

## II. MINUTES REVIEW / APPROVAL

### A. June 6, 2019 Meeting Minutes – Action Item

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**Suggested motion:** I move that the minutes of the June 6, 2019, Board of Library Commissioners meeting be approved as distributed in Board Document 19-69.

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**IDAHO BOARD OF LIBRARY COMMISSIONERS  
MEETING MINUTES  
JUNE 6, 2019, 9:15 A.M. MT  
IDAHO COMMISSION FOR LIBRARIES**

The Idaho Board of Library Commissioners meeting was called to order at 9:18 a.m. MT on Thursday, June 6, 2019, at the Idaho Commission for Libraries. Participating were: Chair John Held; Janet Franklin; Dave Mecham; and Pat Raffee. Attending the meeting from the Idaho Commission for Libraries (ICfL) were Deputy State Librarian Stephanie Bailey-White; Administrative Services Manager Roger Dubois; Program Supervisor Randy Kemp; and Tina Schilling, Office Specialist, serving as recorder.

#### I. Call to Order by John Held

A. Introductions

#### B. Agenda Review/Approval - action item

**M/S Raffee/Franklin** that the agenda be amended to move under New Business item:

- D. Communication strategy for intention to fill vacancy under the Executive Session and items
- E. Onboarding plan for new Commissioner; and change
- F. August 15th meeting, virtual or face-to-face, from a discussion item to action item.

*Motion carried unanimously.*

C. Announcements – Commissioner Raffee announced that the Community Library Network and the Coeur d’Alene Public Library are now fine-free. State Deputy Librarian Bailey-White noted that there are approximately 15 Idaho libraries that are fine-free, and one of the benefits is that more people are getting library cards.

II. Public Comment – none

### III. Executive Session for interviews of Board candidates

M/S Raffee/Mecham that the Board go into Executive Session pursuant to Idaho Code 74-206(1)(a), to consider hiring a public officer, employee, staff member or individual agent.

Roll call vote: Held, aye; Mecham, aye; Raffee, aye; Franklin, aye.

Time convened: 9:29 a.m. Attending in addition to the Commissioners were Bailey-White, Dubois and Kemp. Three candidates for the open Commissioner seat were interviewed with time allocated in-between interviews to discuss the merits of the candidates' responses to interview questions.

**M/S Raffee/Franklin** that the executive session be adjourned at 12:44 p.m.  
The regular meeting reconvened at 12:45 p.m.

### IV. Approval of Minutes

#### A. May 28, 2019, special meeting (Board Document 19-57)

**M/S Franklin/Mecham** that the minutes of the May 28, 2019, Board of Library Commissioners meeting be approved as distributed in Board Document 19-57.  
*Motion carried unanimously.*

### V. Legislation – Policies – Rules – Guidelines

A. Legislation

B. Policies

#### C. Rules – action item (Board Document 19-69)

The current agency rules addressing the Digital Repository of State Publications (040) were promulgated in 2009. The agency has only received one agency exemption request since 2009 from Idaho Public Television due to copyrighted music issues. Under Governor Little's Executive Order No. 2019-02 Red Tape Reduction Act, each agency was asked to review its rules and look for ways to increase clarity and decrease words.

Our Deputy Attorney General is reviewing the proposed suggested edits. If approved, his office will format the document and prepare the forms necessary to initiate the rulemaking process. We plan for the proposed rules to be published in an upcoming 2019 issue of the Idaho Administrative Bulletin to begin a 21-day comment period. Once the comment period ends and any resulting changes are made, the now-pending rules are submitted for review by the germane committees (Education) in the 2020 Legislature.

**M/S Raffee/Mecham** moved that the Board of Library Commissioners initiate the rulemaking process for amendments to IDAPA 30. Title1, Chapter 1, as presented in Board Document 19-68.

Roll call vote: Franklin, aye; Held, aye; Mecham, aye; Raffee, aye.

*Motion carried unanimously*

## VI. Federal Fund

A. Finances

B. Program

### C. Grants

#### **Summer Intern Program and LSTA grant summary – information item (Board Document 19-59)**

Kemp reviewed the first year of the Summer Intern program. He extended an invitation to libraries throughout the state to apply for a grant to hire an intern. Interns are in late high school or early college or trade school students. Nine libraries are taking advantage of the program, and the students will work through the summer.

In reviewing the LSTA Continuing Education grants, Commissioner Raffee asked if we were spending enough on leadership development. Bailey-White explained that we have a LiLAC (Leadership in Action Committee) group that Kemp is leading. We have provided leadership training in past years under our Continuing Education program where we sponsored the trainings vs. offering individual grants, but we didn't offer any of those this past year. The Pacific Northwest Library Association (PLNA) has a Leadership Institute this year. We can check to see if some of the funds are used for that.

## VII. General (state funds), Miscellaneous Revenue, & Library Services Improvement Funds

A. Finances

### B. Program

#### **Draft Strategic Plan, FY2020-2023 – action item (Board Document 19-60)**

Bailey-White stated that this plan continues to address Idaho library needs described in terms of the Commission's mission and identified state priorities:

- Building the capacity of libraries to better serve their communities,
- Increasing college and career readiness of Idahoans,
- Working toward equitable access to information and library services for all Idahoans, and
- Furthering economic and employment development.

The plan provides flexibility to manage and improve current programs and, at the same time, strategically positions the Commission to take advantage of opportunities that might appear. It reflects the Commission's intent to support current and traditional services important to the people of Idaho while keeping an eye on future trends to enhance information access and services in the 21<sup>st</sup> Century.

The mission and goals remain the same as in the FY2019-2022 plan. Staff members are reviewing and updating the objectives and activities and will be meeting on June 18, after

the Futures Camp, to improve the plan. The plan is to be submitted to the Division of Financial Management (DFM) by July 1, 2019.

**M/S Mecham/Franklin** moved that the mission and goals of the draft FY2020-2024 strategic plan as described in Board Document 19-60 be approved.

*Motion carried unanimously.*

### **C. Grants**

#### **School library access grants – information item (Board Document 19-61)**

Bailey-White explained that the grants awarded afforded the school libraries an opportunity to build their collections, with a total \$200,000 being awarded. She further explained that school libraries can apply for a second round of grants, and they are not limited to grades K through 2. There was a healthy response this year and the Commission was able to award all \$200,000 for this program. Bailey-White noted that ICfL has done some follow-up studies with these sites and found that the practices have continued, though school library budgets have not increased as was hoped.

## **VIII. Operations Report**

### **A. Management Team members' reports – information item (Board Document 19-62)**

Bailey-White – We are working on partnering with the Lottery Commission by possibly creating a game to provide funds that would go through ICfL to help with grants for school libraries to build their collections. We haven't heard back from their marketing staff yet, but it could be an interesting opportunity to explore further. When in D.C. in a couple of weeks, she is planning to stop at several of our congressional members' offices and to thank Congressman Simpson for his work on the appropriations committee and for increasing the authority to allot more LSTA funds to the Grants for States program.

Dubois – The commission's every-three-year audit will start next Monday. It's a 200-hour process, and we will expect a report at the end of August. Mecham asked about how it worked, and Dubois explained that the auditors review our financial management process and management control system. He anticipates it will be a smooth process.

Kemp - Said he noticed a theme in some of his recent work and in conversations with the Board in raising awareness of libraries. In recent cases, partners have come to us with programs they think would be valuable in libraries and asked for help connecting to the library community. That kind of connection, raising awareness, alerting and inviting the community to participate and talking through the opportunities and the challenges is what he's been working on. The ICfL presents many opportunities for libraries and the challenge is to communicate so it's clear and the message is received by library leaders.

Commissioner Mecham asked if there was a clearinghouse of sorts where people can go see where other libraries have been able to make connections like that. He said living in a rural community that they are often unaware how things operate in larger places. Mecham would like to see more ways for those in smaller communities to engage in the larger community and to remove barriers so people can get that information more easily.

**B. Personnel – information item (Board Document 19-63)**

Bailey-White said the Office Specialist 2/Receptionist position was just filled and that was our only vacancy. The organization chart was updated as well. Commissioner Raffee asked when we moved from two Library Consultants to three. Bailey-White explained that we have had three for at least 25 years. Raffee asked how we would know if we needed a fourth consultant. Bailey-White said she thought one of our consultants would indicate that they couldn't respond adequately to customer needs. Raffee expressed concerns about consultants working six days a week and working outside of their geographical areas and cited a specific incident. Bailey-White explained that a consultant was working with another consultant to give them some guidance and cross-training in an area that the one consultant wasn't experienced in. She feels right now that they are pretty balanced and "right-sized" as far as staffing in those areas. Perhaps if we had funding we would look at another School Library Consultant as another area where we would could use more support. Dubois also noted he and other supervisors regularly review comp time reports and timesheets to monitor potential overload as a cue to staffing needs.

C. Other

**IX. Old Business**

**State Librarian retirement date – action item (Board Document 19-64)**

**M/S Raffee/Franklin** moved that the Board accept the retirement letter from State Librarian Ann Joslin dated May 28, 2019  
*Motion carried unanimously.*

**X. New Business**

**A. FY2020 enhancement considerations – discussion (Board Document 19-65)**

Bailey-White noted that staff don't believe it is in the best interest of the agency to request that the Talking Book Service funding go back from Federal to State as we have attempted for three years. Legislators have indicated that if our federal funding gets cut they will support the program, but they don't appear to be willing to fund the shift until that time.

Commissioners reviewed the proposal to ask for \$107,400 to reimburse libraries for the one-time and ongoing costs of internet content filters. Another enhancement will increase our spending authority in fund 0349 to allow the agency to better anticipate donations and grants for special projects and partnerships. The Commissioners were supportive of these proposals and will review the final drafts at their August meeting.

**B. Board appointments – action item (Board Document 19-66)**

John Held's term as Southwest Idaho Representative on the Board ends June 30, 2019. If the Board of Library Commissioners endorses his nomination for reappointment, a resume, letter of interest, and the Commissioners' recommendation will be submitted to the Governor's office for consideration.

**M/S Mecham/Raffee** that the Idaho Board of Library Commissioners endorse the nomination of John Held for reappointment as the Board's Southwest Representative for a

term beginning July 1, 2019 and ending June 30, 2024.  
*Motion carried unanimously.*

The Congressional District 1 Representative on the Board is vacant, and eight Idahoans submitted applications for this position. A resume, a letter of interest, and the Commissioners' recommendation will be submitted with the required paperwork to the Governor's office for consideration.

**M/S Franklin/Raffee** that the Idaho Board of Library Commissioners endorse the nomination of Michael Strickland for appointment as the Board's Representative for Congressional District 1 for a term beginning August 1, 2019 and ending June 30, 2022.  
*Motion carried unanimously.*

**C. Election of officers – action item (Board Document 19-67)**

**Nominations:**

Open nominations for Chair.

**M/S Raffee/Franklin** nominated Dave Mecham as Chair of the Board of Commissioners for state fiscal year 2020.

**Raffee** moved nominations close.  
*Motion carried unanimously.*

Open nominations for Vice-Chair.

**M/S Mecham/Raffee** nominated Janet Franklin as Vice-Chair of the Board of Commissioners for state fiscal year 2020.

**Mecham** moved nominations close.  
*Motion carried unanimously.*

Term rotation:

Commissioner	Term Expiration
John Held	June 30, 2019
Dave Mecham	June 30, 2020
Janet Franklin	June 30, 2021
District 1 Rep.	June 30, 2022
Pat Raffee	June 30, 2023

**D. Communication strategy for intention to fill vacancy – discussion**

**M/S Raffee/Franklin** that the Board go into Executive Session pursuant to Idaho Code 74-206(1)(a), to consider hiring a public officer, employee, staff member or individual agent at 1:55 p.m.

Roll call vote: Held, aye; Mecham, aye; Raffee, aye; Franklin, aye.

Franklin/Mecham called the meeting back to order at 2:13 p.m.

**M/S Raffee/Franklin** that new Chairman Mecham and outgoing Chairman Held convey the Board's statement at the Futures Camp of the board's intention to fill the State Librarian vacancy in August.

**E. Onboarding plan for new Commissioner – discussion**

The new board member will receive orientation. Bailey-White is working on updating the Board Manual. Commissioner Franklin offered to assist with the new board member's orientation. Commissioners were asked what can be done to make the orientation more useful. Franklin said she didn't see Board documents until her first meeting. Mecham suggested providing an organizational chart and more information about the programs connected with them. Franklin suggested that the new board member be encouraged to keep the list of acronyms close as they will be referenced a lot at meetings. Raffee stated she feels that they are a different Board then when she joined six years ago. Meetings were short and fast and it's much more collaborative now. Franklin feels that this should be shared with the new Commissioner. Mecham said that a lot of the change is a result of Raffee asking questions about things and her thoughtfulness that put the board in a better place. Bailey-White will ask the new Commissioner how close to the next meeting he'd like the orientation to be. The Board feels a face-to-face meeting will be ideal for the new Commissioner's first meeting.

**F. August 15 meeting, virtual or face-to-face – discussion**

**M/S Raffee/Mecham** that the August Board meeting be a face-to-face meeting.  
*Motion carried unanimously.*

**XI. Strategic Issues – Trustee Connection debrief and possible next steps – discussion**

The Board members who attended the training felt the training was very good. The documents were well-organized and informative. Members felt the presenter, Kari Anderson, did an excellent job. Commissioner Raffee felt the board could benefit from documents such as the Board Matrix, which lists their ages, their strengths, and what they bring to the Board. The other document that Raffee would like to consider was a Board evaluation document sent to her by Northern Field Office Consultant Sitz that asks:

- To what extent does your board encourage discussion
- To what extent do your board involve everybody
- To what extent are new ideas welcome

Raffee stated that if the Board filled that out at the August meeting that the new Commissioner could see where some gaps are that the Board wants to fill as well as some ideals that they don't want to change from a culture standpoint.

Mecham liked the focus on committees working to support libraries, particularly for small rural libraries where people do want to be involved but have limited time. Raffee asked if the Board would use committees and have the Board set the parameters. In some instances, they may need someone to do data input. Mecham said gathering data could produce many benefits and was supportive of the idea. Bailey-White said committees may be useful as we move forward with fundraising as we can't use staff time or resources to support some of those efforts. The Board could also appoint a committee for advocacy. Franklin noted that people

respond to constituents. This will be discussed more at the August board meeting. Held thought attending the Trustee Connections was valuable and a way to interact with the presenter, library directors, and other trustees.

Raffee said that she was excited the Board is moving toward applying some of the things they were exposed to at training versus just absorbing information and being aware of trends. She stated that when we use these tools ourselves, it gives us more credibility with the library community when we suggest they use the tools.

**XII. Meeting Evaluation / Adjournment**

Franklin felt it was good meeting and said she likes the face-to-face meetings better. Held was pleased about how quickly they were able to come to a decision about the new Commissioner.

**MS Mecham/Franklin** that the meeting be adjourned. Meeting adjourned at 2:45 p.m.

DRAFT