

II. MINUTES REVIEW / APPROVAL

A. October 25, 2019 Meeting Minutes – Action Item

Suggested motion: I move that the minutes of the October 25, 2019, Board of Library Commissioners meeting be approved as distributed in Board Document 20-23.

MSC _____

**IDAHO BOARD OF LIBRARY COMMISSIONERS
MEETING MINUTES
October 25, 2019
University of Idaho Library
850 S. Rayburn Street, Moscow, ID**

The Idaho Board of Library Commissioners meeting was called to order at 8:43 a.m. PDT on Friday, October 25, 2019, at the University of Idaho Library. Participating were: Chair Dave Mecham, Vice-Chair Janet Franklin, Pat Raffee, and Michael Strickland. Commissioner John Held was not able to attend. Attending the meeting from the Idaho Commission for Libraries (ICfL) were State Librarian Stephanie Bailey-White; Deputy State Librarian Tammy Hawley-House; Administrative Services Manager Roger Dubois; Program Supervisor Randy Kemp; Northern Idaho Area Field Consultant Emily Sitz; and Donna Eggers, Public Information Officer, serving as recorder.

I. Call to Order by Dave Mecham 8:43 a.m.

A. **Introductions** – Introductions were made.

B. **Agenda Review/Approval – action item**

Raffee/Franklin that the agenda be approved as presented.

Motion carried unanimously.

M/S

II. Approval of Minutes

A. **August 15, 2019, meeting – action item (Board Document 20-13)**

M/S Franklin/Raffee that the minutes of the August 15, 2019, Board of Library Commissioners meeting be approved as distributed in Board Document 20-13.

Motion carried unanimously.

III. Public Comment - none

IV. Legislation Policies - Rules

A. Legislation - none

B. Policies - none

C. Rules – none

V. **Federal Fund**

A. Finances - none

B. Program - none

C. LSTA grant applications received – information item (Board Document 20-15)

Bailey-White presented the applications received since the last board meeting. Some grants are going to library science students and some are first-time conference grants. There is approximately \$30,000 left in the Commission's budget for continuing education (CE) grants. The requests are coming in at a steady pace, and the grants are much appreciated by the library community.

Raffee asked if anyone other than the Board sees this document -- if it is seen externally. Bailey-White said that it is posted on the Commission's website. Raffee pointed out a typo. Raffee noted that she did not realize until this tour that the Commission awards first-time conference attendee grants to trustees, as well as library staff, and that it is a nice practice.

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

A. Finances

1. FY2021 Budget Submission - information item (Board Document 20-16)

Bailey-White said Board Document 20-16 is the Commission's budget submission for fiscal year 2021. Bailey-White noted she emailed the Board the memo from the Governor that stated the Commission would not be allowed to submit any supplemental or enhancement requests for FY21. Even though the Board approved the supplemental request at its last meeting, the Commission is not allowed to move that request forward. Bailey-White said there is hope that the Idaho Library Association might be able to request some funding that could be put in the Commission's budget.

Bailey-White said she and Dubois have spoken with the Commission's representatives from the Legislative Services Office and the Division of Financial Management (DFM). If the state's budget picture looks rosier, then the Commission would appreciate the opportunity to get some funding to help address the wireless filtering that was required by House Bill (HB) 193. Bailey-White said the Commission is still educating legislators about the need for funding, because HB193 was an unfunded mandate. Dylan Baker, the Commission's broadband consultant, is working with the library community to get figures in place and has talked with representatives from a Post Falls company, Ednetics, about managed filtering that may help libraries with limited resources and staff to implement filtering software. Baker met with library directors and staff at three locations this week to talk through the implications of HB193 face-to-face.

Raffee asked about the fact that the Board approved the request at their August 2019 meeting, and she wondered if there was any notation that the legislature denied the request. Dubois said it would be noted in the notes for this meeting. Dubois clarified that the Governor's office denied the request, not the legislature. Raffee noted that she appreciates having as much information as possible.

2. FY2019 Reversion – information item (Board Document 20-17)

Bailey-White noted that Board Document 20-17 is the reversion information. Bailey-White explained that last fiscal year the legislature provided \$200,000 that the Commission could use if the agency lost all its federal funds for the Talking Book

Service. The Commission did not lose any of its federal funds, so those funds were to be reverted. Most of it was in personnel -- \$147,000 -- and that was an easily identifiable amount of money that was reverted. Bailey-White explained that some of the funds were overlooked and did not get reverted -- which has never happened before. The Commission will have to revert those funds this fiscal year. Bailey-White does not anticipate ramifications from that.

Mecham asked how the programs would be affected. Bailey-White said there would be some salary savings this year with Ann Joslin's retirement and one or two other anticipated retirements, plus the Commission is just now filling the continuing education consultant and the web developer position. Most of the reversion will come out of salary savings. In addition, Bailey-White said everything will be looked at, from office supplies to all the programs. Also, the Commission received another memo from the Governor asking the agency to put together a plan for a five percent holdback for this fiscal year. Staff provide ranked priorities as part of the Commission's regular budgeting process -- to anticipate up to a 10 percent holdback. Staff are looking at travel costs and possibly holding more meetings via Zoom. Bailey-White said she believed the Commission would be fine, particularly with the salary savings.

3. FY2020 Object Transfer – action item (Board Document 20-18)

Bailey-White noted that Board Document 20-18 is the memo that the Governor's office sent regarding the exercise if there is less revenue this fiscal year than they anticipate. The Commission was asked what they would cut if there were a five percent general fund holdback. Again, as Commission staff do that as part of their regular budgeting process, it was fairly easy for staff to do this. Although it could be more challenging, depending on when a holdback might occur, if the Commission had already spent much of the funds. Bailey-White said she and Dubois met with the agency's DFM analyst who does not anticipate a five percent holdback. A one- to two-percent holdback this year looks more likely if revenue doesn't come in as projected. Bailey-White noted that the Governor's office was concerned that the Commission would have to cut some of its literacy programs, but Bailey-White assured them that would not be the case -- that the Commission would look at salary savings and what could be done with state general funds. Going forward, the Commission will likely need to develop contingency plans for a holdback annually and share that information with DFM. Commissioners noted some concern with replacing funds if there is an assumption that the agency didn't need those funds to implement services and programs.

Raffee noted that there was not a date on Board Document 20-18, and that she recommends having a date on every iteration that is presented. Bailey-White said that could be included going forward.

Mecham noted there is an action item. Dubois said the holdback was for general funds only, but the direction that was provided is that the Commission can make adjustments to any funding source. If the Commission could spend more in federal funds to make up for the loss in the general fund, the State is okay with that. Dubois said that the proposed motion would give the Commission staff some flexibility to make up for any

holdback that may come. And, any such action by the Commission would be reported at the next Board meeting.

Raffee said that she understands that this general motion would be convenient, but in regard to transparency, she is concerned with its vagueness. Raffee said, in an ideal world, she would like a special meeting called by phone to ask for a specific amount. Bailey-White said that if there is a holdback, the Commission would likely have a couple of weeks to get that information together and get Board approval, and that Raffee's request is reasonable. Bailey-White pointed out they would need a quorum. Raffee asked how other Board members felt.

Mecham said he is used to having a figure there, but that the flexibility is important. Franklin noted that she has had a job like Dubois', and sometimes you have to do it that way. Mecham said he is comfortable with the motion, with the caveat that if anything directs the Board to do something, that as soon as it is figured out, the Board gets an information item, at least. And if it seems strange to anyone, the Board calls a meeting to discuss it.

M/S Raffee/Franklin moved that object transfers supporting a Governor holdback be approved, if necessary, this fiscal year.

Motion carried unanimously

4. FY2021 Purchase Request – action item (Board Document 20-19)

Bailey-White noted there are still issues with the state car utilized by the Commission's Northern Area Field Consultant, Emily Sitz. The dealership has worked on the car, but there have been no improvements -- it is a lemon that the agency is stuck with. The Commission is still working with the Division of Purchasing for a remedy, but there is no headway so far. The Commission is asking to take funds out of its Library Services Improvement Fund to purchase a car that starts on a reliable basis. If approved, it will still take several months to complete the State purchasing process. Any funds the Commission gets from selling the car Sitz has been using will go back into the Library Services Improvement Fund. Dubois noted that he would not want to be on the road in a car that he did not have confidence in, particularly in the northern part of the state, which is Sitz' territory. Dubois noted that he has researched the state's "lemon law," and it does not apply to a state vehicle.

M/S Raffee/Franklin moved that up to \$28,000 from the Library Services Improvement Fund be used to purchase a new vehicle for the northern field office.

Motion carried unanimously.

B. Program

C. Kindergarten Readiness -- information item (Board Document 20-20)

Bailey-White said this is the second year of the Kindergarten Readiness Grant, which is still considered a pilot program. Last year, the legislature gave the Commission \$60,000, which was used for this program. The Commission was unable to fund 15 of the

requests that came in. There are seven that are up and going. Bailey-White said the libraries that have received the funding are doing great things to help Idaho children be ready for school.

Raffee asked about the criteria for the declines. Bailey-White noted that the grant applications are weighted with a rubric, and the committee that looks at the applications weights and scores them all. It is heavily weighted on the need in the community, and partnerships are a part of it. The libraries are reaching out to families truly in need of these services. Many of the libraries that received funding last year were invited to submit a grant proposal for less funding than they received last year, but none of those were ones that rose to the top. The applications were very strong this year.

VII. Operations Report -- information item

A. State Librarian – (Board Document 20-21)

Bailey-White noted that she presented at the Idaho Library Association (ILA) Conference, and that Strickland attended the conference. There was a great turn-out at the conference, more than 300 attendees, including many trustees, thanks in part to Sitz' work on the Trustee Day. Bailey-White said the Commission kicked off its new "We're Listening" tour at the ILA Conference during the Trustee Day. Commission staff were seated with trustees to hear about their challenges and successes. There is a form on the Commission's website for feedback, which can be anonymous or not. It is an avenue for the library community to provide suggestions and way to report an issue, etc. There is also a communications survey that has gone out to the library community, which should be in by the end of this month (October). Commission staff will also be visiting libraries to find out about their issues and challenges to gather as much information as possible to help with the Commission's planning and continuous improvement. Bailey-White said she will attend a meeting with the staff from the College of Western Idaho Library about how the Commission can better support academic libraries in the state.

Bailey-White said the Commission was asked to submit what is thought to be the biggest challenges in rural Idaho and some of the ways the Commission is addressing them.

Bailey-White invited the Commissioners to attend any of the "We're Listening" sessions if they would like to hear directly from the library community. The Future's Camp virtual sessions, held monthly following the Camp, have been very successful.

Strickland noted that the ILA conference session on mental health trauma was very useful. Strickland said it is an issue that is not talked about enough. He noted that legislators need more information about what libraries do. Mecham noted that has been a challenge -- that the profession has been changing for a long time -- but it is a struggle to get the rest of the world to acknowledge it. Mecham said there is much more to libraries -- and librarians -- than books.

Bailey-White said that the Deputy Attorney General (DAG) was invited to the Commission a

couple of weeks before to talk to the Management Team about the possibility of forming a "Foundation for Idaho Libraries" and the "do's and don'ts" we should keep in mind. There were more "don'ts" than "do's." It was asked if there could be a liaison who could serve on that foundation board and share information back and forth. The DAG said maybe, but that commissioner would have to recuse themselves from any discussions, which would defeat the purpose. They suggested the Commission staff meet with other state agencies that have foundations, like the Historical Society and STEM Action Center. Bailey-White has scheduled meetings and will try to gather more information before the Board's December meeting. Bailey-White said the Commission does have statutory language that allows it to accept funding from a foundation or other sources, so it was not a "no" from the DAG, but the Commission must follow the rules.

Bailey-White noted that she will travel back to Moscow next week to attend the University of Idaho's Library Advisory Board meeting. All the University's advisory boards meet during a "leadership weekend." Bailey-White noted that it would be an opportunity to learn more about the challenges of one academic library and how the Commission might better support their initiatives. Bailey-White said from Moscow she will travel to Connecticut to attend the meeting of the Chief Officers of State Library Agencies (COSLA).

B. Management Team Members

Kemp noted there are several Idaho libraries working with the Department of Labor (DOL) and its new model of going out into the field. One of the libraries on the tour -- the Troy branch of the Latah County Library District -- is one of the libraries that is sharing space with the DOL for workforce development. The Troy Branch Manager, Michelle Sturdy, discussed some of the positives and negatives with Kemp, including the lack of Wi-Fi as an issue, so the DOL brings their own hotspots. Sturdy also noted that when the DOL is scheduled to use the library's only conference space for an entire day, then the library is unable to use that space. The library is still working out some kinks with the DOL, but Kemp believes the space-sharing model can be successful.

Kemp said the Mountain Home and Glens Ferry libraries, under a grant from the Lumina Foundation, are piloting a training program to help nontraditional students, especially veterans, connect to post-secondary resources. Boise State University is taking the lead to develop library staff training materials.

Raffee asked about the Department of Labor's office closures benefitting the State budget. Kemp clarified that a lot of the funding for that DOL work comes from the federal government, through the WIOA project. Raffee said that perhaps she is mistaken, but it sounded like the libraries are absorbing the squeeze on behalf of the State through this partnership. Raffee said she had no problem with the partnership, but she wondered if the information about the impact on libraries is making it to the Governor's office. Kemp said that it should, but the program is only three months old. Raffee said that it sounds like the libraries are the "shock absorbers." Kemp said that is a possible perception and that it is a tough go in communities. The library may be the only place in a community with any type of conference room/meeting space for the DOL to use. Kemp said one way to look at it is that the library seeks to enhance the vitality of the community, but also agreed that there

is an impact on the library. Kemp will evaluate the program as it goes forward.

Hawley-House noted that the topic of the DOL was one of the subjects of a Fireside Chat the Commission held after the Future's Camp. Some librarians around the state were upset regarding the DOL's office closures, but others felt it was beneficial for their community -- that people only had to go to the library now, instead of driving 40 miles to the DOL office. Raffee said there are wonderful benefits, but that there is also a cost.

Bailey-White welcomed Hawley-House, as the new Deputy State Librarian. Hawley-House shared some professional development opportunities the Commission is executing, including Datapalooza, which is being conducted by the Commission Consultants Patrick Bodily and Dylan Baker. Topics included information related to the annual statistical report public libraries are required to submit each year and ways to make data more visually appealing and meaningful. Baker also discussed the new Wi-Fi filtering legislation. The Commission's youth services team will hold the Read to Me Rendezvous, which is held every other year in Boise, on November 6-7 and is related to early literacy. Hawley-House reminded Commissioners that they are always welcome to attend any of the Commission's professional development training. In regard to the ILA annual conference, 19 Commission staff members attended and offered multiple sessions and three pre-conferences.

Mecham asked, in regard to the Wi-Fi filtering legislation, whether the legislature had designated a level of filtering that has to happen. Bailey-White said no, and that some libraries are doing minimal filtering but that it meets the requirement. Bailey-White noted that there are no "teeth" in the law -- no one is checking for compliance.

Dubois said his team is constantly looking at different ways to curb funding and to make up the \$39,600 reversion. One impact concerns replacement costs for technology and vehicles. The Commission took a couple of years off in updating technology. The agency is on a five- to eight-year replacement schedule. The Commission was to start that back up next fiscal year but will push it off for another year or two. For example, the Commission's van was slated to be replaced in FY21, but it will be replaced in FY22 or FY23.

Mecham asked if that will create any compatibility issues. Dubois said right now the Commission is ahead of the game. The only computers still on Windows 7 are the studio computers, which are on a closed network. Dubois said the Commission is in good shape regarding software and compatibility. There are a couple of computers in reserve, if staff have problems with their machine, but that could become more complicated and challenging down the road.

C. Personnel - informational item (Board Document 20-22)

Bailey-White said Edgar Correa, Software Engineer II, resigned his position, and that the Commission hired Doug Baker, who had been employed at Ada Community Library. Baker will start November 18, 2019. Bailey-White noted it will be nice to have someone in the role with both a library background and technical skills. Upon Hawley-House's promotion, the CE position is open. Candidates were interviewed this week. The CE position is a crucial one for the Commission. Bailey-White noted that it will be nice to have Hawley-House

available to help with the onboarding.

Raffee asked if there were internal or external applicants. Hawley-House said there were nine applicants.

VIII. Old Business

IX. New Business

A. Northern Idaho Field Consultant Emily Sitz reported on trustee education and best practices initiatives -- information item

Sitz shared a handout on the Trustee Development and Best Practices project. As background, Sitz noted that before joining the Commission, she worked in Kansas as a regional system director. There are seven regional systems, each of which have between 21- and 58-member libraries. The regional systems in Kansas are the path for pushing out state library programs, and they advocate for the state library. Sitz did not find this type of structure in Idaho, so she decided to put out the Idaho Trustee Challenge, in conjunction with the ILA Trustee Chair. Sitz feels this is important because the established network in Kansas allowed for a quick response to proposed legislation that would have been harmful to the library community.

Through the Trustee Challenge, Sitz is hoping to encourage trustees to do proactive work before the legislative session, to tell stakeholders what the library is doing for its community and use it as a relationship-building model, not as an "ask."

Sitz noted that National Library Week is in April, during which there is an advocacy day. The Trustee Challenge is a vehicle for trustees to do what they want. But a challenge is that ILA changed their structure and no longer has the Trustee Division. Nor is there a trustee roundtable, although a trustee from the Latah County Library District may take that on. In addition, the trustee page has been removed from ILA's website. Sitz said the Advocacy Day date can still be announced every spring.

Sitz noted that the Trustee Connections project is one she inherited when joining the Commission. The first one was in 2017. Some improvements have been incorporated. Sitz felt the 2019 sessions went well, although the numbers were down from 2017. Sitz will work to get the interest and the numbers back up. There will be internal discussion about doing one in 2021.

Sitz noted that the Trustee Day was introduced this year at ILA's annual conference. This was the first in a three-year pilot. There were 26 pre-registered trustees. Most stayed throughout the day and gave good feedback. Sitz is wondering if these two events should be companion pieces -- maybe have one lead into the other. Or maybe have a seminar approach for the Trustee Connections, with concentrated time on a specific topic.

Sitz presented the "best practices for public libraries in Idaho" document. She said that many state libraries have standards for public libraries, many of which are required to be eligible for state aid, grants, etc. Standards are a nice tool for consulting because they give

people something to work toward. Sitz said they did not want people to think that it would be punitive, that it is to be a positive self-assessment tool. To roll it out, there will be a checklist by content area and a mix of "need to do" and "should do" for librarians. There are three levels -- basic, enhanced, and future-focused. Sitz said they would like to take these best practices and integrate them in a program like the Broadband Toolkit Improvement Plan (BTIP) model, where libraries would go through the best practices and then determine where, within those content areas, they could improve and then submit an application with a development plan. If funds are available, libraries might receive some funding to address their plans.

Kemp noted the cooperative nature of the process, which includes internal staff and an advisory group made up of library directors from large and small libraries from around the state.

Mecham noted that when talking about benchmarks and best practices, they are put together by people who are involved in the profession. He asked what the mechanism will be for finding out how this feels to the people who are not professionally involved but who are still in the profession. Mecham said those are the people who will not be heard from throughout the process, but they are also the ones who will need this help the most. And, how will Sitz and the team know if this process feels intimidating to these folks. Does it feel like it is a tool that will help them grow? Sitz said the ILA presentation helped to address some of those concerns. She said they could also do an "Info to Go" webinar and talk to more people to gauge perceptions.

Sitz said the final "Best Practices" product will be rolled out at the Library Director's Summit March 12-13, 2020. Prior to the Summit, consultants will be field testing it. Sitz said they could also pick out a few libraries that are not on the advisory group to see what they think. Mecham noted that without some background regarding the goals and what the group is trying to accomplish, it will just look like more work to the library staff. Sitz said part of the messaging will be that it is voluntary and not tied to their receiving grant funds, etc.

Sitz said the format will include a simple checklist for each standard, and behind the scenes, there will be a supporting document which will explain each standard and why it is important. Mecham said he thought it would be a more complex process than that, and for it to work, it will have to be a more personal process. Mecham said people are always worried about being judged, and when they are judged, they pull back and don't engage with people who are trying to help. Mecham said he thought it was a great idea, but the people who need the most help are not showing up to ILA and are unable to access tools through technology. Mecham said he hopes they can find a way to involve these people and make them feel empowered instead of judged. Sitz noted that has been at the forefront for the Benchmarking Committee. Sitz said she will have that as an agenda item at the committee meeting in November. Mecham said just being mindful of it helps.

X. Strategic Issues

A. Overview of December work session and opportunity for input -- information item

December 12, 2019, is the date of the next Board meeting. The work session will begin at 9 a.m. Kari Anderson will lead the work session. The board meeting will be held in the afternoon, finishing around 4 p.m.

Mecham asked if the Board needs to provide Anderson with the agenda. Bailey-White said yes. Mecham asked for input from the Board members. Raffee said in regard to the Board's discussions about working on committees, that there has been an interest but not an identification of what committees. Raffee added the topic of the establishment of a foundation for the Commission. Raffee said these could be taken to the next steps. Raffee also noted how much time is spent traveling to the Board meetings and wondered if "bigger picture" longer discussions could be added to every meeting, along with the routine administrative items.

Raffee asked for confirmation that the content will be coming from the Board. Mecham said that what he heard from Raffee is what is the Board's role in the strategic plan of the Commission and how does the Board become more active participants with that. Raffee said not necessarily to give input to the strategic plan but to have an active role in support of it.

Raffee said that some of the Board members would also like to be more than the "blessers" of the motions that the Commission gives them because they have other talents that are not being tapped into.

Strickland said that he has about five articles in his head, and that he should be helping with communications and outreach. Strickland said he submits his articles to "Idaho Education News," "The Idaho Statesman," and "The Idaho Press-Tribune," which all publish his work. Strickland said he would like to write an article on the broadband issues and an article about what a rural library in Idaho is dealing with. Strickland said he would write the article and meet with Bailey-White and Eggers and perhaps one other person, and then send the draft to the Board. He could then submit the final article to publications, post on the Commission's website, etc.

Franklin noted that Strickland needs to be careful that he is not acting as the Board's spokesman. Mecham said that is something that can be investigated to see what it looks like. Strickland asked what the policy is for saying something about the Board in a public forum. Mecham said that individuals speaking as Board members are often construed as "this is what the Board is saying," so, that is a big line to be careful not to cross. Mecham said Strickland should be able to say what he wants in his articles without appearing to speak for the Board in general. Mecham said that is why it will be good to have the Board review Strickland's articles before they are published. Mecham said that the Board wants people to know what it is up to, but cautioned that information distributed should be from a unified Board. Once a vote is taken, the Board has made that decision. Mecham noted that the Board has to be careful and cognizant that anything it says supports the Commission. Mecham said he wants to be sure that any advocacy the Board does is helpful and accurate.

Raffee asked why Kari Anderson's fee was higher than the competitor's fee. Bailey-White said it was likely because she has to travel quite a distance. The other person is local and provided a discount because she hasn't worked with the Commission before and wanted to get her foot in the door.

B. Topic(s) for next meeting

The meeting was adjourned at 10:16 p.m. PDT.

DRAFT