

II. APPROVAL OF MINUTES

A. February 12, 2016 Meeting

Suggested motion: I move that the minutes of the February 12, 2016, Board of Library Commissioners meeting be approved as distributed in Board Document 16-29.

MSC _____

DRAFT MINUTES OF THE IDAHO BOARD OF LIBRARY COMMISSIONERS February 12, 2016

The Idaho Board of Library Commissioners meeting was called to order at 10:00 a.m. MT on Friday, February 12 at the Idaho Commission for Libraries (ICfL) in Boise. Participating were Sara Staub, Chair; John Held; Pat Raffee; Dave Mecham; Mark Alldredge; and State Librarian Ann Joslin. Also attending the meeting were Marj Hooper, Associate State Librarian; Pam Bradshaw, Program Supervisor; Roger Dubois, Administrative Services Manager; and Teresa Lipus, Public Information Specialist, serving as recorder.

I. Call to Order

- A. **Introductions** – The Board welcomed Commissioner Mark Alldredge to his first board meeting.
- B. **Revisions to Agenda** – none
- C. **Announcements** – none

II. Approval of Minutes

A. October 30, 2015 meeting (Board Document 16-18)

MSC/Mecham/Raffee that the minutes of the October 30, 2015 Board of Library Commissioners meeting be approved as distributed in Board Document 16-18.

Motion unanimously carried

III. Open Forum - None

IV. Legislation, Policies, Rules, Guidelines

Today was Joslin's budget presentation before the Joint Finance and Appropriations Committee (JFAC). Commissioners Alldredge, Held, and Mecham were able to attend.

A. **Legislation – 2016 Session – information item (Board Document 16-20)**

Bills introduced during the 2016 Legislature to date that may affect the Commission for Libraries or the Idaho library community include:

- [HO 353](#) **Income Tax Withholding** – Amends existing law to allow certain employers that only pay employees once a month to file and remit withholding on a monthly filing schedule instead of twice a month under current law.
- [HO 360](#) **Property Taxes** – Amends existing law to remove an exception to the rule that any taxing district must be formed or organized by the first day of January in order to make a levy for that calendar year.
- [HO 402](#) **Hire Idaho Act – Public Works Contracts** – Repeals and adds to existing law relating to rewrite of the law for awarding public works contracts and to revise residence preference status. This bill might affect libraries with bonds or plant facilities or other major construction projects.
- [HO 408](#) **Universal Service Fund** – Repeals and amends existing law to provide financial support for communication services to consumers at just and reasonable rates. This bill would increase the Idaho portion of the USF to “extend universal service funding to high cost areas for broadband and internet communication services in addition to the funding now provided to some companies for basic telephone services.” It is uncertain what impact this would have on libraries.

Yet to be introduced:

- Repeal of the Idaho Education Network (IEN) legislation (IC 67-5745D & 67-5745E) and adding a new section in IC Chapter 56, Title 33 reflecting the recommendations of the Interim Broadband Access Study Committee.
 - Last week a draft RS (routing slip) was circulated creating an advisory committee with people from a variety of educational entities and describing a process for school districts to get state reimbursement for the non-E-rate portion of their Internet costs. The draft included language only for school districts and no other E-rate eligible entities (EEE or E³), such as public libraries and juvenile corrections. After additional input, the committee agreed that their intent was to address EEEs, not just school districts.
 - Another bill would establish a special fund to grant up to 10% state match to EEEs for build out projects. With the state match, FCC would increase the discount rate by an equal percentage (for example to 85% from 75%). This might put build out projects within reach for EEEs.
 - Broadband reimbursement for public libraries may be a possibility in FY2017 as well. Joslin will send a brief summary to public library directors about the current activities surrounding broadband.
- Urban Renewal: There have been discussions in this interim committee about whether funds for urban renewal can/should be used to build public buildings. The current statute is not completely clear. Nampa ran into some public perception issues when they used urban renewal funds for their new library. A number of legislators feel that use of these funds for a public building still needs to go to vote; the percentage needed for passage hasn't yet been agreed upon.

B. Policies – none

C. Rules – none

D. Guidelines – none

V. Federal Funds

A. Finances – none

B. Program – none

C. Grants

1. LSTA applications received – information item (Board Document 16-21)

We get just under \$1.3M/year in Library Services and Technology Act (LSTA) funds. We no longer make LSTA competitive grants available to libraries but use what funds we can for continuing education (CE) grants. Use of continuing education and staff development grants continues to increase. Raffee requested a listing of what percentage of LSTA funds have been spent for this purpose. Dubois said we earmarked \$60,000 for CE grants in FY2016 and now have \$15,000 remaining.

VI. General Fund and Miscellaneous Revenue Fund

A. Finances

1. FY2016 expenditures mid-year review – information item

Prior to beginning of each fiscal year staff members submit their budget requests, keeping our total budget in view. It's not a concern at this point if we are a bit over our appropriation because we tend to self-adjust throughout the first half of the year. Staff members then review their activities and expenditures in January, looking at what funds they can release, either on a one-time basis or permanently. The Management Team (MT) then reviews staff submissions and makes budget adjustments if needed to stay within our appropriation. This year, the MT approved all of the adjustments staff submitted. No additional reductions were required. During this year's review, staff made up a \$27,000 general fund deficit and a \$30,000 LSTA deficit. We now have \$1,275 that is not budgeted in state funding and \$205 in federal funding.

2. FY2017 Governor's budget recommendation – information item (Board Document 16-22)

The Governor's recommendation for the Commission's FY2017 appropriation includes:

- General inflation increases for LiLI-U, LearningExpress Library, and Content DM (for [STACKS]) - \$11,600
- Contract inflation increases for LiLI-D - \$1,200
- Replacements for a car - \$23,200, network switch - \$40,000, and phone system w/ VOIP - \$50,000
- Adjustments to fees we pay to other agencies – net \$2,000 decrease
- Increase in federal spending authority to cover re-class of two positions - \$2,100

The Governor's recommendation for all agencies includes:

- An increase in the employer share of health benefit costs - \$39,200 total in state (actual dollars) and federal (spending authority) for the agency

- Discontinuing ThriveIdaho wellness program and adjusting the employer-employee cost-sharing split to reduce the state employee share
- 3% increase in Personnel compensation to be distributed based on merit - \$60,300 total in state (dollars) and federal (spending authority). The Governor's expectation is that the agency directors determine how to distribute the increases. Management Team has already started working on our distribution plan using a matrix of longevity and performance. We now wait on what the legislature decides and DFM's guidance.
- Funding for the 27th payroll (happens once every 11 years) and Change in Employee Compensation (CEC) costs - \$79,300 total for state (dollars) and federal (funding authority)

The Governor did not recommend our request for state funding to expand STEM programming in libraries - \$183,700 total in personnel and operating

The Governor's recommendation is a 5.02% increase over our total FY2016 appropriation, and a 6.67% increase in state funds over the current year.

B. Program – none

C. Grants – none

VII. State Librarian's Report

A. Operations – information item

In addition to Joslin's work with the Interim Broadband Access Study Committee, she and other staff members held the Public Library Directors Summit and are partnering with the State Department of Education (SDE) to make Microsoft Imagine (formerly IT) Academy available in public libraries. As a result, Rick Kennedy at SDE has become very aware of the need for broadband in public libraries.

- a. Joslin will also meet with Labor director Ken Edmunds again in April. He has a State Board of Education background and is impressed with what libraries are doing.
- b. A conversation with INL's STEM coordinator resulted in identifying some ways their STEM team can work with public libraries in Regions 5 and 6 in addition to schools.
- c. Joslin will meet with Megan Ronk, new Director of Commerce, on February 22 to talk about what Idaho public libraries are doing to support STEM, early literacy, economic development, and rural development, and what more they could do if they had more capacity.
- d. Joslin will make her annual presentation to the Senate Education Committee that same week and is on the waiting list for the House Education Committee.
- e. New York Public Library developed an open-source app to allow people to access e-books from any vendor/platform with three clicks. They are actively seeking libraries to adopt it for free. It does involve a \$9,000 Adobe license, and we are looking into the possibility of purchasing a license for use statewide. The LILI Steering Committee will have a virtual meeting later in February to learn more about it. It's exciting to see the potential it has for the entire state, although there will be some challenges in implementation: our staff has limited experience with the software and using the cloud. We will update the board on our progress with this.

B. Management Team members' reports

1. NLS site visit report and response – information item (Board Document 16-23)

This report is based on observations at the Idaho regional library (RL) on April 16-17, 2015, and on documents supplied by the RL. The National Library Service (NLS) provides us with the machines and most of the recorded books for the Talking Book Service (TBS). There were no surprises in the report. As in the past, the report notes that we don't meet the NLS-recommended staffing levels, but TBS customer satisfaction is tremendously high. There is also a recommendation that we move the program back to state funds. With the economy improved, we will look at this again, and Roger has initiated discussions with our budget analysts. State funding would be more stable. We don't fit the NLS preferred model: they would like TBS to have a dedicated staff and be its own separate space, but our integrated approach is working well for us and our users.

Dubois:

- In the next couple months we will establish guidelines for FY 2017 budgeting. The 3% increase in personnel funds will only be in state funds and won't cover the LSTA positions, so we will have to make that up from operating.

Bradshaw:

- Patrick Bodily (eastern Idaho field consultant) and Bradshaw are working on the April Board tour.
- We are recruiting to fill the vacant Technical Records Specialist position.

Hooper:

- Hooper worked with Shirley Biladeau (continuing education consultant) on the Public Library Directors Summit and the leadership programs. Staff facilitated at seven tables and the participating directors moved around to network with a variety of other directors. Chris Sokol, director of Latah County Library District said, "I'm so impressed with the caliber and helpfulness of all the ICfL staff. I've known that about Jan Wall [northern Idaho field consultant] for years, of course, but this event made it clear that it's an organizational trait as well."
- Kristina Taylor, grants officer, and Biladeau followed up with library staff who received CE grants to collect stories describing how they've put the knowledge they've gained into action. We shared these at a recent Library Development staff meeting and will share with the Commissioners at the April board meeting.

C. Personnel

Personnel report – information item (Board Document 16-24)

We have one resignation two new hires. Baxter Andrews learned quickly when she was here about data gathering and GIS mapping. She is now an advocate for libraries. We are very pleased to have Tamra Hawley-House join our team and she brings much expertise in the area of library services to children and young adults. Pete Nelson is sensitive to HR issues and we appreciate his fresh set of eyes.

D. State Librarian's travel report – none

E. Other – none

VIII. Old Business – none

IX. New Business

A. **Stacks Digital Repository Annual Report & Exemption Consideration (Board Document 16-25)**

There are no new exemption recommendations from Danna Angevine, State Publications, Cataloging, and Acquisitions Librarian. The Digital Repository is required by Idaho Code and is the digital archive of official state publications.

MSC/Held/Raffee that the following classes of publications be exempted from the Digital Repository through June of 2017 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

Motion unanimously carried

B. **Draft Strategic Priorities – discussion (Board Documents 16-26)**

Joslin was on the committee to draft the National Policy Agenda for Libraries and saw that ICfL and Idaho libraries could benefit from a parallel state document. The purpose of this document is to change the conversation about Idaho libraries – from a nostalgic character in our past to an essential player in our state’s future – and to help focus the library community’s collective outreach to key policy and decision makers about how libraries uniquely contribute to society in the digital age. This is the same document we shared with directors at the Public Library Directors Summit. We changed the original title from “policy agenda” to “focus areas” but the directors suggest calling it “strategic priorities.”

The Board agreed to put this document on the agenda at a future meeting for discussion. Raffee requested that we also discuss extending “lifelong” learning to include mid-life adults and those on the other end of the continuum.

When Joslin shared this document with national committee members, a leader of the American Library Association (ALA)’s Policy Revolution project suggested a change in wording to the Commission’s mission: replacing “clientele” with “community.” In light of the work we have been doing, this seems obvious to Joslin, and ICfL staff agrees. Idaho Code uses our mission statement as the purpose of the Commission. We don’t want to change code, but would like to use “community” in our communications going forward, as it reflects a much broader base.

The Board is in unanimous agreement that we replace “clientele” with “community” in our mission statement.

B. **Public Library Directors Summit – Information item (Board Documents 16-27)**

Joslin thanked Hooper, Biladeau, and Bradshaw for all the work that went into planning of the summit.

We sent invitations to all library directors. We expected about half and at one point we had that, but with last-minute cancelations only 38 attended. They were very engaged throughout the summit.

- When asked to identify their challenges and opportunities, one challenge that surfaced very clearly was developing engaged library boards. We used to offer region-wide trustee training but more recently this has been left up to the field consultants to provide as needed. Phil Eastman, our Summit facilitator, led a session on dealing with change, during which he distinguished the difference between technical skills and soft skills. We see the need for soft skills and leadership training for trustees, which Eastman could provide. Staub mentioned how critical trustee orientation is, as well as building rapport and engaging with a vision. Held suggested developing an Idaho version of Wyoming's "Trustee Trouble," with a leadership component.
- Another challenge was aging trustees and the number of librarians nearing retirement. At our recent Library Development staff meeting, staff discussed bringing new directors in to the Commission for training and orientation.

Maureen Sullivan, former president of American Library Association, gave a keynote and stayed to facilitate one of the tables. She has done a lot of leadership training around the country. She is very engaging and addressed the Aspen Report in her keynote. She has now been to 48 states and has seen many libraries; she complimented the Idaho directors on what they are doing. Participants had submitted brief descriptions of projects/services they are excited about and shared them during a library showcase. Eastman and Sullivan were impressed at the wide variety of services in Idaho.

Summit evaluation was very positive. Most participants wanted to meet more often and have more time for discussion. We do plan to do convene the public library directors again to help build their community of practice, and feel there will be more participants next year.

The Commission's focus on leadership seems to be creating positive outcomes. People are engaged and excited, and getting out into community to build connections. Focusing on leadership builds both skills and confidence. We will offer another leadership-focused pre-conference at the Idaho Library Association (ILA) Annual Conference in October.

MSC/Held/Mecham that the Board take a brief break.

Motion unanimously carried

The Board entered into a break at 11:58 a.m.

The Board returned from break at 12:10 p.m.

X. Executive Board Session [74-206(1)(b)]

A. State Librarian annual evaluation (Document 16-28)

MSC/Mecham/Raffee that the Board go into Executive Session pursuant to Idaho Statute IC 74-206(1)(b), to consider the evaluation of a staff member.

A roll call vote was held with Held, Mecham, Raffee, Staub, and Alldredge voting in the affirmative. The Board entered into executive session at 12:12 p.m. MT.

Upon a motion and unanimous vote, the Board reconvened in regular session at 12:42 p.m. MT.

The Board read a letter commending State Librarian Ann Joslin for expanding outreach efforts, and increasing awareness about the value of libraries among legislators and the public at large. They stated that they are impressed with breadth of collaboration with partners and appreciate Joslin's skill at maximizing the considerable strengths of her team. The Board would like her to continue building bridges in 2016 and be alert for opportunities to strengthen lifelong learning opportunities. Joslin thanked the board and staff for their ongoing support and encouragement.

The Board thanked the other Management Team members for their input on the evaluation; their day-to-day perspective was valuable and it confirmed what they already thought.

MSC/Raffee/Mecham that the Commission implement a pay increase for the State Librarian in accordance with the agency's Change in Employee Compensation (CEC) plan and, if salary savings are available, implement up to a \$2,000 one-time bonus.

The Board is interested in continuing the culture of the agency and will be looking for ways to do that as retirements occur. The Board has a couple of years to articulate that culture and develop an interview process that would identify candidates with a leadership style that would foster that culture.

XI. Adjournment

MS/Held to adjourn the meeting at 12:53 p.m. MT.