

**II. MINUTES REVIEW/APPROVAL**

**A. October 18 and 19, 2018 Meetings – Action Item**

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**Suggested motion:** I move that the minutes of the October 18 and 19, 2018 Board of Library Commissioners meetings be approved as distributed in Board Document 19-24.

M/S \_\_\_\_\_ / \_\_\_\_\_ C/F \_\_\_\_\_

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**IDAHO BOARD OF LIBRARY COMMISSIONERS  
DRAFT MINUTES OF THE  
October 18, 2018  
BOARD MEETING**

An Executive Session was held by the Idaho Board of Library Commissioners on Thursday, October 18, 2018 at the Lemhi County District Library, Salmon, Idaho. The meeting was called to order at 6:00 p.m. Participating were: John Held, Chair; Janet Franklin; Dave Mecham; and Pat Raffee. Mark Alldredge was not present.

**M/S Mecham/Franklin** 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.

Roll call vote: Held: Aye    Mecham: Aye    Raffee: Aye    Franklin: Aye  
Alldredge: Not Present

Held reconvened the meeting in regular session and adjourned the meeting at 7:10 p.m.

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**DRAFT MINUTES OF THE  
October 19, 2018  
BOARD MEETING**

The Idaho Board of Library Commissioners meeting was called to order at 8:32 a.m. MT on Friday, October 19, 2018 at the Lemhi County District Library, Salmon, Idaho. Participating were: John Held, Chair; Janet Franklin; Dave Mecham; Pat Raffee; and State Librarian Ann Joslin. Also attending the meeting from the ICfL were: Stephanie Bailey-White, Deputy State Librarian; Roger Dubois, Administrative Services Manager; Randy Kemp, Program Supervisor; Patrick Bodily, Library Consultant; and Donna Eggers, Public Information Officer, serving as recorder. Mark Alldredge participated via telephone.

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

**A. Introductions**

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

**M/S Franklin/Raffee** that the agenda be approved as presented.  
*Motion carried unanimously.*

C. Announcements - none

**II. Minutes Review/Approval - action item (Board Document 19-14)**

**A. August 3, 2018 meeting**

Technical corrections: Board Document number in the suggested motion was printed incorrectly as 18-14, and was corrected to 19-14. Draft minutes incorrectly showed the meeting date as June 1, 2017, which was corrected to 2018.

**M/S Franklin/Raffee** that the minutes of the August 3, 2018 Board of Library Commissioners meeting be approved as distributed in Board Document 19-14.  
*Motion carried unanimously.*

III. Public Comment - none

**IV. Consent Agenda Review/Approval - action item**

**M/S Franklin/Mecham** that the consent agenda be approved as presented.  
*Motion carried unanimously.*

**A. LSTA Grant Applications Received – information item (Board Document 19-17)**

**B. Kindergarten Readiness Grant Applications Received – information item (Board Document 19-18)**

**C. Personnel Report (Board Document 19-19)**

**D. Next meeting: December 7, 2018 (via conference call)**

V. Legislation - Policies - Rules - Guidelines - none

**VI. Federal Fund (Board document 19-20)**

**A. Finances - FY19 Object Transfer - action item**

Joslin requested an increase in the amount budgeted for continuing education (CE) grants funded by LSTA, noting that the total committed for CE grants thus far this year is more than all of last year. Joslin said that as long as the applications continue to come in, the Commission staff wants to fund them. Joslin said the money needs to be moved from Operating to Trustee and Benefit (T&B), so it can be given out in grant form.

Held said it is an effective way to use the funds.

**M/S Mecham/Raffee** that the SFY2019 appropriation for the federal fund be adjusted by transferring \$20,000 in Operating to Trustee and Benefit to fund additional continuing education grants.

*Motion carried unanimously.*

**B. Program - LSTA update - information item**

Joslin noted that for the first time in many years, the Institute of Museum and Library Services (IMLS) has a budget prior to the beginning of the federal fiscal year. The Library Services and Technology Act (LSTA) Grants to States program is level-funded for FFY2019; however, with a funding formula that includes population, and as Idaho is growing faster than national average, the Commission will likely see a bit of an increase. Joslin said the Museum and Library Services Act is supposed to be reauthorized by Congress every five years, but it generally takes six to seven years. The funding can continue without the reauthorization, but it is better to have it. The House and Senate are working on similar bills. The Senate version increases the base grant per state from \$680,000 to \$1 million, with the balance distributed using the existing population-based formula. It would be a large increase for less populous states, so there is some concern that if the increase is implemented in one year, some states would be unable to meet the match requirement of 34 percent. It is positive that there are members of Congress who are supportive of that increase.

Joslin noted the attached copy of the site visit report from the Commission's federal LSTA program officer, Dennis Nangle.

**VII. General, Miscellaneous Revenue, and Library Services Improvement Funds**

**A. Finances - FY2020 budget submission - information item (Board document 19-21)**

Joslin noted the chart shows the request for new state funding submitted for the 2020 budget, and the lower part of the page shows the comparison between the Commission's current appropriation and the total 2020 request.

Held asked for clarification regarding the reduction in the federal fund and a similar increase in the general fund.

Joslin said part of it reflects the request to move the Talking Book Service (TBS) back to state funding. Dubois said the Commission proposes to reduce federal personnel, both funding and FTE, but not the operating; part of the rationale for moving TBS to state funds is to have more federal operating for pilot projects and statewide initiatives.

Franklin asked if the Commission is receiving less federal money.

Dubois expects a slight increase and explained that the federal dollars in the appropriation are not actual dollars but the maximum the Commission has the authority to spend. If the Commission receives \$1 million, but has the spending authority for \$2 million, it can only spend as much money as it receives; if it receives \$2 million with only \$1 million in spending authority, it can only spend up to \$1 million.

Dubois said there is no reason to have that spending authority in federal personnel if the Commission does not have the authority for that number of staff to be paid with federal funds.

But the Commission does want to have the ability to spend the same amount in federal operating.

Held asked how confident staff is in getting a 10 percent increase in the general fund.

Dubois said the enhancements are always a question. He said some of the increase is formula-based, such as the retirement contribution, which will likely increase by another \$10,000, and health benefits will go up - those increases are built in and applied to all agencies. If there is a change in employee compensation of 3 percent, that will also increase the general fund amount.

## **VIII. Operations Report – information item (Board document 19-22)**

### **A. State Librarian:**

Mecham asked about the Age of Agility Conference. Joslin said she was invited by the STEM Action Center, plus there were six or eight other librarians who also attended. Joslin said the main take-away was that this was another step to align Idaho's education (k-12 and beyond) more closely to the needs of Idaho employers. Joslin added that throughout the conference the concept of "lifelong education" was discussed. Joslin said she has not yet seen any follow-up regarding next steps.

Joslin said that in regard to the LSTA Grants to States program, there is an effort to not only increase the base grant per state but to gather support for a total amount that is the equivalent of a dollar per capita nationwide, or \$325 million. The total for Grants to States has remained essentially flat for more than 20 years, at about \$164 million.

Joslin noted that COSLA's executive director visited the Commission in September. He met with most of the program staff in an effort to better understand differences and similarities across state library agencies.

Joslin reported that the \$400,000 grant that the State Board of Education applied for from the Lumina Foundation has been funded. The Commission for Libraries is the primary partner named in the grant application. It is an effort to increase access to higher education for out-of-school adults through a variety of support systems, with a focus on veterans. They will work with public libraries in 10 counties with a high percentage of veterans. Joslin said that the libraries will be where a lot of the support actually takes place.

Joslin said the Commission is still waiting to hear about the NASA @ My Library grant application. And planning continues for the 2019 Library Futures Camp. Joslin said there are other grant possibilities in progress. The Idaho Natural History Museum has a research project on past volcanic activity in Idaho, and they want to work through the Commission and with public libraries to help increase visibility for both the project and the Museum.

### **B. Management and Team Members**

#### **Bailey-White:**

The Commission recently hired a youth services consultant, Jennifer Redford, who has been working on early STEM projects. The new position of emerging trends consultant was filled by Deana Brown, who is working on Makelt trainings and presented at the ILA conference on design thinking. Brown will also focus on programming for the aging population.

Bailey-White said that at the ILA conference, nine sessions and a pre-conference were presented by Commission staff.

In regard to LiLI, there are two new databases, one on languages and one on genealogy. Hopefully, staff won't have to deal with the purchasing process again for five years. The Commission was able to continue the other databases, including Chilton's auto repair.

Bailey-White reported that the Commission is a partner in an early STEM grant from the Joan Ganz Cooney Center.

Bailey-White noted that the Board had questions regarding Emily Sitz's adjustment to her position, which is going well. Bailey-White said Sitz's specialty is trustee development. The Commission will offer Trustee Connections workshops in the spring, and Sitz is working to get a trustee day at the next ILA annual conference.

Bailey-White attended the Urban Library Council's annual meeting, from which she noted discussions about aging populations and the epidemic of loneliness and what the libraries' role could be in regard to that issue. Another take-away was giving up the right to be comfortable when in leadership positions.

**Dubois:**

Dubois noted that the Commission is on track in the fiscal area. In regard to HR, the last open position, that of an OS2, should be filled within the next week or two. In regard to facilities, there was a broken thermal heating pipe in the basement and repairs will continue for a month or so. Dubois said the Commission was fortunate that there was very little damage from the hot water and the steam – no materials and little equipment were damaged, and only a small portion of the flooring needs to be replaced.

**Kemp:**

Kemp said his role is to ask questions centered around the objectives of the Commission, the staff he works with, and libraries in the state. Kemp said he looks for ways the Commission can support libraries and to increase partnerships -- to be that matchmaker among local libraries and other state agencies -- with one goal being to improve services. Kemp looks forward to being the person to ask the questions that elicit a need, new idea, etc. On the board tour, Kemp was impressed with the librarians who are utilizing creative, innovative ideas to reach their goals, instead of being limited by lack of funds. Kemp added that the Commission should continue to look for ways to be creative as well.

Joslin asked Bodily for his take-away from the board tour. Bodily said the main thing that he likes seeing is how proud each librarian is of the differences they are making in the community, how librarians are making those differences in different ways, and that the community knows the library is there.

Chairman Held called for a break at 9:33 a.m. The meeting reconvened at 9:45 a.m.

IX. Old Business - none

**X. New Business**

**A. Idaho Library Association Conference debrief - information item**

Raffee noted that this was the first Idaho Library Association (ILA) conference that she attended and that she was very proud to be connected with the Commission. She found the Commission's presentations to be the most substantive. Raffee said she learned a number of facts related to Idaho, such as that 50 percent of Idaho children cannot identify more than 11 letters of the alphabet by kindergarten and that some do not know or cannot say their own names. Raffee noted that there is a lot of parental support for early childhood education, but there has not been a lot of state support or funding. Raffee commented on the presentation regarding non-traditional lending and the example of Chrome books being lent to homeless students attending Coeur d'Alene High School.

Mecham asked about the cost of mobile hot spots. Bailey-White will provide that information.

(Alldredge lost the telephone connection at 10 a.m.)

Franklin asked about the underlying reason that 50 percent of Idaho kindergarteners cannot identify more than 11 letters of the alphabet. Mecham said that families are not taking the responsibility of teaching them those academic skills. Mecham said it is important for the child to sit on the parent's lap and have the parent read to them, so the child makes a connection with the book. Mecham noted that so many families do not have the time to read with their child and do not make the time to do it. Mecham said one of the primary indicators of student success is parental expectation. Mecham noted that, historically, education has been seen as the panacea. Mecham said that since people became so mobile, they no longer have a support system, so schools are the natural choice to fill that void, but it is not a very effective solution. Mecham said that in most people's eyes, schools seem to be the best place to level the playing field.

Raffee asked for clarification of the acronym IAEYC. Bailey-White said it is the Idaho Association of Educators of Young Children. Raffee said that the IAEYC has developed a toolkit of how to start a local preschool. Bailey-White said the toolkit is available on their website, and it will be sent out via their network and partners. Further, IAEYC is working with Idaho Business for Education to get state funding for community-based preschool collaboratives, not through the school districts; plus, they have a grant from the Kellogg Foundation.

(Alldredge rejoined at 10:10 a.m.)

**XI. Strategic Issues**

**A. MLS / Continuing Library Education - discussion (Board Document 19-23)**

Joslin noted that preparing for this discussion was interesting research. While there are a few holes in the Commission's data in regard to its CE grants and pursuit of the MLS degree, staff was able to compile a lot of information. The Commission only tracks what it funds, and some individuals take just one or a few courses with support from CE grants. Based on Idaho public library statistics, there has been a small increase in the total number of librarians, although the term "librarian" is defined by each library. The number of libraries with an MLS librarian has not changed much over the past 5 years. Joslin noted that when considering the time commitment

and expense of pursuing an MLS, with no guarantee of being compensated accordingly, the return on investment is not there for everyone.

Joslin noted the information provided related to the SWIM (South Dakota, Wyoming, Idaho, Montana) grant, through which 20 people from Idaho earned either an MLS or the parallel degree for schools (certified teacher librarian). Joslin said that 70 percent of them still work in Idaho.

Joslin said the Commission staff is exploring the possibility of an MLS cohort through Emporia State University, where the minimum number of students is 15. Tammy Hawley-House is pursuing this opportunity.

In regard to ABLE/SABLE, Joslin said that there are public libraries in Idaho that require new employees to take the series of online courses to get a basic overview of what goes on in libraries. Joslin noted that, based on feedback, these are very well-designed and useful courses.

In regard to the SWIM grants, Held asked about a requirement to be a resident of the state to receive the grant and promise a two-year commitment. Joslin said there is a requirement for the individual to be working in an Idaho library. The two-year commitment is not a reasonable requirement in Idaho because there is no guarantee that someone would find a job at a pay level that recognizes the advanced degree.

Held suggested presenting information regarding ABLE/SABLE at an upcoming ILA conference. Joslin said the courses are promoted, but that more can always be done.

In regard to the data from the users of the training, Raffee asked if input from trustees was missing in regard to how much they value it. Franklin noted that would be a subject for the Trustee Connections. Franklin said she found the Trustee Connections valuable and was surprised at the level of understanding of the trustees in that they didn't know what they needed to know.

Kemp noted that in regard to the ABLE courses, the Department of Corrections is using them as a creative method to train incarcerated individuals in library work in those facilities and to develop marketable skills for jobs after release.

Held asked Bodily for his impression of ABLE/SABLE usage. Bodily said that he reminds tenured directors to share ABLE/SABLE with new staff, and he makes new directors aware of the courses. [Note: the SABLE series of courses has been renamed Library Learning Online.]

#### **B. Topic(s) for next meeting**

The December meeting is a conference call; Franklin and Held both plan to attend in person.

Joslin asked for Strategic Issues topics for the next face-to-face meeting in February. Raffee suggested looking at the IAEYC toolkit and how the Commission might fit into its initiative.

#### **Meeting Evaluation/Adjournment**

Held asked for feedback regarding the new format for the operations report. Raffee and Franklin said it was a good idea and easier to follow.

Held adjourned the meeting at 10:40 a.m.

Next meeting: December 7, 2018 (via conference call)

DRAFT