

IDAHO BOARD OF LIBRARY COMMISSIONERS
MEETING MINUTES
April 9, 2020
Idaho Commission for Libraries
325 W. State St., Boise, ID 83702

The Idaho Board of Library Commissioners Zoom video conference meeting was called to order at 10:20 a.m. MST on Thursday, April 9, 2020. Participating via Zoom were: Chair Dave Mecham, Vice Chair Janet Franklin, Pat Raffee, John Held, and Michael Strickland; 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; Broadband Consultant Dylan Baker and recording the meeting was Josie Bradford, Office Specialist II.

I. Call to Order by Dave Mecham 10:20 a.m. MST

- A. Introductions** – Introductions were made. Broadband Consultant Dylan Baker explained that due to concerns with Zoom security, several precautions were taken to make sure there were no interruptions to the meeting, while making sure that the public could still join. A Zoom waiting room was created to ensure nobody entered the meeting without being admitted first. All staff and commissioners were given cohost status so they could mute and unmute themselves as well as others in the meeting, and if anyone from the public wished to join, they could join muted and would have to be unmuted in order to speak. Hawley-House also stated that during the executive session, screens would be closed and locked to those who were not involved.
- B. Agenda Review/Approval – action item (Board Document 20-44)**
M/S Mecham/Raffee that the agenda for this meeting be approved.
Roll call vote: Held: aye: Raffee: aye Strickland: aye Mecham: (Franklin’s connection was still spotty at this point in the meeting and her vote was not recorded.)
- C. Announcements: None**

II. Approval of Minutes

- A. December 12, 2019, meeting – action item (Board Document 20-43)**
M/S Raffee/Held that the minutes of the February 6, 2020, Board of Library Commissioners meeting be approved as distributed in Board Document 20-43.
Motion carried unanimously.

III. Public Comment - none

IV. Legislation Policies -Rules

- A. Legislation – action item (Board Document 20-45)** Bailey-White explained that this is the annual document that Field Consultant Kevin Tomlinson puts together summarizing major legislation that passed related to libraries or the ICfL. House Bill 522 was discussed at the last meeting, and Bailey-White stated that she had put in a request to the Governor’s Office asking for written permission for her or the commissioners to testify. The Governor’s Office suggested that rather than testify, they have one-on-one meetings with key members of the senate. However, the Governor’s Office explained that once the house and education committee chairs support a draft bill there are few chances it won’t pass, and it did in fact pass. Bailey-White stated Commission staff are working on an alternative LiLI site. This site will contain curated content that supports the K-12 curriculum and aligns with the access that schools provide. The team is working with the vendors to review content, and the site should be available by July 1.

Held asked if there is an estimated cost of creating this new site. Bailey-White explained that the cost will mostly consist of staff time designing a new interface and deciding what content should be excluded. There will be no cost from the vendors, but a new domain name will need to be purchased, which will be a minimal amount. Held also asked if charter schools would be included in this. Bailey-White explained that charter schools are a part of the public system, so they use the same curated content as public schools. Bailey-White said that this new site would mostly be of use to families who homeschool or others who prefer more restricted access to content for their children and should look like what the public schools offer. She stated that it should be a robust site that is easy to navigate.

Bailey-White stated that the ICfL will continue to monitor the reaction of legislators and other stakeholders and decide if the new site is meeting needs or if tighter restrictions are needed. If this new site is not meeting needs, or if public libraries need stricter content guidelines, then further options will be discussed. At the Public Libraries Directors Summit, these issues were discussed, and the ICfL stressed that this year is a good year to educate trustees, educators and the governor about the databases, why they are important, why public access is different than school access, and how this alternate LiLI site will hopefully meet the needs of people who would like more filtering.

- B. Policies – none
- C. Rules – none

V. Federal Fund

- A. **Finances FY 2020 Object Transfers – Action Item (Board Document 20-46)** Dubois stated that the federal funds are in line with what was anticipated for FY2020. The governor has asked for a 1% holdback this fiscal year. Staff plan on transferring any residual year-end funds from personnel and operating costs to best meet needs.

Dubois stated that it has been a fluid year in terms of the budget, and he doesn't anticipate many changes through the end of the fiscal year. Even with people working from home and the changes required by the COVID-19 Pandemic, the budget is right where he expected it to be. Dubois stressed that moving forward the ICfL must make sure to spend appropriately and in a prudent manner.

Mecham asked if this was a standard FY budget without the exact numbers. Dubois explained that it was, and what is available right now is \$41,000 in salary savings, \$55,000 in operating costs, and \$172,000 in federal funds. Dubois stated he likes to have a carryover of about \$250,000 each year in federal funds. However, those numbers could change due to the current situation, the fact that we will not start the change in employee compensation (CEC) early this year, the decrease in programs, and the 1% holdback.

M/S Held/Raffee that the FY 2020 federal fund appropriation be adjusted by transferring part or all of the unexpended personnel funds to operating and transferring part or all of the unexpended operating funds to Trustee and Benefits if needed to implement the year-end spending plan as outlined in Board Document 20-46.

Motion carried unanimously

B. Program – none

- C. Grants - LSTA Applications Received – Information Item (Board Document 20-47)** Bailey-White explained that these are the continuing education grants that have been awarded or declined from January 22 to March 31. This document also includes the Summer Intern Grants and the Welcoming Libraries Grants. This is the second year the ICfL has provided the Summer Intern Grants. The Welcoming Libraries Grant is an adaptation to the Día de los Niños Grants that had been offered in the past. Kemp may have some challenges implementing the Summer Intern Grants this year since most Idaho libraries are closed, but Bailey-White was hopeful that accommodations can be made in order to make the program work.

Strickland asked why Valley View High School was denied the Welcoming Libraries Grant. Bailey-White explained that the grant was not written to the standards they required. She stated that some libraries asked for items not related to the grant, and therefore they were not able to award them the funds.

VI. General Miscellaneous Revenue, & Library Service Improvement Funds (Board Document 20-48)

- A. Finances** Dubois stated that he failed to update the FY from 19 to 20 and FY 20 to 21, since this is the projected revenue for next FY. He stated that there is a minimal growth in the appropriation. There will be reductions in the personnel budget that cannot be seen on this document, and there are provisions for sick leave and PERSI that will not be funded. This does include a 2% CEC, which may not be implemented this year.

B. Program – none

- C. Grants – Summer STEM from Your Library – information item (Board Document 20-50)** Bailey-White stated that this is the fourth year that the ICfL has received funding through the STEM Action Center to provide the Summer STEM Grants. There will be \$31,500 dollars' worth of funds going out to public and school libraries for Summer STEM programming. The Grants have been disbursed, and it will be interesting to see how they are used in the current situation. Bailey-White stated that it is not clear what summer reading programs will look like, or how summer STEM programs will be implemented, but the ICfL is trying to offer as much flexibility as possible for these grantees. Virtual and asynchronous programs will be allowed, and the deadlines for the grants have been extended to September 30.

D. Other Finances

- 1. Item 6 – Report on current budget situation – information item** – Bailey-White explained that she didn't send out the budget memo they received after the COVID-19 announcement since it was an internal document, and the Governor's executive order mirrors it closely. She felt like it was important for the commissioners to see some of the fiscal challenges that lay ahead for the agency.

The ICfL got permission from the Governor's office and the Division of Human Resources (DHR) to hire LeAnn Gelskey for the Talking Books Supervisor position. She will be starting April 20 and has already had several orientation sessions. Bailey-White explained that the ICfL is also reviewing two other positions that will become vacant soon. Dian Scott is planning on retiring, and her position is also a must-fill position.

2. **General Object Transfer of State Funds** – Bailey-White explained that there will be a potential 5% holdback next fiscal year. Raffee asked if it was typical for the state DHR and DFM to override the ICfL’s budget decisions. Bailey-White explained that during hard economic times, it is typical for the state to make some hard decisions and take over budget decision making for state agencies. Dubois explained that he started during the Great Recession, and many of the decisions being made then are like what we are seeing now.

FY2020 Object Transfers - Action Item (Board Document 20-49) Addresses general fund transfers for year-end spending

M/S Raffee/Franklin I move that the FY2020 state general fund appropriation be adjusted by transferring part or all the unexpended personnel funds to operating and transferring part or all the unexpended operating funds to Trustee and Benefits if needed to implement the year-end spending plan.

VII. Operations Report (Board Document 20-51)

A. Management Team Member Report:

Report from Deputy State Librarian Hawley-House

Hawley-House stated that she was impressed with how well the agency was doing finding innovative ways to serve customers during this pandemic. She is proud of the ICfL staff for stepping up and continuing to serve the Idaho library community. She stated that the Youth Services team created a special newsletter related to COVID-19. She also explained that the ICfL has had many informal chats related to how people are dealing with the current situation and ways the ICfL can continue to remain engaged and serve the public. There have been many public online sessions and chats related to specific topics. The Youth Services Team held a session related to online storytimes. There was a lot of interest in this topic, and 70 people attended the discussion.

The ICfL staff have also created a new webpage dedicated to COVID-19 resources, ways libraries are meeting the new challenges, information from the state and the Governor as well as a weekly blog post that involves new information.

Dylan Baker has a team that is working on ways to help libraries host board meetings in a virtual setting. Recently there was a change in open meeting laws that allows public meetings to be held without people being present at the location. The ICfL staff have also been putting together a virtual meetings best practices document to help libraries have standards in place to help them hold virtual meetings, many for the first time. This board meeting is a test of those standards. Hawley-House stated that it’s great to see the excitement, creativity and engagement of the ICfL staff.

Held asked how the Library Directors Summit went. Hawley-House said that the ICfL was able to host it, but if it had been held a week later, it would have been canceled. The attendance was down, and a lot of people canceled at the last minute, but the conference was informative with a lot of interactive presentations and discussions. There was a lot of discussion related to COVID-19, and the Governor’s announcement was shared at the end of the conference. Hawley-House stated that given the situation, the conference was very successful.

Report from Program Supervisor Randy Kemp

Kemp asked the board to think about how COVID-19 is affecting their communities, how libraries in their areas have responded to the pandemic, and how the ICfL can modify and allocate resources to best meet the needs of libraries during this time. He asked the board to give him feedback now or in the future on this topic.

Kemp explained that the ICfL is constantly pivoting services to meet the needs of the community. He explained how several staff members have been working with the vendors of the LiLI databases to curate content for the homeschool audience. He also informed the board that Doug Baker, Deana Brown, and Annie Gaines were able to put together a webpage related to COVID-19 with valuable resources for libraries and the general public that is updated weekly. Donna Eggers created a newsletter related to COVID 19 within hours of the Governor's announcement, and the ICfL staff have also increased communication through Facebook to reach a broader audience. He also commended Dian Scott's team for being able to be flexible in how they perform their job, switching to telecommuting, and changing job responsibilities, while still getting books out to the Talking Books customers.

Kemp stated he was slated to begin regional ILA trainings on History Harvest and the digitalization kit. Although the live trainings were canceled, he still plans on delivering the materials and the curriculum in a virtual setting. Kemp explained that he is also working on the Summer Intern Grants, and he will have to be flexible with those as well. It was good timing to have the workforce development panel at the Director's Conference. One of the panelists from the Idaho Women's Business Center is taking advantage of federal money to help with providing tools and resources to libraries for workforce development.

Mecham asked what information Kemp is looking for related to his question about how COVID-19 is affecting communities, libraries, and the services they provide. Kemp explained that he needs to know how to best serve the community, if employment services are needed, and how the ICfL can pivot resources and services to meet those needs. What is the gap in employment resources, what skills are needed to transition into a new job, and what tools could be useful for a future pandemic?

Held asked what was in the portable digitization kits. Kemp explained that they are a suite of tools that libraries can use to digitize artifacts. They include a stand for a digital camera, a set of lights, and a laptop computer that attaches to the camera to capture a high-resolution image of the object. Kemp explained that these kits will be used for a month or two at a library and then passed on to another library for use.

Report from Administrative Services Manager Roger Dubois

Dubois explained how the ICfL has met the challenges of transferring staff members to telecommuting. He explained that there were several employees who did not have laptops, but the ICfL refurbished older laptops for them to use. Dubois stated that in the future all employees will be transferred to laptops. There have been certain bugs related to technology. Customer Service Representatives were given cellphones so that they can contact patrons while maintaining privacy. Dubois explained that the ICfL has met all the challenges of getting employees set up to work from home, making accommodations, and continuing to respond to the needs of employees.

Dubois anticipates challenges in the upcoming quarter with purchasing. The ICfL will do as much as possible to replace equipment such as laptops with this FY's budget. The board granted approval to replace the northern field consultant's vehicle, and it has been replaced. The old vehicle will sell for about \$14,000, which is below what was anticipated, but it was not a terrible loss, and the ICfL had the money in the Library Services Improvement Fund to replace it.

Bailey-White stated she researched how libraries across the nation and in Idaho have responded to the challenges of working during the COVID-19 Pandemic. She heard from many libraries who had to cut off their Talking Books services, or who have voice mails piling up from patrons. She was impressed with how quickly the ICfL got everyone equipped to perform their jobs from home, and how there were minimal disruptions in services.

- B. Personnel - none
- C. Other – none

VIII. New Business

A. FY 2020 Meeting Schedule – Action Item (Board Document 20-52)

Bailey-White explained that the June meeting was to be held in person, in conjunction with the Volunteer Appreciation Luncheon, which has been canceled. She suggested that since the meeting is early in June that it be a virtual meeting instead of in-person. Bailey-White pointed out that there were a few date changes on the meeting schedule, and she wanted to make sure that the board was okay with those changes. Everyone agreed to the date changes.

M/S Held/Franklin to move that the FY2021 meeting schedule for the Idaho Board of Library Commissioners as described in Board Document 20-52 be approved.

Motion carried unanimously

XI. Executive session – action item (Board Document 20 -53)

M/S Strickland/Raffee that the Board go into Executive Session pursuant to Idaho Statute 74-206(1)(b) to consider the evaluation of a staff member.

Roll call vote: Held: aye Franklin: aye Raffee: aye Strickland: aye Mecham: aye Board went into executive session at 11:25am MST. Attending were Held, Mecham, Strickland, Raffee, and Dubois. Commissioner Franklin excused herself as she was traveling in a vehicle with another person.

Meeting resumed at 12:11 p.m. MST. Commissioners reported they completed Bailey-White's performance evaluation and would send paperwork to Human Resources Specialist Pete Nelson by the end of the month.

M/S Strickland/Mecham to adjourn meeting at 12:11 p.m. MST.