

## II. APPROVAL OF MINUTES

### A. June 6, 2014 Meeting

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**Suggested motion:** I move that the minutes of the June 6, 2014, Board of Library Commissioners meeting be approved as distributed in Board Document 14-39.

MSC \_\_\_\_\_

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## DRAFT MINUTES OF THE IDAHO BOARD OF LIBRARY COMMISSIONERS June 6, 2014

The Idaho Board of Library Commissioners meeting was called to order at 10:04 a.m. MDT on Friday, June 6 at the Idaho Commission for Libraries (ICfL). Participating were Larry Weeks, Chair; John Held; Dave Mecham; Sara Staub; and State Librarian Ann Joslin. Also attending the meeting were Marj Hooper, Associate State Librarian; Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Services Manager; Sheila Winther, Volunteer Coordinator; Stephanie Bailey-White, Reading Programs Coordinator; Jeannie Standal, School Library Consultant; Julie Armstrong, AmeriCorps VISTA volunteer; Sarah Mc Donagh, AmeriCorps VISTA volunteer; and Teresa Lipus, Public Information Specialist, serving as recorder.

### I. Call to Order

**A. Introductions:** All participants introduced themselves.

**B. Revisions to Agenda – none**

**C. Announcements – none**

### II. Approval of Minutes

#### A. April 18, 2014 meeting (Board Document 14-29)

**MSC/Staub/Held** that the minutes of the April 18, 2014, Board of Library Commissioners meeting be approved as distributed in Board Document 14-29.

*Motion unanimously carried*

### III. Open Forum - None

### IV. Legislation, Policies, Rules

**A. Legislation – none**

**B. Policies – none**

**C. Rules – none**

**V. Federal Funds**

**A. Finances – none**

**B. Program – none**

**C. Grants –**

**1. LSTA applications received – information item (Board Document 14-31)**

We continue to get many grant requests for attendance at various continuing education (CE) events. We heavily promoted this year's Association for Rural & Small Library (ARSL) Annual Conference, which is in Spokane in September, because it's close and Idaho librarians have found past ARSL conferences extremely valuable. The American Library Association (ALA) Annual Conference is in Las Vegas at the end of June, and several Idaho librarians are going to that for the first time as well.

ICfL has hosted three Grant Writing USA workshops to date, which gives us a limited number of free seats for ICfL staff. State, county, and city employees who work with grants are invited to attend and we offer first-time attendance grants to library staff for those workshops.

Next year's CE budget request is \$55,000.

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

**A. Finances**

**1. FY2016 budget submission (Board Document 14-32)**

We recently changed the board's meeting schedule so the board can meet in August to approve the full budget request before we submit it to the Division of Financial Management (DFM). State agency budget requests are due to DFM by September 1. We recommend that the Commissioners consider three line items for the FY2016 state budget request:

1. Partial reimbursement for public library ISP charges.
2. Request that the one-time \$100,000 for Read to Me Mini-Grants in our FY2015 appropriation be made ongoing. We continue to receive more funding requests than we can fill. This year 80 applicants requested \$315,000 and we can fund only 49 requests.
3. Increase in the Personnel appropriation to fill a vacant position and address internal equity issues. An example of an internal equity issue is employees who have been in the same position for many years but haven't moved up the pay scale as they should. We would like to move employees up after they reach certain milestones. The concern is making it sustainable, and not relying on salary savings. We want to be able to hire as needed and still give pay increases as deserved.

With the Board's concurrence, staff will fully develop the enhancement requests for consideration with the full budget at the August Commissioners meeting.

A roll call vote for board concurrence was held with Held, Mecham, Staub, and Weeks voting in the affirmative.

**B. Program – none**

**C. Grants – none**

**VII. State Librarian's Report**

**A. Operations – none**

**B. Management Team members' reports – information item**

**Joslin:** Management team members have been reaching out to other state agencies and supporting various initiatives. Joslin met with the deputy director of the Idaho Department of Labor and they are very interested in continuing to work with the Commission and Idaho libraries to support workforce development. Adult Basic Education (ABE)'s new director reached out to the Commission after hearing Susan Hildreth, Director of Institute of Museum and Library Services (IMLS), speak at a national meeting and encourage participants to contact their state librarians. ICfL staff members and Amelia Valasek will meet next week. We are also prepared to reach out to the new Superintendent of Public Instruction when that change happens.

The Bill & Melinda Gates Foundation recently announced that they are phasing out their Global Libraries Program. The U.S. Library Program was the first initiative of the Gates Foundation. The Foundation is planning how to best cement the considerable investments made in public libraries and leave the library community stronger. They will be working on this over the next five years.

The Governor's Task Force for Improving Education has invited Bailey-White and Meridian District Library's Natalie Nation (and former ICFL staff member) to serve as library representatives on the Literacy Working Group. We are very happy to now have librarians at the table.

Mountain States Group Executive Director Karan Tucker contacted us about their grant proposal for an afterschool statewide network in Idaho: they want to include libraries. Hooper gathered some information for the proposal and drafted a letter of support from ICfL. If the grant is funded, ICfL will be on the project steering committee.

We are working on a survey to gather information about the status of broadband and filtering in public libraries. With their extended rule-making process for E-rate, the FCC has become very interested in public library needs, and currently we are not prepared to give them the level of data they already have

for schools. We hope to have the information in October, in time for the Idaho Library Association (ILA) Annual Conference and also for the next Legislative session.

**1. Volunteer Services Report – Sheila Winther (Board Document 14-33)**

**Winther:** We have a great volunteer program and volunteers enhance our activities tremendously. Volunteers are appreciated here and treated much like members of the staff, which increases volunteer longevity. Even volunteers doing repetitive jobs keep coming back because “they like being here” and staff always lets volunteers know how important their contributions are. We have tasks that demand a variety of skill levels, so we work with schools to provide volunteer opportunities for students with special needs. We also have youth who are doing mandatory community service; some even return later to volunteer on their own. Our many volunteers make great ambassadors for the Commission.

Bradshaw added that Winther’s work as volunteer coordinator is also a major reason that volunteers keep coming back.

The time contributed by volunteers, which totals nearly four FTE per year, does not replace staff members. However, volunteers allow us to implement projects that call for time-consuming or repetitive tasks, such as stickering early literacy books, and free up our staff for other tasks.

**2. Summer Slide Pilot Program – Stephanie Bailey-White (Board Document 14-34)**

**Bailey-White** recognized the years of work that Julie Armstrong has put in as an AmeriCorps VISTA volunteer, helping us reach more kids and families out in the community. Formerly a Head Start teacher, Armstrong has a Master’s in Education, and is a certified poverty instructor. She has done an amazing job, including working with Boise State University to translate early literacy materials, spearheading Literacy in the Park (tying in with Idaho Food Bank’s Picnic in the Park), and organizing Books to Go. Her VISTA position ends in September and we hope to bring her on for a year of contract work.

The VISTA program has been happy with ICfL and is allowing extra positions. This year we have 10 VISTA Summer Associates, including our Summer Associate from last year, Karen Miller. Four will work in Treasure Valley libraries and six will work in other libraries around the state. They will also work with school libraries. These VISTA volunteers will do 3,880 hours of service this summer, helping with early literacy, STEAM, and financial literacy initiatives.

With the Summer Slide Pilot Project, we are testing whether keeping elementary school libraries open increases student reading throughout the summer. We have also done focus groups with Sam Byrd, Director of The Center for Community and Justice, on how to engage the families more fully. Idaho is on the cutting edge, using the Allington and McGill-Franzen “Book Fair” model of getting books into the hands of children in the summer. The Read To Me team has been sharing the model at various library conferences and community-building coalitions.

Dr. Roger Stewart from Boise State University is doing studies on the project. The *School Library Journal*, author of the “Idaho School Libraries Tackle Summer Slide” article in Board Document 14-34, will do a follow-up article. IMLS is interested in incorporating the Summer Slide project into a national program.

Ben Bibikov developed the Summer Slide brochure, which makes the data more visual to people and gets them passionate about it. We are trying to communicate the increasingly important role of informal education outside of the classroom.

We are also working on establishing “little libraries” at summer nutrition programs and asking the librarians to survey the families. We are working over a number of years to track results.

**Dubois:** our Deputy Attorney General let us know he was leaving the AG's Office and thanked us for being good clients. He said ICfL is willing to do what's right, avoid litigation, and do the hard work. He wanted this comment to be passed on to Joslin and David Guyer, our Human Resources person.

We are working on purchasing a new copier/printer to replace the current one when the lease is up this fall.

**Hooper:** One result of the Community Campaign for Reading in north Idaho, hosted by reading programs coordinator Staci Shaw as part of Routes to Reading, was a change at Coeur d'Alene Library. The library is forgiving kids' fines for overdue books in order to remove one barrier to library usage and get more kids reading over the summer. Both Shaw and Armstrong have been advocating the removal of barriers by forgiving fines—so the message is getting out there from the Commission.

Held noted that at Payette Public Library non-resident Summer Reading participants can get a free 90-day card.

**Bradshaw:** In this year's Letters About Literature writing contest, one Idaho student at Level 3, grades 9<sup>th</sup> – 12<sup>th</sup>, made it to the national short list of six entries. The awards have been presented to all of the state winners. Idaho participation was down from last year, so Bradshaw will be working with Standal to tie in with Idaho Core Standards and increase entries for next year.

This coming fall Board tour (October 9-10) will be in the Boise area with visits to the College of Western Idaho (CWI), Caldwell Public Library with its new director, possibly Mountain Home Public Library, and Desert Sage Elementary, a Summer Slide school.

The National Book Festival is in late August at the DC convention center this year rather than on The Mall. Hooper and Bradshaw will attend. The Idaho book is N.D. Wilson's *Boys of Blur*. IMLS is highlighting “digital readiness” this year, and we will develop a flyer on how libraries support and foster digital readiness.

**Standal:** Schools are still cutting hours in libraries but the news is better as far as developing collections.

This year ICfL's Summer Summit is for new elementary school librarians, with two years or less of experience. ALA President Barbara Stripling will speak to the participants. There will be an emphasis on leadership, leading from the school librarian position. Participants will also come to the Commission on July 17 and learn about LiLI, as well as how to catalog.

**C. Personnel report – information item (Board Document 14-35)**

A clarification on the Office Specialist 1 position being deleted: This is an unfilled position that has been held open for a number of years because we don't have funds to fill it.

**D. State Librarian's travel report – none**

**E. Other – none**

**VIII. Old Business**

**A. Idaho Core Standards (Board Document 14-36)**

Bradshaw and Standal compiled a history and summary of the Idaho Core Standards.

Mecham: The Idaho Core Standards are an effort to get closer to what we need in education and are to be applauded and supported. The concern is that, although upper-end students are likely to benefit from the more rigorous standards, when these are applied, some lower-achieving students just won't graduate. Drop-out rates could increase if students give up after struggling through the test as sophomores. Students may not have a personal connection to help them through the change, especially in the larger schools. Also, we have no data on the tests we did this year and we won't have data for two to three years. The SBAC (Smarter Balanced Assessment Consortium) is a five-year contract, but anything that's going to work is going to take longer implement and evaluate.

Although there are challenges with implementing the Standards, ICfL will ask to join Idahoans for Excellence in Education, a coalition whose goal is to support Idaho Core Standards.

**IX. New Business**

**A. Election of Officers (Board Document 14-37)**

For nominations, we traditionally go in order of term expiration dates.

**Nomination/Second/Held/Staub** that Dave Mecham serve as Chair of the Board of Commissioners for SFY2015.

**MSC/Staub/Held** to close nominations.

*Vote: unanimous in favor*

**Nomination/Second/Mecham/Held** that Sara Staub serve as Vice-Chair of the Board of Commissioners for SFY2015.

**MSC/Mecham/Held** to close nominations.

*Vote: unanimous in favor*

**B. State Librarian FY2015 one-time CEC (Board Document 14-38)**

The Division of Financial Management's (DFM) memo directs that all pay increases for agency directors be submitted to DFM for approval. The ICfL Board, the DFM, and the Governor's Office need to approve a bonus for the State Librarian.

**MSC/Held/Mecham** that, in accordance with Division of Financial Management's (DFM) memo of March 19, 2014 and guidelines set forth within, the Board of Library Commissioners approve a one-time bonus of \$600 for the State Librarian, in accordance with the Commission's FY15 Change in Employee Compensation matrix.

*Motion unanimously carried*

**C. Next meeting** – August 22, 2014, Conference Call, 10:00 a.m. MDT

**X. Executive Session** – none

**XI. Adjournment**

**MS/Mecham** to adjourn the meeting at 12:25 p.m. MDT.