

**IDAHO BOARD OF LIBRARY COMMISSIONERS
APPROVED MINUTES OF THE
JUNE 1, 2018
BOARD MEETING**

The Idaho Board of Library Commissioners meeting was called to order at 10:00 a.m. MT on Friday, June 1, 2018 at the Idaho Commission for Libraries (ICfL). Participating were: Pat Raffee, Chair; Janet Franklin; Dave Mecham; John Held; and State Librarian Ann Joslin. Also attending the meeting from the ICfL were: Roger Dubois, Administrative Services Manager; Stephanie Bailey-White, Deputy State Librarian; Shirley Biladeau, Program Supervisor; and Tina Schilling, Office Specialist, serving as recorder. Mark Alldredge was not present.

I. Call to Order by Pat Raffee

A. Introductions – none

B. Revisions to Agenda – action item (Board document 18-59)

MSC Mecham/Held to amend the original agenda by adding consideration of an object transfer in the FY 2018 general fund because of the need for a decision by mid-June.
Motion unanimously carried.

C. Announcements

Bailey-White shared that Dennis Nangle from the Institute of Museum and Library Services will visit the Commission July 16-18, meeting with staff and making library site visits. She extended an invitation to Board members to meet Nangle. Commissioner Held expressed interest, so the schedule will be shared with Board members when it is finalized.

II. Approval of Minutes

A. April 13, 2018 meeting (Board Document (18-39))

MSC Held/Mecham that the minutes of the April 13, 2018 Board of Library Commissioners meeting be approved as distributed in Board Document 18-39.
Motion unanimously carried.

III. Open Forum

A. School library book budgets

Mecham shared that the local school administration is key to funding libraries. Schools have limited funds, and most are earmarked for specific things - text books, computers, materials, etc. - with limited flexibility within those categories. There is no requirement for a library budget. In rural areas, having a teacher/librarian in the elementary school results in larger classroom sizes so paraprofessionals are used in the library. In many districts, local businesses contribute to library funding. In Firth, which has very few businesses, an Education Foundation helps by raising money for specific library needs. Barnes and Noble has single-handedly funded all replacements and new fiction over the last 10 years by supporting book fairs to benefit the school library. Because of Idaho Core reading requirements, Firth is able to use text book money

to buy nonfiction books. The elementary school was awarded a School Library Access grant from ICfL that helped with nonfiction books.

B. Board roles in support and strategy

Raffee noted her Board orientation included a chart that showed boards typically spend 80% of their time on strategy. Most of the activity during her term has been support; the Commission is an easy organization to support not just because of the cause of libraries, but also because of the quality of the staff. She pointed out the agenda includes time for dialog about some bigger picture issues. The Commission has good Board members with expertise to share, so it's beneficial to have more collective, collaborative discussions.

IV. Legislation – Policies – Rules – Guidelines

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

C. Rules – action item (Board Document 18-41)

Joslin noted the draft rules revisions have been reviewed by the Deputy Attorney General, with some small edits still needed. The existing rules don't cover state grants, so the eligibility requirements have been revised to apply to all grants regardless of funding source.

MSC Mecham/Franklin that the Board of Library Commissioners initiate the rulemaking process for amendments to IDAPA 30, Title 1, Chapter 1, as presented in Board Document 18-41.
A roll call vote was held with Held, Mecham, Raffee, and Franklin voting in the affirmative.

- D. Guidelines - none

V. Federal Fund

A. Finances

1. FY2019 object transfer – action item (Board Document 18-42)

Bailey-White described the pilot program to build the capacity of Idaho's public libraries to help families better prepare their children to be successful in school. The Countdown to Kindergarten grant program will provide funding to help public libraries partner with their local school districts to reach children and families before they enter school. It will also provide needed resources and tools to ensure more students are reading on grade level by third grade. The pilot will strengthen ICfL's partnerships with the State Department of Education and the State Board of Education by involving public libraries as part of their rollout of Smarty Ants, Idaho's new pre-K literacy initiative focused on 4-year-olds.

A combination of state and federal funds budgeted for Read to Me and Summer Reading will be used for the grant program. However, the LSTA funding is currently in Operating and must be transferred to Trustee and Benefit in order to be distributed as grants to libraries.

MSC Franklin/Held that the SFY2019 appropriation for the federal fund be adjusted by transferring \$42,000 in Operating to Trustee and Benefit to implement the Countdown to Kindergarten pilot grant program.

Motion unanimously carried.

B. Program - none

C. Grants

1. LSTA applications received – information item (Board Document 18-43)

Sixteen libraries were awarded Continuing Education grants since the last Board meeting. Recipients ranged from small public to university libraries.

VI. General, Miscellaneous Revenue, & Library Services Improvement Funds

A. Finances

1. FY2018 object transfer – action item (Board document 18-59)

Joslin shared that initially she and Dubois believed an object transfer in the general fund would not be needed. Staff members have continued to make recommendations for the year-end spending plan, and it now appears there is a need for a portion of the Personnel balance to be used in Operating. The funds may not be spent, but this transfer allows them to be used if needed.

MSC Held/Mecham that the FY2018 state general fund appropriation be adjusted by transferring part or all of the unexpended personnel funds to operating and/or capital outlay, and transferring part or all of the unexpended operating funds to capital outlay to implement the year-end spending plan.

Motion unanimously carried.

B. Program

1. Draft Strategic Plan, FY2019-2022 – action item (Board document 18-44)

Joslin noted this plan requires annual review and updating. The mission, 2020 Vision, goals, and strategies remain the same as in the FY2018-2021 plan. Staff will review and update the objectives and activities. The plan will be submitted to the Division of Financial Management (DFM) by July 1.

MSC Mecham/Franklin that the mission, vision, and goals of the draft FY2019-2022 strategic plan as described in Board Document 18-44 be approved.

Motion unanimously carried.

C. Grants

1. School library access – information item (Board document 18-45)

There were 41 applicants and 39 grantees. Mecham noted this grant program forces schools to stretch their budgets to meet the requirements. Libraries applying for their second grant were required to have a 25% match. Bailey-White reported a study was completed to measure how the grants helped schools change practices, including circulation policies. Raffee asked how the remaining \$8,000 will be used; Bailey-White answered that those funds will become part of the Countdown to Kindergarten pilot.

2. Summer Stem from your Library – information item (Board document 18-46)

Fifty-nine Summer STEM public and school library applicants were awarded \$500 each, with funding from the STEM Action Center.

VII. State Librarian's Report

A. Operations - none

B. Management Team member's reports – information item

Biladeau reported she facilitated community partnership panels at three Idaho Library Association spring conferences. Mecham asked if the events were connecting libraries with agencies. Biladeau said that was the intent, and noted a result of one of the presentations was the public library invited the Department of Labor to give a presentation to library personnel describing Labor's services.

C. Personnel – information item (Board document 18-47 Revised)

Joslin summarized recent changes, with Danna Angevine and Shirley Biladeau retiring, Tammy Hawley-House making a lateral transfer to Continuing Education Consultant, and John Shinn's position being upgraded to Office Specialist 2.

Joslin noted recruitment for the Program Supervisor position is on hold pending DHR's approval of the application questions.

D. State Librarian's travel – information item (Board document 18-48)

Joslin noted she attended ALA Legislative Day and the COSLA and Western Council spring meetings in Washington, DC. She will travel to East Bonner District Library later today for the grand opening of the new addition to the Sandpoint Branch.

E. Other - none

VIII. New Business

A. FY2020 enhancement considerations - discussion (Board document 18-49)

Joslin reported the Management Team has discussed three potential enhancements:

- Move TBS from federal to state funds - \$351,100 to \$363,100, depending on how the state opts to cover health insurance costs.
- Ongoing funds to build on the Countdown to Kindergarten pilot - \$60,000.
- Public library broadband reimbursement funds - \$0. Rather than using an FY2020 enhancement for the anticipated needed increase, Joslin recommended the agency submit an FY2020 supplemental request if reimbursement estimates exceed the \$180,000 currently available. The supplemental request would be heard in JFAC the first weeks of the legislature in January 2020, and if approved, funding would be available to complete reimbursements in June.

B. FY2019 meeting schedule – action item (Board document 18-50)

Bailey-White shared she is working with Patrick Bodily to plan the October Board tour in Eastern Idaho. Visits to libraries in Fremont County including Island Park and St Anthony, or to Soda Springs, Bear Lake and Grace are being considered. Commissioner Franklin has another October commitment but doesn't yet know the dates. She will inform the Board if she finds it is a conflict with the tour.

MSC Mecham/Held that the FY2019 meeting schedule for the Idaho Board of Library Commissioners as described in Board Document 18-50 be approved.
Motion unanimously carried.

C. Trustee Challenge – discussion (Board document 18-51)

Donna Eggers, PIO, assembled a packet of program descriptions that was distributed to Board members. Joslin noted in Idaho every dollar invested in public libraries brings \$5 in return in the form of library materials and services. Raffee asked what the agency's annual budget is. Joslin stated the FY2019 appropriation for all funding sources is about \$5.7 million. Dubois explained at the beginning of the fiscal year, a document is produced that has the entire budget by program; the FY2019 budget by program and by funding source will be shared at the next meeting. Raffee asked that the Trustee Challenge be added to the next meeting agenda as old business for updates from the Commissioners.

D. Board appointment – action item (Board document 18-52)

MSC Franklin/Mecham that the Idaho Board of Library Commissioners endorse the nomination of Pat Raffee for reappointment as the Board's Northern Idaho Representative for a term beginning July 1, 2018 and ending June 20, 2023.
Motion unanimously carried.

E. Election of officers – action item (Board document 18-53)

Raffee opened nominations for Chair.

MSC Mecham/Franklin that Held be nominated for Chair of the Board of Library Commissioners for SFY2019.
Mecham moved nominations close. *Motion unanimously carried.*

Raffee opened nominations for Vice-Chair.

MSC Held/Mecham that Franklin be nominated for Vice-Chair of the Board of Library Commissioners for SFY2019.
Mecham moved nominations close. *Motion unanimously carried.*

MSC Held/Mecham that the slate of nominees be approved. *Motion unanimously carried.*

IX. EXECUTIVE SESSION

A. State Librarian Evaluation (Board Document 18-54)

MSC Franklin/Held that the Board go into Executive Session pursuant to Idaho Statute 74-206(1)(b), to consider the evaluation of a staff member.
A roll call vote was held with Held, Mecham, Raffee, and Franklin voting in the affirmative.

The Board went into executive session at 11:41 a.m. Joslin was invited to join the Board. Raffee adjourned the executive session at 12:32 p.m. and declared a brief recess. Raffee reconvened the meeting in regular session at 1:10.

X. OLD BUSINESS

A. Talking Book Service – work session (Board Documents 18-55 through 18-58)

Present for the work session were Board members Janet Franklin, John Held, Dave Mecham and Pat Raffee. Staff members present were Ann Joslin, Stephanie Bailey-White, Roger Dubois, Shirley Biladeau, and Sue Walker.

Board members shared their reactions to what information had been gathered. They described TBS strengths:

- Well-meaning service to vulnerable population
- Many years of experience at delivering the service
- Strong partnership with Idaho Commission for Blind & Visually Impaired, since 91% of TBS users are either blind or visually impaired
- Low Customer Service Rep cost
- Human connection

Board members expressed the following surprises and concerns:

- 2500 individual users for (almost) \$500,000 cost – is that appropriate?
- Do user numbers equate to cost or could we add users at no extra cost?
- Could we manage service to more users with existing staff?
- Could we streamline the cost?
- 36 other states use LSTA funds for TBS
- No single person in charge of the entire TBS program (Sue has oversight of the entire program, in the context of the agency's collaborative structure)
- Lower than estimated institutional usage

The Board members discussed how TBS fits with the ICfL mission. They agreed that TBS meets the needs of a unique, vulnerable, otherwise-unserved group of Idahoans who may not have easy physical access to libraries, or access to high-speed internet. There was a lengthy discussion of where ICfL's limited funds are best spent, and whether return on investment was a concept applicable to TBS in particular, or to library services in general. The most tenured Board members made a persuasive case that return on investment does not apply to library services in general, nor to TBS in particular.

All Board members thought ICfL could do more active planning for a transition away from TBS to another, as yet unknown, technological delivery system. Board members want to keep revisiting TBS-like delivery systems so as to offer help to staff in advocating for future changes to serving this user population. In addition to most of the content, the current delivery system (USB cartridges, digital players, downloads from BARD) is the responsibility of NLS. Sue monitors NLS development planning, and both COSLA and Regional Librarians (Sue and her peers) have opportunities to meet with NLS staff and discuss needed changes.

The entire group discussed funding sources at length. When staff explained that the National Library Service requires TBS to be free, the Board realized that potential fee income from for-profit institutional users wasn't viable. Board members concurred that staff's further attempts to gain additional state TBS funding through the legislature, and continued use of federal LSTA funds to fill state shortfalls, were both appropriate avenues.

Staff asked Board members to broaden their cost concerns toward a wider view of cost-effectiveness. The Board lacked knowledge of existing TBS procedural innovations, and expressed eagerness to learn of more innovations which might be available if certain

investments were made. The entire group agreed to present and/or discuss TBS cost-effectiveness details at future board meetings.

Board members asked for the following next steps from staff:

Ann quantify LSTA dollars funding TBS by each of the 36 states

Sue quantify total TBS costs by state and their staff numbers

Roger find Idaho Commission for Blind & Visually Impaired's annual budget

Sue supply TBS Advisory Board's action plans to ICfL Board members

All present more innovation and operational data at future Board meetings

XI. ADJOURNMENT

Raffee adjourned the meeting at 3:20 p.m.

Next meeting: August 3, 2018 Conference Call.

DRAFT