

**IDAHO BOARD OF LIBRARY COMMISSIONERS
MEETING MINUTES
August 13, 2020
Idaho Commission for Libraries
325 W. State St., Boise, ID 83702**

The Idaho Board of Library Commissioners meeting was called to order at 10:04 a.m. MDT on Thursday, August 13, 2020. Participating in the Boise office were Commissioner John Held, State Librarian Stephanie Bailey-White, Administrative Services Manager Roger Dubois, and Partnerships Program Supervisor Randy Kemp. Participating via Zoom were Chair Janet Franklin, Commissioner Michael Strickland, and Commissioner Pat Raffee. Dave Mecham was absent. Participating via Zoom from the Idaho Commission for Libraries were Deputy State Librarian Tammy Hawley-House, Talking Book Service Program Supervisor LeAnn Gelskey, Financial Specialist Katy Place, and recording the meeting was Office Specialist II Josie Bradford. Also joining the meeting were the Legislative Services Office Senior Analyst Janet Jessup and Division of Financial Management Analyst Krissy Veseth.

I. Call to Order by Janet Franklin at 10:04 a.m. MDT

- A. Introductions** – Introductions were made. Janet Jessup and Krissy Veseth were newly assigned to the ICfL. They introduced themselves and explained their roles in working with the ICfL.
- B. Agenda Review/Approval – action item (Board Document 21-01)**
M/S Held/Raffee moved that the agenda for this meeting be approved.
Roll call vote: Held: aye; Raffee: aye; Franklin: aye; Strickland: aye
- C. Announcements:** None

II. Public Comment - None

III. Approval of Minutes

- A. June 4, 2020 meeting – action item (Board Document 20-64)**
Raffee suggested an amendment on page 2, item 6B. The last sentence of that paragraph should be the Luma transition project instead of Lumina.
M/S Raffee/Held move that the corrected minutes for the June 4, 2020, Board of Library Commissioners meeting be approved as distributed in Board Document 20-64.
Motion carried unanimously

Franklin made a request that future minutes come out as soon as possible after the board meeting. It was agreed that a two to three-week turnaround for minutes was appropriate.

IV. Legislation Policies - Rules

- A. Legislation** – none
- B. Policies** – none
- C. Rules** – none

V. Federal Fund

- A. Finances – FY2021 object transfer – action item (Board Document 21-02)**
Dubois explained that \$15,000 will be moved from the operating fund to the Trustee and

Benefits (T&B) fund to support the FY2021 budget. This will allow funds to be utilized by various programs to support libraries in building their capacity during these uncertain times.

M/S Held/Strickland moved that the FY2021 federal fund appropriation be adjusted by transferring \$15,000 of operating funds to T&B to implement the FY2021 spending plan.

Motion carried unanimously

B. Program

C. Grants – CE and CARES funds for Idaho – information item (Board Document 21-03)

Bailey-White was pleased that the ICfL was one of the first state library agencies to distribute the federal CARES Act funds to libraries across the state. The funds were from the Institute of Museum and Library Services (IMLS). These funds were used to support broadband availability and PPE (personal protective equipment) to aid libraries in reopening to the public. About half the allocated funds have been expended, leaving \$86,000 in reserves. The ICfL has applied for several other grants to support statewide access to e-books and e-audio titles. Once staff members hear back about these grants, the plan is to combine new grant funds with the remaining CARES Act funds to support this initiative. If we do not find enough money to support e-book services, the ICfL has considered offering a second round of small CARES Act grants to use in innovative ways to address COVID-19-related issues, such as extending broadband or supporting workforce development.

The second portion of Board Document 20-03 describes the federal Continuing Education (CE) grants. So far this year, the ICfL awarded \$15,126.48 to support continuing education opportunities.

Raffee appreciated the clarity of the grant codes, which make it easy to see what a CARES Act expenditure is and what comes out of the general fund.

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

A. Finances

1. Year-end closing – information item

Dubois reported that in closing FY2020, the ICfL ended the year with \$12,556 remaining in personnel which was reverted to the general fund. There was \$305 in operating that was reverted to the general fund, and all the T&B funds were expended. In federal funds, there was \$7,000 remaining in personnel. The ICfL did not revert these funds because federal funds can roll over to the next fiscal year. Approximately \$11,000 remains in the federal allocation.

Dubois added that, overall, FY2020 was a good year for the ICfL. There were a lot of holdbacks, but they were managed well and the \$13,000 returned to general fund was a result of careful spending. Although there were projected revenue reductions, the ICfL did not have to do any object transfers from personnel funds to make up for these losses.

2. FY2021 program budgets – information item (Board Document 21-04)

Bailey-White stated that due to the 5 percent holdback for FY2021, the ICfL would have to

make some cuts. Board Document 21-04 shows where these cuts will be made, including closing the eastern field office, reducing program budgets, and eliminating the genealogy database.

Franklin asked if it was possible for the print to be larger on the budget spreadsheet. Dubois explained that it is difficult to fit all the information on one page with larger print, but it can be investigated. Dubois also mentioned that next year the new financial system, Luma, will go into effect, and it will change how the reports are generated. Dubois is hopeful that the software will improve the reports and produce something that is more meaningful to the board.

Held asked how the delays in tax revenue have affected funding. Dubois reported that Idaho is in a good position fiscally. State revenue from FY2020 ended with \$80 million over projections. July revenue is \$32.1 million over projections. A news report on KIVI-TV stated that Idaho is going to see a \$405 million surplus this year. The state also produced a report that anticipates an annual economic growth rate of 11.2 percent this calendar year.

3. FY2022 budget submission – action item (Board Document 21-05)

Bailey-White reported the ICfL received a memo from the Division of Financial Management (DFM) stating that it is unlikely the state can support enhancements this year. Bailey-White is hopeful that since the governor is a proponent of literacy, and continued learning is essential in the current environment, the state may be willing to support a statewide e-book and e-audiobook service. Bailey-White stressed the importance of this initiative, and since it is currently difficult to access school and public libraries, it is increasingly important to find a way to offer this resource remotely. The ICfL put together an informal proposal for the staff at the Governor's Office. If the Governor does not support this enhancement, the ICfL will not pursue it this year.

Bailey-White stated that a \$475,000 request for additional CARES Act funds through the IMLS was submitted. The ICfL was hoping to hear by mid-August if the grant was approved, but the IMLS received more than 1,600 applications for these discretionary funds and they are still reviewing the applications. The ICfL will find out in September if it is awarded this grant.

The ICfL will also reach out to the J.A. and Kathryn Albertson Family Foundation to see if there is interest in supporting a statewide e-book and e-audiobook service. Bailey-White stressed that, although it will be expensive to offer e-services, the timing is right for this project and we will find a way to fund this initiative. It is also important to keep in mind that the ICfL will need ongoing general funds to sustain the program.

M/S Raffee/Held moved that the FY2022 agency budget request be approved as described in Board Document 21-05, including a \$450,000 enhancement for statewide access to e-books and e-audiobook titles, and that the State Librarian be authorized to make adjustments in the request as may be required by the Division of Financial Management or the Legislative Services Office.

Motion carried unanimously

4. FY2020 EOR reimbursements – information item (Board Document 21-06)

Bailey-White reported that this board document reflects the state funds used for the Education Opportunity Resource (EOR) Act, as well as for Idaho libraries that were eligible for the federal E-rate program. E-rate funds do not go through the agency, but the ICfL's broadband consultant and other staff members assist the library community as needed to support access to broadband. In addition to these funds, the ICfL was able to use some year-end funds to provide mobile hotspot reimbursements and content filtering for libraries that requested it.

B. Program

C. Grants – LSIF approval consideration – action item (Board Document 21-07)

Bailey-White explained that this board document outlines the ICfL's second year of partnership with the Idaho Lottery Commission (ILC) for the Bucks for Books program. Last year, 88 schools applied for the program, requesting \$222,000 in funding; \$30,000 was awarded. This year, the ILC is planning to provide \$40,000 that will be awarded this fall to selected schools. The ICfL is pleased to see the funds distributed to Idaho elementary school libraries, which often have a book budget of less than \$100 from their districts.

Franklin asked if these funds could be used for e-books. Bailey-White explained that in previous years they were not an allowable expense for either the School Library Access (SLA) grants or ILC funds. Due to COVID-19, the ICfL is allowing schools to use SLA funds for e-books. Staff have not yet discussed if e-books are an allowable expense for lottery funds but will soon. Franklin asked how school libraries request these funds. Bailey-White explained that this is a competitive grant process like the SLA grants. The ICfL can't meet all needs with these funds, but they do offer some school libraries with much-needed supplemental funding.

Franklin asked if the ICfL could request that the ILC increase the amount of money offered in the next few years. Bailey-White replied that this may be a possibility and they have also asked if there was any way additional funding could be provided to meet the needs of secondary school libraries. At this time, the ILC is focused on providing resources to elementary schools, but they may consider it in the future.

Held questioned what the elementary school library budgets look like and what percent of their budget was supported with these funds. Bailey-White explained that budgets vary across schools and school districts. The grant applications ask for the library budget, and most schools have no budget or a very limited budget. Bailey-White said she would be able to share a budget spreadsheet from the SLA grants at the next meeting. Held said he would be curious to see this as school libraries are so woefully underfunded and more action should be taken at the state level. Bailey-White said the ICfL did a follow-up study based on the second round of SLA grants. One of the requirements for the grant was for the school to provide matching funds. Some schools have been able to provide annual matching funds to improve their budgets, but, overall, the ICfL has not seen significant library budget increases. However, there have been improvements with circulation policies and improved literacy support as a result of these grants.

M/S Strickland/Raffee moved that, upon receipt of funds from the Idaho Lottery Commission, expenditures of up to \$40,000 from the Library Services Improvement Fund be approved for implementing the Bucks for Books partnership.

Motion carried unanimously

Krissy Veseth signed off for another meeting.

VII. Operations Report

A. Management Team Member Report – information item (Board Document 21-08)

Bailey-White

Bailey-White stated that she is currently serving on the Idaho Comprehensive Literacy Plan task force, the Idaho Center for the Book board, the Idaho Library Association board, and attending bi-weekly agency director HR/Governor's Office meetings.

Bailey-White shared news that two tribal libraries, the Shoshone-Bannock Tribe and the Coeur d'Alene Tribe, both received Tribal Library grants of \$10,000 each through the IMLS. The ICfL consultants, Emily Sitz and Kristina Taylor, along with other staff members, reached out to the tribal representatives and encouraged them to apply for these funds. The ICfL is excited to include these tribes in the Idaho library community and to involve more tribes in utilizing these funds.

Franklin asked how many tribal libraries are in the state. Bailey-White believes that there are either four or five eligible tribal libraries, depending on the map and state lines. Franklin suggested that when the ICfL goes back to doing board tours, that there is an opportunity to visit one or two tribal libraries. Bailey-White thought that was a great idea. Raffee stated that reaching out to this group and building relationships with them involves a lot of trust-building and she was pleased to see this progress.

Hawley-House

Hawley-House said the ICfL just got news that CARES grants totaling \$2 million from the Idaho Department of Commerce were awarded to small and rural libraries to expand their internet capacity beyond their buildings and out into the community. These funds must be spent by the end of December 2020, so it will be a challenge to sort through the details and get the money distributed, but it will have a huge impact on these communities.

Broadband Consultant Dylan Baker spent a lot of time researching and applying for these grants. Technical Records Specialist Karen LaMotte researched and created a map of each eligible library. Project Coordinator Kristina Taylor helped with the narrative and editing. The team did a great job collaborating and applying for these funds, and we are pleased to be able to offer support to our small libraries.

Strickland asked how the ICfL will determine which libraries will benefit from these funds. Hawley-House stated that the ICfL does not have enough funds to support all the eligible libraries and staff are still sorting out how these funds will be awarded, but it will be a competitive process. Hawley-House reported that the new LiLI database for schools is up and running. The ICfL staff have reached

out to school administrators, principals, and librarians to let them know about this resource. The Idaho Library Laws have been edited to include any changes that occurred this year, and they are available on our website.

Hawley-House reported that the ICfL has continued to offer trainings through the COVID-19 pandemic. There have been many successful events, with a high number of attendees and successful outcomes. The ICfL has been encouraging libraries to reimagine how they will continue to provide services in creative ways during these unprecedented times. The annual Summer Summit for school librarians was successful, and the attendees were engaged throughout the two days of online learning.

Hawley-House also stated that the first meetup for academic libraries was held at the end of July. This event encouraged academic library staff to come together to discuss ideas and challenges. This is a group the ICfL is eager to more strongly support and know that ICfL staff are available to help them build capacity.

The eastern field office closed and the responsibilities of the State Data Coordinator have been transferred to Grants Officer Jamie Mott. Field consulting responsibilities have been split between Kevin Tomlinson and Emily Sitz. The ICfL is staying in touch with those libraries to make sure they continue to feel supported.

Hawley-House noted a discrepancy in Board Document 21-08. The Idaho Community Foundations request for \$5,000 to support a partnership for Laundromat Literacy should be removed. Due to COVID-19, it was not possible to find a library or a laundromat that could support this program; thus, the grant application was not submitted.

Kemp

Kemp thanked the commissioners for supporting the ICfL staff in this time of transition and change, and he expressed gratitude to Bailey-White for her leadership and guidance. Kemp explained that he has transitioned his job responsibilities to include the role of supervising the Office Specialists and supporting them in being successful.

Dubois

Dubois feels the state is on a good track for FY2021. The results from the 5 percent reduction will make the budget a bit tight, but the ICfL should get back on track in FY2022. Dubois is currently working on the budget submission, which is due in two weeks.

In addition to the budget, Dubois is working with the Luma project transition team and reviewing how the new software will work. The budgeting portion of this program will go into effect in July of next year.

Purchases for equipment replacements and upgrades have been put on hold for this year and next year, so some of the things the ICfL had anticipated doing have been postponed until FY2023. Hopefully by that time, we can make some upgrades, but it may cause some challenges moving forward.

Gelskey

Gelskey expressed gratitude for all the support and encouragement she has received since joining the ICfL this spring as the Talking Books Program Supervisor. Since coming on board, all the Talking Books Service (TBS) patrons and institutions have been moved over to the Scribe program. This is a huge accomplishment, allowing multiple titles to be added to cartridges. The TBS staff have done an amazing job reaching out and making connections with the TBS patrons.

Gelskey was honored to attend the Idaho Caucus of the National Federation for the Blind. Gelskey learned a lot from working with this group, including ways the ICfL can support this community. Gelskey has also been working closely with Kemp to make sure the ICfL staff feel safe and supported during the pandemic, while maintaining quality customer service.

B. Personnel – information item (Board Document 21-09)

Bailey-White said there has been a significant restructuring of staff, which is reflected in the new organization chart presented in Board Document 21-09. Supervisory responsibilities have been shifted to even out the workload. Two positions will continue to remain vacant in order to stay within the decreased budget.

Bailey-White announced that the E-services Program Supervisor position has just opened and an advertisement for it was posted on the ICfL website and other places.

C. Other

VIII. Old Business**A. Board appointment – information item**

Bailey-White explained that since Mecham was absent, she wasn't sure of the status of his appointment. Bailey-White said she would follow up with Mecham.

B. Election of officers – action item (Board Document 21-10)**Nominations:**

Franklin opened nominations for Vice-Chair.

M/S Held/Raffee nominated Michael Strickland as Vice-Chair of the Board of Commissioners for FY2021.

Motion Carried Unanimously

IX. New Business

X. Strategic Issues

XI. Meeting Evaluation / Adjournment

Held asked if the Vice-Chair would like to be the person who is on-site for the next meeting. Strickland agreed to be in Boise for the October meeting.

Hawley-House wanted to let everyone know that Zoom will be making some changes between now and the next meeting. The URL will change, and the meeting will be set up to allow for automatic entry so attendees don't have to enter a password.

Bailey-White suggested, per Held's request, that the board talk more about school library budgets during the next meeting. She is also hopeful that we will have word back on the enhancement and other funding requests by October. The ICfL staff will update the board about these requests on or by its next meeting.

Held moved to adjourn the meeting at 11:07 a.m. MDT.

Next meeting: October 15, 2020, 10 a.m. (MDT) to be held via video conference.