

**APPROVED MINUTES OF THE  
IDAHO BOARD OF LIBRARY COMMISSIONERS  
APRIL 17, 2015**

The Idaho Board of Library Commissioners meeting was called to order at 10:00 a.m. MDT on Friday, April 17 at the Idaho Commission for Libraries (ICfL) via conference call. Participating were Dave Mecham, chair; John Held; Larry Weeks; Sara Staub; and State Librarian Ann Joslin. Also attending the meeting were Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Services Manager; and Teresa Lipus, Public Information Specialist, serving as recorder.

**I. Call to Order**

**A. Introductions - none**

**B. Revisions to Agenda - none**

**C. Announcements - none**

**II. Approval of Minutes**

**A. February 13, 2015 meeting (Board Document 15-28)**

**MSC/Staub/Held** that the minutes of the February 13, 2015 Board of Library Commissioners meeting be approved as distributed in Board Document 15-28.

*Motion unanimously carried, with Weeks abstaining*

**III. Open Forum - None**

**IV. Legislation – Policies – Rules – Guidelines**

**A. Legislation – 2015 Session recap – information item (Board Document 15-30)**

Area field consultant Jan Wall follows each legislative session closely and provides a recap. Bills introduced during the 2015 Session that are of most immediate interest to the Idaho Commission for Libraries and the Idaho library community include:

[HO 90](#) **Open Meeting Law** - Moves current legislation to a new title: Title 74, Transparent and Ethical Government.

[HO 91](#) **Open Meeting Law** - Provides the correct code citations to the revised public records act. (New Title 74).

[HO 167a](#) **Open Meeting Law** - Defines that “labor negotiations” must be held in open meeting, rather than executive session, except in certain circumstances.

[HO 324](#) **Open Meeting Law** - Amends existing law to increase monetary civil penalties for violations of the Open Meeting Law.

[HO 112](#) **Elections** - Amends the Sunshine Act to provide that PACs have the same requirements as political candidates to report contributions.

[HO 213](#) **Public Library Districts** - Provides that the annual meeting of a district library board be in June, and that the oath of office for newly elected or re-elected trustees be on the first regular meeting following the trustee election.

[HO 220](#) **Income Tax Credit** - Extends the increased charitable donation credit that was enacted in 2010.

[HO 250](#) **Appropriation** - ICfL appropriation.

[HO 302](#) **Science and Technology** - Adds to existing law to create in the Office of the Governor the Science, Technology, Engineering and Math Action Center and the STEM Action Center Board, to provide powers and duties and to provide for reports.

[HCR 26](#) **Broadband Access Study Committee** - Authorizes the Legislative Council to appoint a committee to study and make recommendations for broadband services and governance for the State of Idaho and Service Level Agreements.

**B. Policies – none**

**C. Rules – none**

**D. Guidelines – School library services – discussion items**

**1. School library services – discussion item (Board Document 15-31)**

We are working on “position papers” to document the rationale and history behind some of the agency’s positions. These will be flexible as the environment evolves. They may also help the Idaho Library Association (ILA) by providing some institutional memory.

Board Document 15-31 is a draft that explains how we got to where we are in terms of school library services. Two public libraries are taking different approaches to providing school library services and are interested in the Commission’s position on it. We will get their feedback as we proceed with this. It’s not our intent to favor or oppose co-location of school and public library services, but since it’s being considered in the field outside of school-community libraries, we are capturing things to consider before entering into such an agreement. Co-location seems to be an emerging national trend but there is not much information about who is paying for it or if money levied for public libraries is being used to provide school library services. There are benefits and challenges to be considered in each situation and we are not in position to determine what’s right for any community. However, we are all concerned about improving school library services.

**V. Federal Funds**

**A. Finances – FY2015 Object Transfer (Board Document 15-32)**

To gain maximum flexibility in anticipation of year-end closing, we are requesting approval of an object transfer in order to move any unexpended personnel and T&B balances to operating and/or capital outlay, and to move any unexpended operating funds to capital outlay for priority equipment purchases prior to the end of FY2015. We estimate moving \$10,000 in federal funds. We can’t anticipate ahead of time if anyone will work overtime and we don’t yet have the exact number for health benefit increases, but we will know exactly how much money is available on June 13, after the last FY2015 payroll.

**MSC/Weeks/Held** that the SFY2015 appropriation for the federal fund be adjusted by transferring residual funds from personnel and T&B to operating and from operating to capital outlay.

*Motion unanimously carried*

B. Program – none

C. Grants – none

## VI. General Fund and Miscellaneous Revenue Fund

### A. Finances

#### 1. FY2015 – object transfer (Board Document 15-33)

To gain maximum flexibility in anticipation of year-end closing, we are requesting approval of an object transfer in order to move any unexpended personnel balances to operating and/or capital outlay, and to move any unexpended operating funds to capital outlay for priority equipment purchases prior to the end of FY2015. We estimate moving \$100,000 in general funds.

**MSC/Staub/Weeks** that the FY2015 state general fund appropriation be adjusted by transferring any unexpended personnel funds to operating and/or capital outlay, and transferring any unexpended funds in operating to capital outlay.

*Motion unanimously carried*

#### 2. FY2016 appropriation – information item (Board Document 15-34)

The FY2016 appropriation for the agency reduces and caps our full-time equivalent positions at 37.5 and increases our personnel funds by \$58,200 for a 3% Change in Employee Compensation (CEC) as well as an increase in benefit costs of \$24,700. The increase in operating funds includes \$30,600 for general and contract inflation. The increase in capital funds supports the replacement of three aging servers for a total of \$65,800. The one-time \$100,000 increase for our mini-grants becomes permanent in FY2016. Miscellaneous Revenue reflects the adjustments in spending authority we requested to better reflect trend data. Regarding our FY2016 enhancement requests, there is clearly Legislative support for our early literacy program, but we need to raise awareness about the importance of adequate broadband in public libraries to Idaho communities.

#### 3. Donations update – information item (Board Document 15-35)

Staff worked to make it easier to donate online via the Commission website. Most donations go into Miscellaneous Revenue Fund. We budget for those funds but the increase in donations is part of the reason for our request to increase our spending authority in Miscellaneous Revenue operating. We've had a tremendous increase from when we initially started the online donations. The board document's percentage increases appear to be incorrect; we will make the correction in a revised document. We will also include a Donations update in the board documents for the June meeting.

All donated funds go into the program for which they were donated. There is also a choice to make a general donation to the Commission; we can target a program or use those funds for our overall mission. We track the individual accounts and get bi-weekly updates. We have donation forms available online and recently added a printable form people can use if they prefer to pay by check.

B. Program – none

C. Grants – none

## VII. State Librarian's Report

**A. Operations – Information item**

We will distribute an increase in pay within the agency but are currently waiting for approval from the Division of Financial Management (DFM). We are also in the process of developing an end-of-year spending plan. Both of these processes are getting smoother each year.

**B. Management Team members' reports – none**

**C. Personnel report – none**

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

**E. Other – none**

**VIII. Old Business – none**

**IX. New Business**

**A. Commissioner term – reappointment (Board Document 15-36)**

Dave Mecham's first term as East Idaho Representative ends June 30, 2015, and he expressed interest in being reappointed.

**MSC/Weeks/Held** that the Idaho Board of Library Commissioners endorse the nomination of Dave Mecham for reappointment as the Board's East Idaho Representative for a term beginning July 1, 2015 and ending June 30, 2020.

*Motion unanimously carried, with Mecham abstaining*

**B. FY2016–2019 Strategic Plan (Board Document 15-37)**

This plan represents a third year dedicated to the major changes set forth in the FY2014–2017 Strategic Plan. Except for a couple of word edits and activity date changes to accommodate scheduling, this plan is the same as the previous year's plan. Once we start working on the Library Services and Technology Act (LSTA) 5-year plan, we will make any needed changes in the state plan to bring it into alignment.

**MSC/Weeks/Staub** that the vision, values, strategic directions, and goals of the FY2016–2019 strategic plan as described in Board Document 15-37 be approved.

*Motion unanimously carried*

**C. FY2016 meeting schedule (Board Document 15-38)**

The FY2017 meeting dates are tentative. The FY2016 August and October meeting dates in Board Document 15-38 have been changed from the original FY2016 tentative meeting schedule.

**MSC/Held/Weeks** that the FY2016 meeting schedule for the Idaho Board of Library Commissioners as described in Board Document 15-38 be approved.

*Motion unanimously carried*

**D. Next meeting – June 5, 2015, Boise**

X. Executive Session – none

XI. Adjournment

**MS/Staub** to adjourn the meeting at 10:56 a.m. MDT.