master's degree (MLS).

Biladeau explained the continuing education grant for professional development is reimbursable up to \$1,000 per semester for six semesters. Once the \$6,000 amount is reached, the individual is no longer eligible. Joslin noted that it is rewarding to see the number of young people who are excited about going into the profession.

Held asked if the recipient has to be an employee of the library. Biladeau explained that yes, the grant goes to the library so it can help support the employee in achieving an MLS. Biladeau added that any publicly funded library in Idaho can apply for these grants.

### **VI. General Fund and Miscellaneous Revenue Fund**

#### **A. Finances**

#### **1. FY2018 appropriation -- information item (Board Document 17-42)**

Joslin noted Board Document 17-42 shows the Commission's state fiscal year appropriation compared to FY17. The total amount is a slight percentage increase, including a 3 percent increase in the personnel budget for merit-based increases, and the state is picking up the bulk of the increase in health insurance costs. Funding for contract inflation for the LILI databases, and replacement of computers and a car is very helpful.

Joslin noted that neither of the Commission's enhancement requests were recommended by the Governor or included by JFAC in the appropriation bill.

#### **2. Library Services Improvement Fund request (Board Document 17-43)**

Joslin noted that the Library Services Improvement Fund was created through former Board member Freeman Duncan when he was in the legislature representing the Coeur d'Alene legislative district. The majority of the current fund balance is the result of grants from the Bill and Melinda Gates Foundation, which the Commission did not totally expend and the Foundation did not want returned. The Foundation required that the funds be deposited in

an interest-bearing account, and when interest rates were high, the funds grew faster than they are now.

Joslin noted that this is a specific request for Board approval to expend the \$30,000 that the Commission recently received from the STEM Action Center to implement, in conjunction with them, the Summer STEM From Your Library program.

Mecham asked if there was a date for the program. Bailey-White answered that upon Board approval, the Commission will release the micro-grant application forms. It is a short turn-around time in order to get the grant funds to libraries prior to the start of their summer activities.

Allredge asked if it was for K-12. Bailey-White said that it is for children of all ages and will include outreach at nutrition sites, at school libraries that stay open in the summer, and at literacy in the park events. It is an effort to reach youth who are not coming into the library in the summer and to provide learning opportunities they wouldn't otherwise have access to during the summer. This \$30,000 is in addition to the \$65,000 previously provided by the STEM Action Center for the Make It at the Library program. The \$65,000 was not direct funding to the Commission, but they provided tools and funding for trainers so the Commission could hold regional Make It training for 45 libraries.

**MSC/Franklin/Raffee** that the expenditure of \$30,000 from the Library Services Improvement Fund be approved for implementation of the "Summer STEM from Your Library" program according to the memorandum of agreement with the Idaho STEM Action Center.

*Motion unanimously carried.*

B. Program

C. Grants

**1. Education Opportunity Resource (EOR) Broadband update -- information item (Board Document 17-44)**

Joslin noted that Commission staff have almost finished the second quarter payments to reimburse public libraries for a portion of their broadband expenditures under this new program for schools and libraries. This has been the most difficult quarter because invoices were required from the vendors. The first quarter payments were an estimate, and with the invoices, determinations are being made as to whether or not the first quarter estimates were correct. Joslin noted that this is another area in which Wall made significant contributions due to her experience in working with E-rate and with vendors. Joslin noted that quarters three and four payments will be combined in an effort to get the funds expended before the end of June.

Joslin noted that the Department of Education has five employees devoted to their school broadband reimbursement program, including E-rate. The Commission did not receive any additional personnel or operating funding for this program. Next year may go more smoothly than this first year, but it is a labor-intensive program. Joslin noted that the Board will see in the potential FY2018 enhancements one for a staff person to help support this program. It is very helpful to have Dylan Baker on board, but his position was not create to spend full-time on reimbursement, as there is much need for consulting with library staff about their broadband connections and network efficiency.

Joslin and Wall noted that there are additional libraries we expect to participate in E-rate and EOR reimbursement in FY2018. By June, the Commission expects to have a good estimate of what libraries will request from state funds so can determine if an increase will be needed for FY2019 reimbursements.

Chairman Held called for a break at 10:21 a.m. PT. Reconvened at 10:38 a.m. PT.

## VII. State Librarian's Report

### A. Operations

#### 1. **2017 Public Library Directors' Summit draft report -- information item (Board Document 17-45)**

Joslin noted that the Public Library Director's Summit was held in early March and 51 directors attended, a healthy increase from last year. Some directors asked that the summit be held more than once a year, but there are not funds to do so. One of the goals for this year was to identify future trends and help directors see beyond their own immediate situation and re-think approaches to library services. Board Document 17-45 is a brief summary of the draft report of Public Library Director's Summit, which Phil Eastman, its facilitator, is working to finalize.

Joslin noted the directors were asked what they would like the Trustee Connections workshops to cover, and they provided a long list of recommendations. Joslin noted that years ago, the Commission did offer yearly training for Trustees, but it became difficult to get trustees to attend.

Held asked when the next Summit would be. Biladeau said the planning for it had not begun, but she would like to see it around the same time, early March 2018. Held asked about holding break-out sessions for directors at the ILA conference. Joslin said one of the reasons the Commission chose to convene the directors is because fewer directors are attending the ILA conferences, choosing to send staff members instead.

#### 2. **Cybersecurity Executive Order -- information item (Board Document 17-46)**

Joslin noted that at the February meeting, Roger Dubois mentioned this issue was coming. The Commission received a short memo from the Division of Human Resources, an office within the Governor's office, requiring agency directors to confirm that the agency had adopted the NIST (National Institute of Standards and Technology) cybersecurity framework, and that it would implement the framework by the end of June. A staffer from the Office of the Chief Information Office (OCIO), which resides in the Department of Administration, spoke at a management team meeting; he acknowledged that directors were asked to commit to implementation with no idea of the cost. The memo was issued in early April; FY2018 budgets were already set and no additional funds were available before the end of June for implementation. The Commission is continuing to work to get cost estimates for the necessary hardware and software. The Management Team has chosen to implement the requirements through OCIO rather than using in-house staff, as the Commission has only one full-time IT person. OCIO already houses the Commission's firewall, so this will be another service they provide the Commission. Joslin reiterated that there will be additional fees for that implementation and on-going management, but those costs are unknown.

Joslin noted that as part of its FY2018 appropriation, the Commission received approximately \$37,000 for the three servers. Instead of buying those servers and putting them in-house, the Commission is negotiating with DFM to transfer the money to OCIO to purchase the

hardware and software needed to implement the cybersecurity requirements on the Commission's behalf.

Allredge asked if there was a driver behind the June 30 deadline. Joslin suggested it may be because of the breach of Fish and Game (3<sup>rd</sup> party) systems that it was decided to do something now. Allredge noted that he could see having an action plan by June 30, but that his company has been working on cybersecurity for years.

**B. Management Team members' reports**

**C. Personnel Report (Board Document 17-47)**

Joslin noted that there are some staffing changes driven by retirements. Shirley Biladeau has moved from CE Consultant to Program Supervisor, with primary responsibility for agency outreach to other state agencies, non-profits, and funding sources. She will continue to wear both hats for the time being. It will be helpful to have her assist in the transition when a new CE consultant is hired. The Project Coordinator positions have been reclassified as Library Consultants focusing on youth services. The Commission's HR person, Pete Nelson, believes there are several other positions that should be reviewed for reclassification, as well. The CE position and the Northern Idaho Consultant position are being advertised and applications have been received for both. The positions are open until filled.

The Commission's receptionist accepted a higher paying job at BSU, and the Volunteer Coordinator will retire this summer. In September, three of the four Talking Book Service Customer Service Reps will retire. Joslin said plans are being made for cross-training.

Held asked if the reclassification of the Project Coordinators gave the incumbents better internal growth opportunities. Joslin said it was a move up one pay grade, which means the upper limit of the salary range is a little higher than it was before.

Bailey-White reported that the Commission is hosting a meet-and-greet for new public library directors on May 11, for which 19 have registered. The day will include a tour of the agency and time to meet with the consultants and hear about the services the Commission provides. The agency recently celebrated its 116th anniversary with staff, where the history and culture of the Commission were celebrated.

Biladeau noted many of her projects had previously been discussed, such as the public library directors' summit and the meet-and-greet. In her new role she will do more outreach to state agencies and build relationships with them. Raffee noted that she had given Dubois a list of all of the library foundations in the state of Idaho, and they are another group to stay in touch with. Joslin noted the Oregon Community Foundation identified public library needs and developed guidance regarding the ways philanthropic organizations in Oregon could act to meet those needs. Biladeau may pursue a similar effort in Idaho.

**D. State Librarian's travel report -- information item (Board Document 17-48)**

In addition to recent trips taken, Joslin will attend a LYRASIS Board meeting at an O'Hare facility, so it will be an overnight trip. She will attend ALA Legislative Days in Washington D.C. on May 1 and 2, followed by the COSLA spring meeting on May 3.

E. Other -- none

**VIII. Old Business**

**A. LILI Unlimited update -- information item (Board Document 17-49)**

Joslin noted that at the February meeting the Board was informed of the Commission's work to revamp LiLI-U, the statewide resource sharing program that it has operated since 2004 through OCLC, the vendor. The program was losing libraries due to cost, and the portion paid by the Commission was not sustainable in the long term. A request for information (RFI) resulted in two responses -- one response was from OCLC and the other from a vendor whose back-up for finding material is OCLC. Joslin noted the Commission's Gina Persichini worked with OCLC to develop a new resource sharing program, which is described in Board Document 17-49.

A key difference is that libraries can now choose to participate in the cataloging component, the interlibrary loan component, or both, whereas in LiLI-U libraries had to participate in both. Also, the new process will include an interlibrary loan management center; the Commission will process interlibrary loan requests for small libraries that have low volume. Bailey-White said the staff person who works with the STACKS program has agreed to staff the interlibrary loan management center for the Commission. Joslin said that the volume of requests is unknown, so using existing staff until the workload is determined will be helpful. The projected savings with the new resource sharing program is shown in Board Document 17-49.

Raffee asked if this was a potential fee for service opportunity. Joslin said if a library chooses to use the Commission's management center rather than go directly through OCLC, there will be a flat fee per request. Raffee clarified that she was referring to a charge for patrons. Joslin said no, there would not be a charge for patrons, and that it is the Commission's stance that interlibrary loan is a basic service that the local library needs to budget for. The agency's minimum eligibility requirements for LSTA define basic library service as having a phone, offering free Internet access, being open a minimum of 15 hours per week, and providing interlibrary loan at no cost to the user.

Joslin noted that the interlibrary loan statistics through LiLI Unlimited are going down, and that the Board will be given the URL to the LiLI annual report, which was just completed. Idaho libraries that are part of a consortia are increasingly loaning and borrowing within their consortia, and relying less on going outside that consortia. Joslin noted that is probably the primary reason the stats are going down. Joslin also noted that Amazon Prime is likely another factor. Rather than wait a week for a book to arrive from another library, some libraries prefer to buy it so it will arrive in a couple of days, with low shipping costs. However, Idaho libraries still do a lot of resource sharing. Joslin noted that the academic libraries are heavily invested in OCLC systems, and that the Commission did not want to operate separate resource sharing systems for public and school libraries.

Held asked for clarification regarding the cost savings in 2017. The OCLC agreement is for \$776,000, and the Commission pays \$310,000 of that. Held noted that the next year, the Commission will pay \$261,000, so there is a savings of \$50,000, but the next year it goes back up \$25,000, then up \$15,000 the following year. Joslin said the price quote from OCLC included an annual percentage increase.

Mecham asked what the chances are for variation in the amount they are going to charge. Joslin noted that during the last recession, OCLC did not always charge the annual increase that was in their quote, so they have shown they can be flexible. There is also an escape clause in the agreement, to allow for an insufficient appropriation to the Commission.

Wall reported that she has heard positive feedback about the management center. Joslin noted that the guideline for the libraries will be if they request fewer than 40 interlibrary loans in a year, the management center would be a good option for them. If a library has more than that, it wouldn't be as cost-effective for them, but some might choose to do it anyway because of the savings in staff time.

## IX. New Business

### A. August Trustee Connections information item (Board Document 17-50)

Joslin noted that Board members have been invited to attend and that the link to register is included in Board Document 17-50. Joslin encouraged the Board members to attend the workshop nearest them. Biladeau said the prerequisite for holding the workshop is 10 people per area, and that the registration will be opened through the end of June. She is working with Phil Eastman on the content, and that he will facilitate the sessions. Some of the topics include legal basics, leadership, board and director roles, and some success stories.

Biladeau noted there is a plan to hold a board development session each year. Wall noted that the field consultants assist with trustee education upon request, but that boards don't always know what they don't know. For example, trustees may not recognize that they are not within legal parameters concerning an issue. Biladeau noted another tool for trustee education is the "Trustee Short Takes" pod casts, which are on various trustee topics like open meeting laws.

### B. Federal websites -- discussion (Board Document 17-51)

Joslin noted that Raffee asked for this agenda item after seeing an article in the *Spokesman Review* concerning groups with a stake in access to public information, such as scientists, librarians, and journalists, who are archiving federal websites that they fear might disappear. Board Document 17-51 is a partial list of links to articles concerning disappearing federal websites.

Raffee noted that as someone who had been self-employed for most of her life, she found government websites to be a wonderful source of information to drive ideas, for starting new businesses, to quantify marketing approaches, etc. Raffee expressed concern about attempts to change what it means to access public information in America.

Franklin noted that not all of the citations are from the past few months, and that some were over the last eight years. Joslin noted that people are likely more aware of it now. Raffee noted that many people rely on the government to provide that baseline data that they can use, and that it is a worthwhile use of government funds. Mecham noted that controlling the information that comes from our federal government is an issue of concern. Biladeau noted the value of librarians in helping people discern the veracity of what they are reading. Raffee asked if we don't even have access to the information, then where are we? Raffee noted that the ramifications for libraries seemed enormous.

Chairman Held called for a break at 11:53 a.m. PT. Reconvened at 12:02 p.m. PT.

### C. FY2019 enhancement considerations -- discussion (Board Document 17-52)

Joslin noted that the potential FY2019 enhancements are of two types: funding for activities we are or will be required to implement, and funding for activities that are needed but not required. In regard to the cybersecurity costs, unless DFM, the Governor's office, and the legislature decide to approach funding those costs in a uniform way across all agencies, the Commission will have to submit an enhancement request. The Commission will also have to implement Office 365 in FY2019 or 2020, and that funding will have to be requested through an enhancement. Mecham asked if the amount for Office 365 is an annual cost. Joslin believed it was a one-time cost. [Correction: It is an annual cost; the Board will be sent a correction.]

Joslin noted there was some interest in JFAC to help us move TBS back to state funds, and that there were a couple of legislative leaders that ILA talked with who seemed to recognize the value of it. Joslin also noted that the Idaho Federation for the Blind is interested in supporting the effort.

Joslin noted that funding for a statewide e-book collection is focused on the state's priority of helping kids read at grade-level by third grade. A number of legislators and Idaho's First Lady recognize the value that public libraries provide in making early literacy services available for those who want to take advantage of them. This request would be in line with the Commission's stated priorities in terms of early literacy.

Joslin noted that the issue of staffing for the public library EOR reimbursement program was discussed previously. The Commission has a vacant .75 full time position and has requested additional personnel funding to fill it several times without success. Making the request as part of the broadband reimbursement program, which has support from the Governor and the legislature, might improve the chance of success. Staff is working to identify the most appropriate type of position; this cost estimate is based on an OSII (Office Specialist) because there is flexibility in what that class of position can do.

Joslin noted that the Commission doesn't yet have all of the needed information to make recommendations on FY2019 enhancements to the Board.

Joslin invited staff to make comments. Bailey-White noted that it sometimes takes repeated requests before getting approval for an enhancement. In regard to moving TBS to state funds, Bailey-White noted that the issue could be impacted by a cut in federal funding. She also noted that some of the feedback from legislators concerned what would be done with the freed up LSTA money. The Commission could make the case for using those LSTA funds for the e-book collection, rather than asking for that as a separate enhancement.

Biladeau concurred with Bailey-White in focusing on the TBS transfer to state funds. Biladeau noted that it is something the Commission has been charged to provide to the citizens of Idaho. With federal funding being on shaky ground, it makes sense to put it on a little bit more solid funding.

Wall noted that E-rate has taken 50 percent of her time, but that has gone down as libraries get used to the process though there are a lot of new directors. Wall pointed out that many school districts pay consultants to help with E-rate, and currently only one public library does. It is the Commission that helps with their applications and connectivity planning, which is something that Dylan can help a lot with, but not if he's checking invoices.

Mecham noted that his school district hires a consultant to do the E-rate paperwork. Mecham asked if there is an option to do something like that -- perhaps get a bid on it. Joslin noted that contracting would require additional operating funds. The Department of Education (SDE) not only has personnel for their program, they have operating funds and the reimbursement money.

The statute states that the EOR Committee will gather and analyze utilization data, which right now we don't have. Librarians need to know their usage for local planning, and the Commission needs to know for statewide planning. Joslin noted that SDE is using some of its staff and operating to develop a system for both schools and libraries to measure their data utilization, and submit it to a central point so SDE could easily track school usage and the Commission could track library usage.

Mecham asked how much Meridian Library District pays for its E-rate consultant. Wall said it is \$2,500 for FY2017.

Joslin asked for guidance from the Board on relative priority of potential FY2019 enhancements.

Held asked if the \$100,000 for the e-book collection is a one-time cost. Joslin said no, it would be an annual cost like the LiLI databases and Learning Express Library, with some amount of annual inflation. Held suggested starting with \$50,000 for first year, with the plan to go up to \$100,000. Joslin noted that may not be an option; vendors will likely look at the state population and determine the price for access for that number of people.

Mecham stated that moving the TBS services would be his first priority, especially since there is backing/help for that.

Allredge asked about waiting until 2020 to implement Office 365. Joslin said Dubois would have to weigh in on that, but that he did want it on this list of enhancement considerations.

Held noted that considering past experience, the Commission should start asking for Office 365 now, so that by 2020 it might be approved.

Franklin noted that the cybersecurity is a mandate that has to be done.

Mecham noted that getting the personnel for EOR reimbursement to the libraries was important, and staff time can continue to be tracked. He believes an increase in the reimbursement funding would be a harder sell. Joslin noted that she did not know if that was true; there seems to be wide support for the EOR program, and SDE received additional funding for school reimbursement for FY18. Joslin said she would find out if the increase was through an enhancement request or some other way. The EOR statute states that the E-rate eligible entities (schools and libraries) will be reimbursed the amount that E-rate doesn't cover. Joslin noted that if the Commission has solid numbers based on E-rate applications to support a higher amount, it would be a strong enhancement request. However, it may be FY2020 before an increase is needed.

Joslin noted that with the information we have, it is difficult for the Board to make a decision but their discussion had been helpful. Joslin noted that the Management Team will continue to gather information, and the Commission will start to distribute FY2019 possibilities to the library community.

**D. STACKS Digital Repository annual report (Board Document 17-53)**

Joslin noted that STACKS is running at a maintenance level and there are no changes from last year. The Commission identified exceptions from the statutory requirements in the first year, and later added state agency websites because they change so often and there is no cost-effective way to archive those. Joslin noted that no agencies have asked for additional exemptions, so the recommendation is to continue with the current ones. Joslin noted Board Document 17-53 should be exemptions for fiscal year 2018, and no new exemptions are requested for 2018.

**MSC/Mecham/Raffee** that the following classes of publications be exempted from the Digital Repository through June 2018 because of the current inability to efficiently or cost-effectively capture or process these formats: dynamic websites; state agency websites; interactive websites; publications that contain copyrighted material with no provision for access in a public archive or repository.

*Motion unanimously carried.*

**E. Commissioner appointment (Board Document 17-54)**

Held noted that he is open and ready to serve another term and offered to give the rest of the Board members time to discuss.

**MSC/Franklin/Mecham** that the Idaho Board of Library Commissioners endorse the nomination of John Held for reappointment as the Board's First Congressional District Representative for a term beginning July 1, 2017 and ending June 30, 2022.

*Motional unanimously carried.*

**F. FY2018 meeting schedule (Board Document 17-55)**

Joslin noted that Board Document 17-55 includes a tentative schedule for FY2019, and that the tentative schedule for FY2018 had the August meeting as August 11, which is one of the Trustee Connection dates. Joslin suggested a change to August 4, and that moving the meeting a week later to the 19<sup>th</sup> would conflict with the total eclipse. Joslin said the meeting is scheduled as a conference call, and it will be the meeting where the Commission presents the FY2019 budget to the Board for approval, prior to the September 1 due date.

Joslin noted that work will begin soon with Kevin Tomlinson to plan the southwestern tour for October.

**MSC Alldredge/Raffee** that the FY2018 meeting schedule for the Idaho Board of Library Commissioners as described in Board Document 17-55 be approved.

*Motional unanimously carried.*

X. Executive Session [IC 74-206(1)(b)] -- none

**XI. Adjournment**

Held adjourned the meeting at 12:36 p.m. PT.

Next scheduled meeting: June 2, 2017 in Boise.