

Idaho Board of Library Commissioners

Regular Meeting – Minutes

February 10, 2023, 10 a.m. MST

Idaho Commission for Libraries,
325 W. State Street, Boise, ID

Attendees:

- Idaho Board of Library Commissioners: Chair John Held, Vice-Chair Dave Mecham, Janet Franklin, Michael Strickland, Dawn Wittman
- Idaho Commission for Libraries staff: State Librarian Stephanie Bailey-White, Deputy State Librarian Dylan Baker, Administrative Services Manager Jamie Smith, Talking Book Service Program Supervisor LeAnn Gelskey, E-Services Program Supervisor William Lamb, Partnerships and Programs Supervisor Amelia Valasek, and (serving as recorder) Management Assistant Allison Maier
- Other attendees: Idaho Division of Financial Management Analyst Erik Olson, Boise Public Library Director Jessica Dorr

I. Call to Order

- A. Introductions** Held called the meeting to order at 10 a.m. Attendees introduced themselves.
- B. Agenda Review / Approval – Action item (Board Document 23-36)** Franklin moved to approve the agenda. Mecham seconded. *Motion carried unanimously.*
- C. Announcements** Held noted the agenda included a potential break in the meeting for time to meet and share with Idaho Commission for Libraries staff.

II. Minutes Review/Approval

- A. December 8, 2022, Meeting – Action item (Board Document 23-35)** Mecham moved to accept the minutes of the December 8, 2022, board meeting. Strickland seconded. *Motion carried unanimously.*

III. Public Comment

IV. Legislation and Policies

- A. Legislation – Information item**
Held noted that he and Strickland were able to attend the Monday, February 6, 2023,

Joint Finance-Appropriations Committee hearing on the ICfL budget.

Bailey-White said the hearing went fine. There were a couple of questions about facilities and other budget items. She thinks library trustees are doing a good job of getting the word out to their individual representatives about the facilities funding.

Bailey-White noted she received a question about the IDEA collection and content during the hearing, which she was expecting.

In addition to answering questions during the hearing, Bailey-White said the ICfL provided follow-up information to JFAC about the number of people coming into libraries. She is happy to share that information with the board. She was surprised when pulling data from the last 10 years. The number of people coming back to library programs is about half of what it was pre-COVID – it was 8 million then and about 3.8 million now. There is work to do to get those numbers back up.

Held asked about circulation data. Bailey-White said electronic circulation is increasing and physical circulation is decreasing, so the total is about even to what it was pre-pandemic. This information was shared with the JFAC members as well.

Bailey-White said it was good to have Strickland and Held at the hearing in person.

Strickland said he liked the way Bailey-White answered the question about library materials. Held echoed that he thought Bailey-White answered the questions well.

Franklin asked if Bailey-White had any feeling about it going forward. Bailey-White said it will be interesting to see what happens when JFAC starts setting budgets, particularly if it decides to have separate votes from the Senate and the House members, which has been proposed. Some people think this would prevent situations like what happened last year, while others think it might be harder for agencies such as the ICfL to get budget approval. Bailey-White thinks the ICfL has enough support. She said the items in the ICfL's budget request are good for the state and aren't controversial. But it's hard to tell at this point what could occur.

Bailey-White said the ICfL had heard there was supposed to be legislation introduced that day in the House Affairs Committee, which is not a favorable committee to libraries and library issues. Lawmakers are calling it the Libraries and Schools Protection Act. The ICfL has heard rumors that it will be similar to House Bill 666. Legislators are taking out the criminal clause for librarians but introducing civil penalties if materials deemed harmful to minors are obtained.

Bailey-White said the Idaho Library Association (ILA) is better prepared this year. She will keep commissioners updated.

Mecham said the ILA should take a reasonable stance and state that libraries are doing everything the right way. He said that's a more persuasive argument than saying "you can't censor people." He said anti-censorship arguments always make people feel like you're hiding something when you're not.

Bailey-White said another proactive thing the ICfL is doing is preparing a parents' guide that will be included on the Sora app, Libby app, and IDEA website. It will have links to resources and will let individuals know the ICfL is happy to curate lists of books that align with a family's values.

Franklin asked if the ICfL will have data on how often the guide is utilized once it's in place.

Bailey-White said yes. She said it is similar to the approach Public Television has taken with parent and viewer guides. She said a lot of public libraries are looking for something like this guide, and many libraries already have one.

B. Policies – Annual review of existing policies

1. Library District Exemption – Action item (Board Document 23-37)

Held said he read through the document and was curious exactly what exemption the libraries are getting.

Bailey-White said this policy is mostly in place to prevent very small districts from going out to vote – specifically districts that are so small they don't have funding to run a library. There are a couple of districts in Idaho that were created before this policy was in place, and they don't have the funding to pay for a library director. This policy ensures libraries can look at the full picture and provide enough funding.

Mecham moved that the Board adopt the Requesting Exemption from Library District Criteria policy as outlined in Board Document 23-37. Franklin seconded. *Motion carried unanimously.*

2. Digital Repository Exemption – Action item (Board Document 23-38)

Wittman moved that the Board adopt the Digital Repository of State Publications Exemption policy as presented. Mecham seconded. *Motion carried unanimously.*

3. Talking Book Service Governing Use – Action item (Board Document 23-39)

Gelskey explained this policy outlines the ICfL's definitions of Talking Book Service patrons, the TBS materials the agency owns, how materials are circulated, and what would happen if there was a need to suspend a patron. It's a standard recommended policy that other network libraries use in other states in accordance with the National Library Service. There are no recommended

changes this year.

Franklin moved that the Board adopt the Talking Book Service Governing Use policy as outlined in Board Document 23-39. Mecham seconded. *Motion carried unanimously.*

V. Federal Fund

A. Finances

1. LSTA Reauthorization – Information item (Board Document 23-40)

Bailey-White said the ICfL had a small increase to its federal allotment. It's been pretty steady for the last few years and went down by a couple thousand dollars last year, so it will be nice to have a bump of \$217,000 over last year's allotment. This will come in handy for funding some personnel transitions and supporting the IDEA collection.

Wittman asked where the matching funds come from. Bailey-White said state general account funds. Most of the work the ICfL does with state general account funds in library development qualifies as a match. Some other states aren't as lucky and will have to return federal funds.

Held asked if the Idaho Legislature could prevent the ICfL from spending this money. Bailey-White confirmed the legislature is the ultimate authority for spending all federal dollars. They've been hands off in how the ICfL spends those funds, but the short answer is yes, they could send it back.

Bailey-White noted that construction funds were introduced a few times in Congress as part of the Institute of Museum and Library Services budget, but they were ultimately pulled. There are still no construction funds available through regular federal funding sources, which is why the capital funds for facilities improvements in the ICfL's budget request are so important.

2. LSTA CE Grant Applications Received – Information item (Board Document 23-41)

Bailey-White introduced a list of LSTA Continuing Education grants that have come in since the last board meeting. She noted a lot of people are attending conferences, and there were a couple of formal education support grants as well.

3. Welcoming Libraries Grant Applications Received – Information item (Board Document 23-42)

Bailey-White explained the ICfL has offered the Welcoming Libraries grant program for several years, and it has had a good response. This year, the ICfL was able to award a little more than initially budgeted because of other flexibility with funds. It funded everyone who applied. A lot of libraries use the funds to try new programs to

reach children with disabilities. Sensory storytimes have started as a result of this program. Bailey-White noted training and resources are offered to libraries as well.

4. Federal Object Transfer Request – Action item (Board Document 23-43)

Bailey-White explained the ICfL is bringing this object transfer request to the board a little earlier than usual, with changes in the fiscal process anticipated this spring due to the Luma implementation. The ICfL typically asks the Board to do this in April for year-end closing, but it might be a little different this year. This request provides flexibility in case there are gaps and a need to transfer funds earlier in the year.

Mecham moved that the fiscal year 2023 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. Strickland seconded. *Motion carried unanimously.*

Held said it's too bad the board has to do that every year. Bailey-White said it would be nice if there were a little more flexibility with the process. This year, the early Change in Employee Compensation Process might be a bit more tightly regulated due to the implementation of Luma. There will also be periods of time when nobody is purchasing anything. Things will be slowed down and there will be a lot of training. The ICfL is excited and ready for the changes, but they might make the end of the fiscal year dicey.

B. Program

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

A. Finances

1. LSIF Approval Consideration – Action item (Board Document 23-44)

Held explained this is for \$5,700 the Blue Cross of Idaho Foundation has provided to the ICfL. Bailey-White said the foundation has been a great partner and continues to support the ICfL's telehealth initiative.

Valasek said this is a relatively small grant compared to what the foundation has funded in the past. This is just to wrap up the project and take care of final details. The ICfL is looking to develop ongoing tools libraries can use, such as a toolkit for getting started. Telehealth can be a steep learning curve for libraries. The ICfL will also develop evergreen advertising collateral libraries can use for their telehealth programs. That way libraries don't have to spend their limited staff capacity on developing outreach materials. The ICfL also has remaining Blue Cross funds it is carrying forward for these activities.

Strickland moved that, upon receipt of funds from the Blue Cross of Idaho Foundation for Health, expenditures of up to \$5,700 from the Library Services Improvement Fund be approved for enhancing the Telehealth and Libraries Initiative as outlined in Board Document 23-44. Mecham seconded. *Motion carried unanimously.*

2. That All May Read Grant Applications Received – Information item (Board Document 23-45)

Bailey-White said this is the ICfL's second year offering the That All May Read grant program.

Gelskey said there were 28 applicants last year. This year, 31 libraries applied, and 11 of them were first-time applicants. With \$30,000 in state funds and \$1,000 from Library Service Improvement Funds, the ICfL was able to fund all 31. She is excited to see the interest again this year and the work the program is doing to spread the message of Talking Books in local communities.

Bailey-White noted that at a previous meeting, the board approved the spending authority to utilize Library Service Improvement Funds up to \$30,000. The ICfL said it would report on the use of those funds – in this case the \$1,000 for the grant. This option gives flexibility if a library can't spend funds or runs into an issue with staff turnover. The rest of the grant funding comes from state funds that would have to be returned, so it's nice to have one funded out of LSIF.

Bailey-White said the grants are making a big difference for small libraries in particular, and they are coming up with interesting ways to promote the Talking Book Service. It's a win-win.

3. General Object Transfer Request – Action item (Board Document 23-46)

Wittman moved that the fiscal year 2023 state general fund appropriation be adjusted by transferring part or all of the unexpended personnel funds to operating and transferring part or all of any unexpended operating funds to Trustee and Benefits if needed to implement the year-end spending plan. Mecham seconded. *Motion carried unanimously.*

B. Program

VII. Operations Report

A. State Librarian and Management Team Reports – Information item (Board Document 23-47)

Bailey-White provided her report to the board:

- She and Baker hosted the first Digital Access for All Idahoans (DAAI) Steering Committee meeting. The group is comprised of other state agencies and

organizations that represent the 10 covered populations the DAAI Plan needs to include. The group will meet every other month for this first year – virtually for a while, and then hopefully in person in May, when focus group and telephone survey results should be available from Boise State University’s Idaho Policy Institute. The group is very engaged, and it’s exciting to have so many people who are interested in this topic come together. There will also be a coalition meeting that is open to everyone.

- The ICfL sent a letter to every library trustee in the state a few weeks ago, letting them know about facilities funding and continuing education opportunities and thanking them for their service to libraries. It’s getting a good response. Sometimes the ICfL misses people who aren’t on the LibIdaho listserv, so the agency is trying to do direct mailings and find other ways to engage those individuals.
- The America250 celebration is coming up. The Idaho State Historical Society, Idaho Public Television, the Idaho Arts Commission, the ICfL, and a few other agencies are meeting regularly to talk about what the celebration might look like in Idaho. They are discussing how to include all people and places and celebrate the state’s historical roots. Bailey-White will share more information about this during the April board meeting.

Baker provided his report to the board:

- Next week will be the first Digital Access Community Coalition call. Digital Inclusion Consultant Chelsea Summerlin and Library Learning Consultant Deana Brown are heading that up, though other ICfL staff members will be there. It will be a virtual meeting on Thursday, February 16, in the morning, and anyone can join. The steering committee is more of a smaller focus group to provide targeted input on the plan, while the quarterly community coalition calls are regular update sessions for anybody.
- Baker went to New Orleans for the American Library Association Lib Learn X Conference. Idaho was well-represented, with several ICfL staff members and directors from many Idaho public libraries in attendance – including Boise, Lewiston, Caldwell, and Marshall – and some school districts. The session topics included futures thinking, economic development, and advocacy. There were also opportunities to meet with many of the vendors the ICfL already works with and connect about concerns, needs, and upcoming features. Baker said he came back with ideas he’s excited to start iterating on.
- In December, Brown and Continuing Education Consultant Annie Gaines headed up an academic library meet-up, along with Boise State University’s Albertsons Library. The academic library community is eager to network and provide information. This was the second meet-up of 2022. It had good attendance and a lot of interaction. For the last few years, the ICfL has been focusing on bringing the academic library community together for opportunities to network, interact, and provide support. It was a great event and something the ICfL will continue to do. It’s not too much effort to organize, and the virtual environment makes it

easy for people to attend from across the state.

Held asked about the ideas from the ALA conference that Baker is excited to refine and develop. Baker said he met with ICfL supervisors and gave them an abbreviated version of a presentation about strategies for retaining employees during a permanent people shortage – not just due to COVID, but from not having enough population. He’s also excited about some of the long-term planning ideas that came out of the conference. There was a lot of focus on economic development and how libraries can serve as career coaches and develop partnerships with businesses. There was also a lot of focus on the challenges coming to libraries nationwide and ways that libraries can better share the work that’s being done to help. When a book challenge comes into a library, it’s a lot of work for staff to go look through reviews and put together information. Instead of every library having to do that independently, there may be ways to share packages of information with each other. Baker is interested in connecting with other libraries at a state and local level to develop that idea further. He noted that as part of his Master of Library Science program, he will also be assembling a project based on the conference for a class, and he will get to see what his classmates have put together.

Smith provided her report to the Board:

- As Bailey-White mentioned, the JFAC budget hearing was Monday, February 6, 2023. At this point, the ICfL is watching the budget navigate through the legislative process.
- She is doing a lot of work to prepare for year-end knowing that Luma is happening. There will be a lot to do from now through June to make that a success. The team is moving the year-end budget scrub up to March instead of April and May. They are trying to be as proactive as possible.
- Through February and March, there will be simulations and workshops for Luma. There will be some sort of training for every staff member because Luma impacts everybody – including how employees submit their timesheet, use a P-card, or travel. Then April, May, and June will be focused more on end-user training. She is excited for Luma and all the efficiencies it will bring.
- The ICfL has been searching for a new Buyer, and it looks like it has found one. Someone should be starting by the end of February.

Lamb provided his report to the board:

- There are openings on the e-services team as well. The individuals in the web developer/graphic designer position and support position left for other opportunities. The ICfL received great applications for the web and graphic design position and is set to hold interviews. The support position will be posted in a few weeks.
- As Baker mentioned, Summerlin and Brown are working on digital access community coalition meetings.

- He and Library Technology Consultant Doug Baker are working with the Prairie River Library District and their eight locations. Through the E-rate process, they are going to get fiber connections to every branch in the system. Between E-rate and state Broadband Infrastructure Improvement Grant funds, the library system likely won't have to pay anything for this.
- Lamb, Summerlin, Doug Baker, and Bilingual/Bicultural Project Coordinator Ismael Mendoza Medina will be attending the National Digital Inclusion Alliance conference at the end of February, which will fit well with work on the DAAI Plan. The conference will also include conversations about PC refurbishing, which could help a lot of smaller libraries.
- The biggest project he is working on is a technology refresh plan for the agency. With ITS modernization looming and set to start July 1, 2023, if approved by the legislature, the goal is to get computers on a refresh cycle that matches ITS standard models. He will be ordering laptops and budgeting specific amounts each year to get them replaced.

Held said it was nice to see that E-Resources Library Consultant Marina Rose has already audited over 7,500 of the IDEA books.

Bailey-White noted that she did get a question during the JFAC hearing about how to ensure those books are complying with anti-obscenity laws, and she answered that the books are purchased from publishers and booksellers that comply with those laws.

Lamb said only a few of the audited books had to be moved into different categories. In addition, newly purchased books for the collection are audited right away.

Olson asked if the ICfL is tracking those statistics. Lamb said only about five of the 7,500 that have been audited have needed to be reclassified. Baker said staff are keeping track of this, and Bailey-White said they would be happy to share that information.

Strickland noted a question from JFAC about how much foot traffic libraries are getting. He asked how the ICfL looks into that. Bailey-White explained the ICfL collects annual statistics from every public library in the state, so it was easy to pull that figure. She is happy to share that information with the board. She reiterated that it was eye-opening to look at statistics from the past 10 years and see that public libraries statewide are down in foot traffic by over half. Public Information Officer Donna Eggers is working on marketing materials and resources to help address this. Some libraries are seeing a bigger rebound than others.

Held asked if there is a way to connect libraries that are doing well with the ones that need help. Bailey-White said facilitating that kind of sharing is always an issue

and something the agency could improve on.

Mecham asked if it is possible to determine which demographic is not coming back to libraries. Bailey-White said that is not collected in the stats. She asked Boise Public Library Director Dorr what they are seeing.

Dorr said the library is at a little above half of what foot traffic was pre-pandemic, but still tracks to what the ICfL is seeing statewide. During the shutdown, digital materials went above print in circulation. When the library reopened, staff drove as much of their collection material as possible into youth because it was the group they wanted back in the library as they can't access digital materials like other age groups can. Literacy and early childhood education are priorities, and the pandemic hit that age group hard.

Dorr said the library has seen a real shift in who was coming into their buildings. They can host a storytime in a park next to a library and draw 80 kids that they couldn't fit into a smaller branch. That was a partnership that began during COVID, and they have kept it going.

Mecham said he worries that families are handing over tablets instead of attending storytimes and going to the library. He worries about what that will look like down the road.

Dorr said the library is seeing growth in circulation of print youth materials. The adult population is staying with digital, which is concerning for her because of how expensive it is.

Held asked if the reduction of foot traffic has meant any reduction in staffing.

Dorr said she has not reduced staffing. Numbers are going back up and the way people are using services is different. The library had just started curbside at one location before the pandemic, and it immediately became an option at every location during the pandemic. Now the service is expected, so there must always be a staff person ready to bring books out to patrons. The library isn't back to normal hours because there is a need for different staff in different places. Though there are fewer patrons in the building, staff are serving them in different ways.

Valasek asked if curbside patrons are counted as visitors in library statistics. Even if they're not coming through the door, libraries are still serving them. Bailey-White noted it's the same for home delivery.

Mecham said there may need to be a change in the ICfL's annual statistical report to compensate for that.

Olson said all state agencies are having to adapt performance measures in this way. Services were changed long-term and possibly forever. It would benefit libraries and agencies to track the other ways libraries are reaching individuals.

Mecham noted that as the ICfL gathers stats, it might be interesting to ask libraries how their staffing patterns have changed.

Olson asked about digital collections costing more than print books. Dorr responded that they cost on average two to three times more. And because it's a lease model, the library is not purchasing those books. They are leasing or renting for either a predetermined amount of time or circulation. The cost for bestsellers is even higher. Whereas a physical book can be on the shelf for years, she has to decide every two years if she is going to purchase the lease for a digital title again and renew a significantly more expensive rental instead of buying something new.

Mecham said he remembered the time when everyone thought everything going digital would cost less money. He said publishing has been aggressive in ensuring they make money on digital.

Dorr said libraries have not been able to work with the publishing industry on this. One reason library directors work with ALA and the Urban Libraries Council is because they want a regulatory framework that takes into account the important usage libraries provide through circulating print and digital.

Olson noted this probably has even more impact on K-12 schools that have budgets of only \$100. Mecham said schools just don't offer digital because they can't. Bailey-White noted this is why the IDEA collection is so important.

Dorr said there are certain titles Amazon won't make available to libraries. She said there is a lot of work to be done to make the public aware.

Valasek provided her report to the board:

- She is pleased to be working with almost 20 libraries on telehealth. Not all the spaces are fully up and running, but all the supplies for Upgrade Your Space projects should be delivered by March and April. She is grateful for her collaborator at Idaho Health and Welfare, who is handling all the logistics. There will be more updates to share in April.
- The ICfL launched the Facilities Improvement Grant at the end of January and hosted a webinar in February with about 45 attendees. That's huge turnout for a grant information webinar and shows the interest in this funding. Since the ICfL isn't yet sure if the funds will be available, it has divided the grant process into two phases:
 - First, libraries will submit a letter of intent. It is a basic pre-application and requires taking initial steps, like getting their board committed, and

providing basic information about the project they're looking at. The whole process should only take a few hours. The ICfL will review everything and determine if libraries and their projects meet the federal eligibility requirements to apply. Letters of intent are due at the end of February, so the ICfL will have a sense of the number of libraries that plan to apply, the types of projects, and the overall dollar amount of requests the agency can expect.

- The goal is to release the full grant application at the beginning of April, when the ICfL will hopefully know where things stand with its budget. This is when libraries will provide a detailed budget and an in-depth needs statement and project description. Libraries will need to submit the letter of intent to get access to the full application.
- The ICfL also provided education to the library community about the legislative budget process and how it impacts the facilities improvement grant. The agency provided talking points for libraries that want to reach out to lawmakers about the funding.
- Valasek will have a regular Youth Services section of her board update going forward. The Read to Me, youth services, and school library programs are a big chunk of the visible product going out to the library community from the ICfL. There will be some great things happening in March, with more updates to come in April.
- Valasek shared kudos for Youth Services Project Coordinator Kristina Taylor. She has been working with tribal libraries, and it is starting to pay off. Last fall, she finished leading an Indigenous education course for library staff. She has also been doing direct outreach to tribes. She was invited to be on the committee for the Nez Perce Tribe's library. This shows that her efforts and relationship-building are paying off.

Bailey-White noted that Valasek and Taylor were able to attend the grand opening for the Sho-Ban's bookmobile, funded through a \$350,000 American Rescue Plan Act (ARPA) grant that was the largest the ICfL has ever awarded.

Valasek said in January, she and Taylor went to the Fort Hall reservation for the bookmobile's ribbon cutting. It is the size of a school bus, and the library contracted with a member of tribe to do graphic design for a wrap on the vehicle. There's a smart TV embedded in the outside of bus, so they can do programming and show presentations from there. The bus is also fully ADA accessible. Valasek said the inside of the bookmobile feels like a bookstore because all the books were newly purchased. The tribe did a lot of intentional work to purchase books that would be of interest to their members. Beyond the bookmobile, the tribe is working to expand the staff who are available to do library work. They now have a dedicated individual purchasing books and getting the checkout system up and running again. The roof collapsed on their tribal library in recent years, so they no longer have a dedicated library space. The bookmobile will be a huge benefit. It will be able to travel to all

five districts within the reservation.

Held expressed interest in seeing the bookmobile on a future board field trip. Valasek mentioned the possibility of seeing the bookmobile in Glens Ferry during the upcoming board tour.

Gelskey provided her report to the board:

- She is excited to be on the board for the Idaho Commission for the Blind and Visually Impaired (ICBVI). Because she started her job at ICfL at the onset of the pandemic, she didn't get to meet the director there in person until last year. She has a lot to learn, but she knows there will be a lot of opportunity for partnerships.
- She attended a meeting of the Blinded Veterans Association. She is also sending out more display boxes and large-print titles, and she is gearing up to make other outreach stops in the state. She will be in Coeur d'Alene for the next ICBVI board meeting and hopes to visit the library there.
- The next Talking Books Service Advisory Committee meeting will be March 15, 2023, in Nampa. Gelskey wanted an opportunity to show committee members the Low Vision Center at the library. The Nampa Public Library will be hosting a ribbon-cutting for their new bookmobile that day.
- This year is the 50th anniversary of TBS. She is brainstorming ideas and open to suggestions.
- In response to input from the student liaison on the TBS Advisory Committee, Gelskey is also collaborating on outreach to campus disability centers around the state. The ICfL is drafting correspondence and planning to send out materials.

B. Personnel – Information item (Board Document 23-48)

Bailey-White noted that during the last board meeting, she announced the ICfL was fully staffed. That same week, there were three staff resignations. The agency is now going through the interview process and trying to replace those positions. Every time there's a vacancy, the management team does a full assessment. They have worked hard the last three years to bring positions that are paid less than \$13 an hour up a little higher because it is nearly impossible to retain people at that hourly wage. The management team will meet next week to do workload analysis for each of the agency's divisions. They are actively recruiting for positions and working with temporary employees for office specialist positions. Those temp positions come out of operating funds rather than the personnel budget.

C. Process for State Librarian Evaluation – Discussion

Bailey-White said the board chair and vice chair are the subcommittee for the state librarian evaluation. She can get a self-evaluation to them by the end of March so they can prepare for the April meeting, when the evaluation usually occurs. Last year, the state implemented a 360-degree review process for all agency directors. She anticipates they will ask for board input again this year. Last time, she also provided names of

legislators, internal customers, and another agency director for a comprehensive review. Afterward, she sat down with the governor's staff to go over goals and evaluate the process. She is happy to include that report and any feedback from internal customers to the board.

The April board meeting will include an executive session for the evaluation.

Held asked about the timing of the review with the governor's office. Olson said it will likely be in May.

Bailey-White mentioned the state has done an employee satisfaction survey for all state agencies, and they are just now sharing those results. That should be part of the evaluation process too. The management team looked at the results this week, and Valasek, Baker, and Human Resource Specialist Pete Nelson will go to training that provides a deeper dive into areas all state agencies can improve upon, such as retention.

Bailey-White said the only open-ended question on the survey asked staff what one thing they would want to tell the governor. The state received over 3,000 comments, which the governor will be going through. The ICfL did something similar at the end of the year, asking staff what one thing worked well and what one thing they would like to anonymously tell the management team. One of the suggestions was more staff interaction with the board, which is why time with staff was built into the plan for the February meeting.

VIII. Old Business

A. Board Tour Plans – Discussion (Board Document 23-49)

Bailey-White shared the tentative list of library visits for the April board tour in the Magic Valley. She said it will be a busy few days. There will be two library visits on Wednesday, a packed day of library visits on Thursday, and then the board meeting and a tour of the College of Southern Idaho library on Friday. There are some contingency plans as the schedule is finalized. Bailey-White said ICfL staff will get the full schedule to board members in the next few weeks.

Held suggested stopping in Glens Ferry to see the bookmobile there on the way back. He said these field trips are his favorite part of being on the commission. It reinforces the job everyone is doing across the state in libraries.

IX. New Business

X. Strategic Issues

B. Topic(s) for Next Meeting – Discussion

Franklin noted the budget and legislature as future topics.

XI. Meeting Evaluation/Adjournment

Held said he appreciated having guests and their input during the meeting. He also noted the benefit of having the board together in one place.

Bailey-White said she appreciated the commissioners who made two trips to Boise that week – for the JFAC hearing and the meeting. She also appreciated the commissioners’ participation in meet-and-greet activities with staff.

Held adjourned the meeting at 11:44 a.m. MST

Next meeting: Friday, April 10, 2023, at 10 a.m. MDT at the College of Southern Idaho in Twin Falls.

DRAFT