

IDAHO BOARD OF LIBRARY COMMISSIONERS
APPROVED 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 be doing 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 for the Veterans’ Category. ICfL received recognition as one of the top 3 in the organization category.

II Approval of Minutes

A. January 5, 2018 meeting (Board Document 18-22)

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

Motion unanimously carried.

III. Open Forum -- none

IV. Legislation - Policies - Rules - Guidelines

A. Legislation – Update

Joslin reported Representative Sage Dixon, District 1, of the House Education Committee, introduced a joint resolution honoring Boundary County Library as a Best Small Library in America. Representative Dee Mordant seconded the motion and provided a good description of what Idaho libraries are doing. Representative Bell and Senator Keogh were interviewed on Idaho Public Television during which they discussed about supporting the highest priorities – schools and libraries.

Joslin reported that some legislators are looking at adding legislation to add a requirement for filtering wifi to the current law. The Idaho Library Association will be taking the lead on this matter.

Mecham asked if there were resources describing the public library talking point. Joslin reported there is a summary from the last filtering effort and would try to locate that information to share with Board members. No libraries have reported issues with not filtering and consultants are working with directors and boards to make sure their policies are current.

B. Policies – none

C. Rules – Update

Joslin reported that Management Team has begun to review the many guidelines which support the multitude of programs offered by ICfL. New staff members have provided fresh insight, 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 will most likely require an update of the Rules which must be approved by the legislature. Because of the extended process of approving Rules, it is preferred to do review of the Rules all at one time. This procedure may happen either 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 an email from Institute of Museum and Library Services (IMLS) following the recent government shutdown describing the process for future funding. The State Award for Fiscal Year 17 is expected by March. They projected level funding for Fiscal Year 2018.

B. Program – None

C. Grants –

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

List of LSTA grants received was reviewed.

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

A. Finances – Update

Joslin reported on the JFAC hearing for ICfL on January 16, 2018. Presentation focused on the budget. There were more questions from the Joint Finance and Appropriations Committee (JFAC) this year, which showed interest and understanding of what ICfL is doing. At the end Representative Bell shared her family's experience in using the TBS. Joslin reported on January 17, 2018 the ICfL staff hosted a Road Show of program displays at the Capitol to educate legislators and the public about the ICfL, its programs and support of Idaho libraries.

B. Program – None

C. Grants/Other support

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

MSC / Mecham / 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 libraries, and Make-It Idaho training. Bailey-White is working on the House Education presentation to be given later this month.

Dubois reported planning for the next fiscal year and working on Change in Employee Compensation (CEC) plan, and projections for Fiscal Year 19 budget. The 2018 mid-year budget scrub has been completed, showing about \$24,000 surplus in the General Fund and about \$80,000 surplus in the Federal Fund.

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. Shortly, ICfL will be fully staffed.

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

Joslin reported attending the Idaho Library Association Conference, ICfL Board Tour and Chief Officers of State Libraries (COSLA) and Western Council meetings since October 2017.

E. Other – None

VIII. Old Business

A. Board Handbook

Joslin reported with the update 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. Three community conversations have been hosted by Lizard Butte Library District, Mountain Home 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. Provided the TBS promotion outline as well as a display of materials provided to libraries. Walker showed website with the resources for libraries and provided a demonstration of the Heat Map displaying the location of TBS users throughout the state. ICfL will evaluate this pilot 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 from libraries. Raffee requested time at a future meeting for a continued discussion regarding the Talking Book Service and its support of the ICfL mission statement.

Next meeting April 13, 2018 Conference Call.

XI: Adjournment

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