

**IDAHO BOARD OF LIBRARY COMMISSIONERS
MEETING MINUTES
AUGUST 15, 2019
325 W STATE ST., TABLEROCK ROOM**

The Idaho Board of Library Commissioners meeting was called to order at 9:22 a.m. MT on Thursday, August 15, 2019, at the Idaho Commission for Libraries. Participating were: Chair Dave Mecham, Vice-Chair Janet Franklin, John Held, Pat Raffee, and Michael Strickland. 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 Dave Mecham 9:22 a.m.

- A. **Introductions** – Introductions were made.
- B. **Agenda Review/Approval – action item (Board Document 20-01) M/S Franklin/Held** that the Executive Session be modified to an action item and that the agenda be approved as presented.
Motion carried unanimously.

II. Approval of Minutes

- A. **June 6, 2019 meeting – action item (Board Document 19-69 – Rev.) M/S Franklin/Raffee** that the minutes of the June 6, 2019, Board of Library Commissioners meeting be approved as distributed in Board Document 19-69 - Rev.
Motion carried unanimously.

III. Open Forum - none

IV. Legislation Policies -Rules

- A. Legislation - none
- B. Policies - none

C. Rules – action item (Board Document 20-02)

Bailey-White provided background on the rulemaking process. Earlier this summer, staff drafted changes addressing the Digital Repository of State Publications (040) promulgated in 2009. The ICfL adopted temporary rules, and proposed rulemaking procedures were initiated. The action is authorized pursuant to Section(s) 33-2503, Idaho Code, Notice of Omnibus Rulemaking – Temporary and Proposed Rulemaking, for IDAPA 30, Title 1, Chapter 1, Rules of the Idaho Commission for Libraries Governing the Use of Commission Services.

9:27 a.m.: Fire alarm went off and building was evacuated.

9:35 a.m.: Fire drill was over and meeting resumed.

This Board initiated the rulemaking process with a motion at its June 6 meeting. The proposed rules were then published in the June 2019 Idaho Administrative Bulletin. A link to the rulemaking notice was posted on the agency website with an invitation to review and comment on the proposed rules. The 21-day public comment period ended on July 22. There was one mention of the Commission and its Rule Making in Rep. Heather Scott's newsletter, but no questions or comments were submitted through the requested process. Bailey-White said she had e-mailed Rep. Scott to ensure she wasn't concerned about the proposed Rules. Scott does have some concerns about local libraries' book displays and programs.

Bailey-White stated 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. Staff made a suggestion for rewording that encapsulates the same intent, while minimizing word count and specifics given the infrequency of agency requests for reconsideration.

Once adopted by the Board, the pending rules will need to be reviewed by the House and Senate, which may approve or reject them. Rejection of a pending rule requires the adoption of a concurrent resolution. Pending rules become final and effective upon the adjournment of the legislative session.

M/S Held/Franklin moved that the pending rules governing the use of Commission Services, Docket #30-0101-1801, be adopted as distributed in Board Document 20-02. Roll call vote: Held: aye Franklin: aye Raffee: aye Strickland: aye Mecham: aye

V. Library Services and Technology Act (LSTA) Federal Fund

A. Finances - none

B. Program - none

C. LSTA grant applications received – information item (Board Document 20-03)

Bailey-White noted the agency has received a high number of continuing education grant requests, and staff have approved those as they have come in. Several grant requests to support Library Science courses have recently been approved. Orientation for the Emporia cohort that will soon be starting in Boise was held recently and approximately 15 students are starting the program. An Idaho library science student just graduated this summer, and the ICfL provided \$4,000 in support for her degree. Raffee expressed that she was pleased to see a school district on the grantee list. Mecham asked about how long it takes for the Emporia cohort to work through the process and Bailey-White replied that it takes two years.

VI. General (state funds), Miscellaneous Revenue, and Library Services Improvement Funds

A. Finances

1. Year-end closing – information item (Board Document 20-4)

Dubois stated that we closed out Fiscal Year (FY) 2019. We had a slight delay requesting federal funds during the closing process, but it didn't cause too many issues. The Board had approved an object transfer from personnel to operating, and we spent all of that, as well as our Trustee and Benefits (T&B) funds with our broadband reimbursement, leaving a balance of 43 cents that reverted back to the general fund.

2. FY2020 program budgets – information item (Board Document 20-04)

Dubois explained that Board Document 20-04 is for FY20, reflecting by program how each program lead budgets money and what funding source is used. Last year we started breaking out how much is budgeted for operating for the general and federal funds. Personnel costs for programs are included but do not account for all personnel cost. For example, none of the management team is included in personnel costs on this spreadsheet. Raffee asked about the field consultants' budget figures and if Tomlinson's costs were lower because his office is housed with others at the Boise office. Dubois explained that Tomlinson's budget is primarily for travel, whereas the northern and eastern field offices include travel plus the cost of operating their offices.

3. FY2020 object transfer – action item (Board Document 20-05)

Bailey-White stated the agency's federal Trustee and Benefits (T&B) appropriation in FY 2020 is \$60,000. We budgeted federal grants for the following programs:

- Continuing Education: \$70,000 in LSTA funds for continuing education grants.
- Youth Services: \$7,000 in LSTA funds for Family Engagement.
- Summer Interns: \$10,000 in LSTA funds under Library Services Operations.

We anticipate a budgeting shortfall of \$27,000 in our Federal appropriation. If this object transfer is approved, it will reduce the appropriation amount in Federal Operating and increase the Federal T&B by \$27,000 for a total of \$87,000.

M/S Raffee/Franklin moved that the FY2020 Federal fund appropriation be adjusted by transferring \$27,000 in Operating to Trustee and Benefits.

Motion carried unanimously

4. FY2021 budget submission – action item (Board Document 20-06)

Bailey-White said the FY2021 budget request will be prepared according to the Division of Financial Management's (DFM) forthcoming budget development manual and will be submitted by August 30, 2019. Staff are recommending one enhancement request this year, \$107,400 to provide funds for public library internet

content filters. With the passage of House Bill 193 in 2019, there is a new requirement for public libraries to provide internet content filtering on their public wireless access starting July 1, 2020. With this new requirement, we anticipate increased costs and subsequent pressure on public libraries' budgets to meet content filtering requirements in a responsible and robust manner. Because the E-rate program does not provide any funding for the costs of internet content filters, and HB 193 did not include any additional funding support, public libraries are wholly on their own to cover these rising expenses unless we can increase our EOR funds to a new level to support reimbursing these significant and required costs.

As an early warning to Board members, Dubois explained that a new vehicle was purchased for the northern field office during the last fiscal year. The replacement vehicle has been in the shop four times since then and some days it just won't start. The car dealer can't say definitively what the problem is. When the agency purchases vehicles on state contract, there is no provision to return the car. The agency can't use the state's "lemon law" as it's not a personal vehicle. We have already checked with the Deputy Attorney General about this.

Northern Field Consultant Emily Sitz has been driving her own vehicle to avoid being stranded, which is more expensive as mileage must be reimbursed. Dubois doesn't see a good resolution to this issue and recommends submitting a capital outlay supplemental replacement cost to replace the one-year old vehicle. He thinks it will be about \$26,000. If that doesn't get approved through the legislative process, the board may be asked at a future meeting to approve spending from the library services improvement fund to supplement the cost of a new vehicle. The agency will be able to apply funds from selling the current vehicle. Dubois stated they are building a package of documentation on the vehicle and will submit it with the budget. Once the request is approved, it takes about six months to replace a state vehicle.

M/S Raffee/Held moved that the FY2021 agency budget request be approved as described in Board Document 20-06, including the \$107,400 enhancement for public library internet content filters and that the State Librarian be authorized to make adjustments in the request as may be required by the Division of Financial Management or the Legislative Services Office.

Motion carried unanimously

5. FY2019 EOR reimbursements – information item (Board Document 20-07)

Bailey-White explained that this document is a list of public libraries tapping into state funds for internet reimbursement. It makes up the difference between the federal E-Rate program, so public libraries that choose to take advantage of it have their internet costs covered. As indicated by the list, the internet costs vary greatly from community to community. The agency expended all the funds in this category for this purpose. Franklin asked about the funds that were paid out of FY 2020 and if

that meant that once FY 2019 funds were spent, we had to use the next year's fund to make up the difference. Bailey-White explained yes, but we had a supplemental request that covered that. We also have a projection for this fiscal year which should cover all reimbursements.

B. Program

1. Broadband Toolkit Year 2 – action item (Board Document 20-08)

Bailey-White explained that ICfL piloted the Broadband Toolkit Improvement Program (BTIP) last year and 17 Idaho libraries participated. The goal of the program is to improve library staff's understanding of the library's broadband connection and services. Although available to all libraries, this toolkit was developed specifically for small and rural libraries with limited information technology support and resources. Broadband Consultant Dylan Baker leads the program and is available to help library staff complete the BTIP Plan.

Staff are proposing offering a second year of the program for up to 20 libraries. Libraries that complete the program receive a \$500 incentive to implement some element of the recipient's improvement plan. Board approval to utilize up to \$10,000 from the Library Services Improvement Fund to support the second year of this program is needed.

Franklin asked if the Mackay library was participating in the BTIP as she remembered from the Board tour that the library was facing some IT challenges. Bailey-White said she would have to look into that, but she had confirmed that Eastern Field Consultant Patrick Bodily was planning to help the Mackay library director.

Bailey-White explained that the BTIP model is one ICfL staff are now using for other programs. The Youth Services Team is looking at an assessment program for early literacy, and the Best Practices Team is also working on a self-assessment tool. Both are considering utilizing a cash incentive like BTIP.

M/S Strickland/Held moved that expenditure of up to \$10,000 be approved from the Library Services Improvement Fund for \$500 incentives to public libraries that implement the Broadband Toolkit assessment and improvement process.

Motion carried unanimously

VII. Operations Report

A. Management Team members – information item (Board Document 20-09)

Bailey-White reported Idaho's ranking among US libraries to the Board and provided each member a copy of the FY18 Idaho Library Statistics. She said ICfL staff helped promote two "Grow with Google" events in Idaho and provided a copy of the *Idaho Press* guest editorial about that. Google and the American Library Association are providing grant funds for eight libraries to support small businesses or employment development.

Bailey-White stated that 76 attendees participated in the very successful Futures Camp event at the College of Idaho in June. ICfL staff members have been hosting monthly “fireside” chats via Zoom and learned several attendees have already used information and resources from the event to make changes. ICfL staff are also making changes based on the experience, including one group discussing building capacity for academic libraries and Open Education Resources (OER). Strickland asked where the OER discussion was taking place, and Bailey-White said that the State Board of Education has a group that meets on a regular basis and that there is a working group here that meets regularly as well. She would be happy to share the link to the movie they watched as part of a brownbag session.

Bailey-White invited Commissioner Held and Board Chair Mecham to share their experiences about the Futures Camp. Held said he enjoyed being able to witness and participate in the comradery amongst the folks in the library community and the Commission. It was really a time for the Commission to shine, and he was proud to be a Commissioner and attend. He commended ICfL staff members Tammy Hawley-House and Dylan Baker for the fabulous job they did putting a great agenda together. Mecham was struck by the openness and the generosity of people who talked about challenges and shared solutions with others.

Raffee asked what the reaction was to the Commissioners’ announcement regarding the selection of the State Librarian in August. Mecham said that he assumed that those in the library community thought that’s what they were working toward. It was no secret that Ann Joslin was retiring, and nobody seemed surprised at the announcement. He believed that it was a good move to share that during the event.

Kemp reported on his visits during the week to libraries in Mountain Home and Glens Ferry where a pilot program training library staff to help with online education was underway. Kemp also described conversations with Idaho Rural Partnership board members, where the themes of broadband, housing, and transportation surfaced. Rural communities especially are challenged by inadequate and/or expensive high-speed internet and high transportation costs.

Dubois reported the management review audit was completed, and staff are awaiting the final report. The agency will not have any findings, and he anticipates only one internal coordination process suggestion. A copy of the report will be provided at a future Board meeting. In closing out FY 2019, he said ICfL effectively expended all but forty-three cents of our appropriation in the General Fund. Windows 7 operational life ends in six months, and we completed the transition from Windows 7 to Windows 10 for all employees. He said the Talking Books studio computers will require a little more work due to their unique software.

B. Personnel – information item (Board Document 20-10)

Arlen Donald was hired as an Office Specialist 2.

- C. Other
- D. Commissioners took a break at 10:31 a.m. and were joined by staff members so that they could meet new Commissioner Strickland. Meeting resumed at 10:48 a.m.

VIII. Old Business

A. Updated handbook - information item

Bailey-White gave the Board an updated Board of Commissioner's Handbook and went over some of the changes. She said she plans on updating all the handbooks annually and presenting them at the June or August Board meetings.

IX. New Business

A. Fall tour and meeting – information item (Board Document 20-11)

Bailey-White reviewed the draft schedule for the October fall tour of libraries in the Latah County area. Held stated he will not be able to attend the board tour due to a family wedding. Bailey-White and Emily Sitz will contact the libraries to confirm their availability and will invite local legislators to join the tour.

X. Executive Session (IC 74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent. – action item (Board Document 20-12)

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

Role call vote: Held; aye Mecham; aye Raffee; aye Franklin; aye Strickland; aye

Board members went into executive session: 11 a.m. Dubois joined the Board members between 11:15 a.m. and 11:20 a.m. At 11:35 a.m. Bailey-White joined the Board members.

Executive session was adjourned at 11:43 a.m.

M/S Raffee/Held moved that the Commissioners appoint Stephanie Bailey-White as State Librarian effective Sunday August 18, 2019, with an annual salary set at the policy rate of \$93,621.

Motion carried unanimously

XI. Strategic Issues

- A. **Board matrix activity** – Commissioner Raffee led a discussion of Board members' strengths and relevant experiences, with each Commissioner quantifying their round-trip travel times to meetings. Raffee presented a three-year history of Board meeting frequency, type, and duration. She also polled the Commissioners as to their perceptions of how welcome discussion is about agenda items that are routine, long-range, or bigger-picture. Commissioners realized the group has more talents and resources than we utilize, and that Board meeting agendas tend to prioritize the routine items over the big picture ones.
- B. **Working with committees** – **Chairman Mecham** charged the State Librarian with planning a work session discussing how to use committees for the morning of the

December 7 Board meeting followed by the regular Board meeting in the afternoon. Bailey-White will see if we can use Kari Anderson from the Trustee Connections workshops as a facilitator.

C. Topic(s) for next meeting – identify

Commissioners suggested a possible discussion of library statistics. Bailey-White suggested an update by Northern Field Consultant Emily Sitz who may report on her activities, Trustee Day at the annual Idaho Library Association (ILA) Conference, and her work creating a best practices document. Kemp may report on partnerships.

The meeting was adjourned at 12:22 p.m.

DRAFT