

**IDAHO BOARD OF LIBRARY COMMISSIONERS  
APPROVED MINUTES OF THE APRIL 18, 2019  
CONFERENCE CALL MEETING**

The Idaho Board of Library Commissioners meeting was called to order at 10:24 a.m. MT on Thursday, April 18, 2019 at the Idaho Commission for Libraries. Participating were: Chair John Held and Janet Franklin, participating in person and Dave Mecham and Pat Raffee joining by phone. Also attending the meeting from the Idaho Commission for Libraries (ICfL) were: Deputy State Librarian Stephanie Bailey-White, Administrative Services Manager Roger Dubois, and Tina Schilling, Office Specialist, serving as recorder.

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

A. Introductions

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

**M/S Franklin/Mecham** that the agenda be approved as presented.

*Motion carried unanimously.*

C. Announcements

**II. Approval of Minutes**

**A. March 21, 2019 meeting (Board Document 19-42)**

**M/S Raffee-Mecham** that the minutes of the March 21, 2019 Board of Library Commissioners meeting be approved as distributed in Board Document 19-42.

*Motion carried unanimously.*

**III. Public Comment**

**IV. Legislation – Policies – Rules**

**A. Legislation – 2019 session overview – information item (Board Document 19-44)**

Board members reviewed the legislation that passed during this session. There was further discussion about HO194a – RS26860 wireless Internet filtering. Mecham shared how difficult it is to keep up with filtering as new websites are added every 18 seconds on average. Bailey-White shared that ICfL will likely look at trying to get some funding to help address the costs libraries will incur to comply with this law. ICfL Broadband Consultant Dylan Baker has sent out a survey to the library community asking for projected costs and is gathering information. We hope to have more information to share with the Board in August.

B. Policies

C. Rules

## **V. Federal Fund**

- A. Finances
- B. Program

### **C. Grants – LSTA Applications Received – information item (Board Document 19-45)**

Bailey-White shared that Dia de los Ninos Grant program is new. In the past eight to nine years we have provided books and resources to libraries to support their efforts. We moved to this new model of providing funds rather than the resources to participating libraries. This program happens every year on or near April 30<sup>th</sup>. While it's largely targeted to the Hispanic community, it is broader than that and anyone in the community can participate. Trying it as a mini-grant program worked well and was less work for support staff. Participants used the funds to get what they needed to run the program.

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

### **A. Finances –**

#### **1. Summary of next FY appropriation compared to current year – information item (Board Document 19-46)**

HB0230, the FY2020 original appropriation bill for the Idaho Commission for Libraries, appropriates a total of \$5,878,800 and caps the number of authorized full-time equivalent positions at 37.50. Two line-items were funded: \$60,000 for kindergarten ready grants and \$12,600 for broadband reimbursement through the Education Opportunity Resource Act.

#### **2. FY19 General Object Transfer – action item (Board Document 19-47)**

The Commission for Libraries was appropriated \$2,153,100 in the general fund for personnel in FY2019. We project approximately \$53,000 in salary savings as a result of multiple retirements.

**M/S Franklin/Mecham** that the FY2019 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 if needed to implement the year-end spending plan.

*Motion carried unanimously.*

### **B. Program**

### **C. Grants – Summer STEM from Your Library – information item (Board Document 19-48)**

Bailey-White shared there were 65 school and public libraries that applied to participate, and they are each receiving \$600. We received funding from the STEM Action Center to run this program. It has been successful in past years and we are pleased to continue it this year. Chairman Held asked how the \$600 each compares to prior years. Bailey-White explained that it was a \$100 increase to each grantee over last year's \$500 grants. Franklin asked why some libraries wouldn't apply and Bailey-White explained that some libraries don't have the time or staff to administrate the program as summer is a busy time for libraries. The Board would like to see the summary report at the end of program and would like to see more of those reports shared on Libidaho or in other ways with the library community. Bailey-White noted that since the STEM Action Center's budget was cut next fiscal year, ICfL may need to look at alternate

funding sources to help support the program going forward, including LSTA funds as a possibility.

Franklin asked about if overseeing Summer STEM wouldn't be a good senior project? Held mentioned a Scout program as another solution for stretched staff. Bailey-White mentioned the Summer Intern opportunity might be another opportunity to help with this.

## **VII. Operations Report**

### **A. Management Team members' reports – information item (Board Document 19-49)**

Bailey-White shared highlights that she recently submitted to the Governor's office for his summary of his first 100 days in office. A volunteer luncheon was recently held for our volunteers and she thanked the Board for their volunteerism. Partnering with the National Aeronautics and Space Administration for "NASA @ My Library," working with the Lumina Foundation, partnering with the STEM Action Center, and celebrating ICfL's 118<sup>th</sup> Anniversary were also highlights since January.

We recently completed two of our Trustee Connections trainings, with two more to go. Bailey-White asked the Commissioners who have attend the training to share their feedback. Mecham said it was a great training for a lot of people as there are a lot of new trustees and directors in his area of the state. There was a lot of information about open meeting laws, how things need to happen, and it helped them realize that being a trustee is more than showing up for a meeting and having a say in the library. Hearing how important it is to interact with the community seemed to be liberating for the participants and there was a good feeling in the room. Mecham was disappointed that more libraries weren't represented.

Held felt that the training facilitator Kari Anderson did a fantastic job and her enthusiasm permeated the room. He really liked the "speed dating" exercise to meet people from other libraries and talk about different challenges and opportunities. He also liked the accountability partnership that asked participants to provide follow up with someone in the room. He was interested to learn that Mountain Home Public Library has a Teen Advisory Board and are bringing in more teens by involving the advisory Board members. He was very glad to have attended and looks forward to future meetings.

Kemp is currently at the Digital Public Library of America meeting in Chicago this week and he is using part of \$1,000 conference stipend from the Western Council of State Libraries. They have a full agenda. Kemp recently attended a Workforce Development Conference and is working on a Young Adult Summer Intern Grant Opportunity and will share information about that at the next Board meeting.

Dubois shared that we are moving to closing out fiscal year 2019. Our Change in Compensation (CEC) plan has been approved by Division of Financial Management and Division of Human Resources and we are starting to implement the pay increases. After the flood in September of last year, all the work has been completed. We are still waiting to hear from the insurance company on our loss as we had a little less than \$5,000 in damage to equipment.

Chair Held noted his appreciation for having operations reports in advance.

### **B. Personnel**

C. Other

## VIII. New Business

### A. State Digital Repository annual report – action item (Board Document 19-50)

Each year the Board looks at exemptions for the Stacks State Digital Repository program and gets a report of use and highlights of state publications. Bailey-White provided some translation of the Spanish publication titles that were most popular last year.

**M/S Mecham-Raffee** that the following classes of publications be exempted from the Digital Repository through June of 2020 because of the current inability to efficiently or cost-effectively capture or process these formats:

- Dynamic websites
- State agency websites
- Interactive websites
- Publications that contain copyrighted material with no provision for access in public archive or repository.

*Motion carried unanimously.*

### B. FY2020 Board meeting dates – action item (Board Document 19-51)

The meeting on June 6<sup>th</sup> is scheduled for interviewing potential new Board member. Typically, the Board reviews résumés and then narrows the pool to three or four people they want to interview. Bailey-White will get the resumes to Board members by the end of May. The Board would like to interview in the morning and hold their meeting in the afternoon.

Bailey-White noted that the August 2019 meeting date was moved back in hopes that the information about library costs for Wi-Fi filtering will be available. A block of hotel rooms has been reserved in Moscow for the October 23-25 Board tour.

**M/S Franklin/Mecham** move that the FY2020 meeting schedule for the Idaho Board of Library Commissioners as described in Board Document 19-51 be approved.

*Motion carried unanimously.*

## IX. Old Business

### A. Board vacancy – information item

Held said he was notified last week by email from the Governor's Office that Governor Little appointed him to the Boise Board seat through June 2019. He will have to reapply for the position in July.

Held noted that the letter regarding State Librarian Ann Joslin's evaluation and pay increase wasn't done and sent to Governor's office. Dubois has drafted a letter to be signed and sent.

**M/S Franklin/Mecham** in accordance with Division of Financial Management's (DFM) memo of March 22, 2019, and guidelines set forth within, the Board of Library Commissioners recommends that the Commission implement a pay increase for State Librarian Ann Joslin in

accordance with the agency's Change in Employee Compensation (CEC) plan in the amount of 3.8%. This amount includes the \$550 increase passed by the legislature.

*Motion carried unanimously.*

Raffee noted that during the last meeting there was a discussion in the executive session about the Board vacancy and what kind of candidate that they hope to attract. Franklin asked about advertising in the Boise Weekly, Craig's List, LibIdaho, and possible publications in the Lewiston/Moscow area. Bailey-White said that we could explore all those options. She will be meeting with Public Information Officer Donna Eggers to discuss ways to get the word out and using the wording that was suggested by the Board. Chairman Held suggested that Commissioner Raffee share the announcement at the Moscow Trustee Connections training.

X. Strategic Issues

**XI. Adjournment**

Held adjourned the meeting at 11:22 a.m.

The next scheduled meeting is June 6, 2019.