

**APPROVED MINUTES OF THE
IDAHO BOARD OF LIBRARY COMMISSIONERS
DECEMBER 12, 2008 MEETING**

The Idaho Board of Library Commissioners meeting was called to order at 10:00 a. m. on Friday, December 12, 2008 via conference call. Participating were: Larry Weeks, Chair; Sara Staub; Dick Rognas; Bruce Noble; and State Librarian Ann Joslin. Also attending the meeting were: Marjorie Hooper, Associate State Librarian; Rich Wilson, Associate State Librarian; Frank Nelson, Library Consultant; and Jennifer Hall, Office Services Supervisor serving as recorder.

I. Call to Order, Revisions to Agenda, Announcements

- A. ICFL staff attended the public announcement of the Wal-Mart Foundation's donation to the Commission for Libraries earlier this week at Boise Public Library. The grant, made through the Idaho Library Association and the Idaho Community Foundation, will make \$98,000 available to public libraries across the state for youth services programming.

II. Approval of Minutes

A. October 24, 2008 meeting (Board Document 09-19).

MSC Rognas/Staub that the minutes of the October 24, 2008 Board of Library Commissioners meeting be approved as distributed in Board Document 09-19.

B. November 5, 2008 special meeting (Board Document 09-21).

MSC Staub/Noble that the minutes of the November 5, 2008 Board of Library Commissioners meeting be approved as distributed in Board Document 09-21.

C. November 24, 2008 special meeting (Board Document 09-23).

MSC Noble/Rognas that the minutes of the November 24, 2008 Board of Library Commissioners meeting be approved as distributed in Board Document 09-23.

V. Library Services and Technology Act (LSTA)

C. Grants (Board Document 09-25)

MSC Noble/Staub that the FY2008 Just In Time grant application from the Jerome Public Library as described in Board Document 09-25, be approved in accordance with the conditions stated in the State Librarian's notification of award and/or grant agreement.

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. FY2009 holdback plan (Board Document 09-26, revised)

The Governor ordered a cumulative 4% budget holdback for FY2009. 1% of the holdback was implemented earlier this fall from accumulated salary savings from vacant positions. The additional 3% was implemented earlier this week and came from operating and capital expenditures. The Governor also directed

general fund agencies to hold an additional 2% of their budgets in reserve in case further holdbacks are needed. If this is the case, operating and personnel costs would be further reduced. Board Document 09-26 (revised) shows the specific reductions in each category.

2. Library Services Improvement Fund request (Board Document 09-28)

Joslin advised that if this request is approved, it will give staff the flexibility to spend monies from the Library Services Improvement fund to offset some of the reductions in the budget resulting from the holdbacks.

MSC Staub/Rognas that expenditures of up to \$100,000 from the Library Services Improvement Fund be approved for the purchase of a vehicle and computer equipment.

3. FY2009 object transfers (Board Document 09-29)

Joslin explained the object transfers will also give staff flexibility to use up to \$160,500 in accrued salary savings to cover some of the reductions in capital and operating expenditures due to holdbacks.

MSC Noble/Staub that the FY2009 state general fund appropriation be adjusted by transferring up to \$160,000 from personnel to operating and/or capital outlay.

4. FY2010 holdback plan (Board Document 09-30)

The agency will be required to reduce next year's (FY2010) budget by somewhere between 7 and 21 per cent. The Division of Financial Management is expected to provide the amount of the required cut to the agency next week. Staff has identified options totaling \$572,000 that can be implemented in their entirety or in some combination depending on the required amount of the reduction. Board Document 09-30 lists these options as well as dollar figures for the minimum and maximum projected reductions. If the reduction requires a cut of more than \$572,000, a reduction in force will likely occur. Board members expressed that the plan is well thought out and appreciated staff's efforts to date. They directed Joslin to move forward with reductions in the FY2010 budget as outlined in Board Document 09-30, with the understanding that if the required cuts total more than \$572,000, the size of the staff at ICFL will be reduced. Joslin has discretion to make the additional cuts as necessary.

VII. State Librarian's Report – none

VIII. Old Business

A. Governance structure (Board Document 09-27)

Joslin provided the Board with the latest document related to the governance

structure for the Commission for Libraries. The document has been submitted to the Legislative Services Office for the upcoming session.

IX. New Business

Staub requested to be on record recommending no field offices be closed due to the impending budget cuts. She specifically mentioned that Frank Nelson and his staff is a valuable asset to the libraries in eastern Idaho.

XI. Adjournment

MSC Noble/Rognas to adjourn the meeting at 11:02 am.