

## II. APPROVAL OF MINUTES

### A. April 13, 2018 Meeting – Action Item

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**Suggested motion:** I move that the minutes of the April 13, 2018, Board of Library Commissioners meeting be approved as distributed in Board Document 18-39.

MSC \_\_\_\_\_

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**IDAHO BOARD OF LIBRARY COMMISSIONERS  
DRAFT MINUTES OF THE  
April 13, 2018  
BOARD MEETING**

The Idaho Board of Library Commissioners meeting was called to order at 10:00 a.m. MT on Friday, April 13, 2018 at the Idaho Commission for Libraries (ICfL) via conference call. Participating were: Janet Franklin; Mark Alldredge; John Held; 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 Tina Schilling, Office Specialist, serving as recorder. Dave Meacham was not present.

**I. Call to Order by Pat Raffee**

**A. Introductions – none**

B. Revisions to Agenda - none

C. Announcements - none

**II. Approval of Minutes**

**A. February 2, 2018 meeting (Board Document 18-29)**

**MSC/ Franklin/Held** that the minutes of the February 2, 2018 Board of Library Commissioners special meeting be approved as distributed in Board Document 18-29.

*Motion unanimously carried.*

**III. Open Forum – Library Services at the Kootenai County Jail**

Raffee reported that she had contacted the director of the Community Library Network (CLN) and the Undersheriff to see if library services are being provided to jail inmates. Services are not being provided as the jail leadership feel the 1000 donated books circulated by a volunteer every few days are enough.

The CLN Youth Services team is providing library services to the juvenile detention facility. The CLN youth Services staff added new books, magazine subscriptions, and started offering a couple of programs a month using online library services, reference tools, and STEAM activities. After this outreach had been going on for a year, the Coeur d'Alene school district noticed that

youth leaving the facility were reading two or three grade levels higher than before CLN started the services.

Bailey-White shared that Meridian Library District has a very active outreach program to the juvenile detention centers in the Treasure Valley area offering programming and excellent collection development.

Biladeau shared Marshall Public Library (Pocatello) has a partnership with some correction facilities in Eastern Idaho. ICfL has been trying to make some inroads with Department of Corrections in the Treasure Valley. Each facility has a small library, with inmates serving as library clerks. The minimum security facility recently started using ICfL's Alternative Basic Library Education (ABLE) courses to train library clerks. Just recently four inmates who completed the courses were presented with certificates before being release.

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

**A. Legislation – 2018 session overview (Board Document 18-31)**

Joslin pointed to Board Document 18-31 as the list of bills impacting the agency and/or libraries, some of which did not pass. She drew particular attention to two bills:

- HO 619 WiFi filtering. Proposed an amendment to 33-2714 to require that public libraries filter publicly accessible wireless internet service, and that wireless access be included in each library's internet use policy. Held in House State Affairs.
- HO 487 Bond and levy elections. Would amend existing law to provide that a taxing district may not run another bond or levy election for twelve months after a failed bond or levy election. House State Affairs approved, sent to General Orders, returned to State Affairs.

B. Policies – none

C. Rules – none

D. Guidelines - none

**V. Federal Fund**

**A. Finances – Federal budget update (Board Document 18-32)**

Joslin reported that IMLS was appropriated \$9 million more than in FY17, with LSTA receiving \$4.7 million of that increase. As a result, Idaho's allocation increased by just under \$30,000. This amount reflects an increase in the funding and the population-based formula as Idaho is growing faster than the national average.

B. Program - none

**C. Grants – LSTA CE grant applications received (Board Document 18-33)**

Joslin noted there was a good response of public librarians interested in attending the Public Library Association Conference in Philadelphia. Additional funding was transferred to the Continuing Education Grant program because of the demand.

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

**A. Finances – FY2019 appropriation (Board Document 18-34)**

Dubois noted that the State has a Reserve Fund for the cost of health care and needs to reduce the amount of the reserve. To do this, the State will pay for both agency and employee shares of the health care premium during the months of November and December. This results in the ICfL personnel appropriation being reduced by the amount the State pays for ICfL staff.

Joslin explained that she had requested clarification of the intent language attached to the \$200,000 one-time monies approved for TBS. If LSTA funds were to be reduced, TBS would be fully funded out of the remaining LSTA appropriation, and other LSTA-funded programs would be reduced. If LSTA funding were to be less than \$200,000, then state funding would make up the difference. Raffee commented that \$200,00 does not cover the entire annual cost of TBS. If LSTA were to be eliminated, the \$200,000 would cover TBS costs through February 2019, with the expectation that ICfL would request supplemental state funding in January to cover the balance of the fiscal year.

B. Program - none

C. Grants - none

**VII. State Librarian's Report**

A. Operations – none

**B. Management Team member's reports**

- Bailey-White noted staff just conducted Make It at the Library training in Boise, Idaho Falls, and Moscow with funding from the STEM Action Center. They also provided funds for Summer Stem from Your Library for 60 public and school libraries around the state for summer outreach. This partnership has resulted in positive reports from the library staff who have attended the trainings. In addition, Library Development staff have attended ILA's regional library conferences.
- Raffee noted she is excited about Emily Sitz's involvement with trustee advocacy through the Idaho Library Association (ILA). Held suggested board members participate in the Trustee Challenge. ILA is challenging public library boards throughout Idaho to contact their state legislators three times before the start of the new session in January to include: writing letters of introduction describing the libraries services and programs, inviting them to a library event and tour, and hosting an open house to share programs, services, and library stories.
- Held asked about Commissioners writing letters to the editor of a newspaper. Joslin noted writing letters with content about libraries would be acceptable, along with identifying the role as a board member.

Raffee asked for a packet of collateral materials regarding ICfL activities for use in these efforts by the Board at the June board meeting.

**C. Personnel Information item – Board (Document 18-35)**

- Continuing Education Consultant Gina Persichini is leaving for Boise State University.
- Samantha Hansen will start as a Customer Service Representative 1 on April 16. The Customer Service Representative's position supports the Talking Book Service.

- Donna Eggers was reclassified from Public Information Specialist to Public Information Officer, effective March 25, 2018.

Raffee asked if HR does exit interviews and Dubois explained that ICfL's HR does, and an annual report is completed to identify areas of potential improvement. The Division of Human Resources does an exit survey when an employee leaves state service, and produces an annual report summarizing the reasons people leave.

D. State Librarian's travel report - none

E. Other - none

#### VIII. Old Business

##### A. Partnerships update (Board Document 18-36)

Biladeau noted it has been a busy spring with facilitating community conversations in the Treasure Valley and attending partner meetings such as Workforce Development Council, the Idaho Rural Partnership, and area WIOA meetings around the state. More agencies and organizations are recognizing the value of have their local public and/or school library as a partner in community activities.

#### IX. New Business

##### A. State Digital Repository annual report (Board Document 18-37)

Joslin noted no new exemptions are recommended for FY2019. She also pointed to the very large increase in items viewed during the first quarter of 2018. This is partly due to the agency's participation in the Mountain West Digital Library which shares its publications with the Digital Public Library of America (DPLA), greatly increasing the items' visibility.

**MSC/Held/Franklin** that the following classes of publications be exempted from the Digital Repository through June of 2019 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

##### B. August Board meeting date.

There are conflicts for the scheduled date of August 10<sup>th</sup>. August 17<sup>th</sup> seems to be the best date for those on the call; Joslin will check with Meacham.

#### X. Executive Session I.C. 74-206(1)(b)

##### A. State Librarian evaluation (Board Document 18-38)

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

A roll call vote was held with Raffee, Franklin, Held, and Alldredge voting in the affirmative. The Board entered into executive session at 10:59 am. Dubois was invited to join the Board members for part of the session.

Raffee reconvened the meeting in regular session at 11:27 am.

**MSC/Held/Franklin** 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 with a 3½% raise and a one-time bonus of \$1000.

Raffee would like to have a discussion at the next board meeting to go over the evaluation in-person when all board members are present. This will require executive session.

**XI. Adjournment**

Raffee adjourned the meeting at 11:32.

The next scheduled meeting is June 1, 2018 in Boise.

DRAFT