

## Idaho Board of Library Commissioners Meeting Minutes

June 15, 2023, 10 a.m. MDT  
Zoom and 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, and Dawn Wittman
- Idaho Commission for Libraries staff: State Librarian Stephanie Bailey-White, Deputy State Librarian Dylan Baker, Talking Book Service Program Supervisor LeAnn Gelskey, Partnerships and Programs Supervisor Amelia Valasek, Financial Manager Jamie Smith, E-Services Program Supervisor William Lamb, and (serving as recorder) Management Assistant Allison Maier
- Other attendees: Idaho Deputy Attorney General Kristine Moriarty, Idaho Legislative Services Office Budget and Policy Analyst Alex Williamson, Ada County Library Trustee Mary Anne Saunders, library community member Will Smith

### I. Call to Order

- A. Introductions** Held called the meeting to order at 10:02 a.m. MDT. Attendees introduced themselves.
- B. Agenda Review / Approval – Action item (Board Document 23-62)** Wittman moved to approve the June 15, 2023, meeting agenda. Franklin seconded. *Motion carried unanimously.*
- C. Announcements**

### II. Public Comment

### III. Minutes Review/Approval

- A. April 21, 2023, Meeting – Action item (Board Document 23-61)** Franklin moved to approve the minutes of the April 21, 2023, meeting. Mecham seconded. *Motion carried unanimously.*

### IV. Legislation – Policies – Guidelines

- A. Legislation
- B. Policies
- C. Guidelines

### V. Federal Fund

- A. Finances
- B. Program

**C. Grants – LSTA CE Grant Applications Received – Information item (Board Document 23-63)**

Bailey-White explained the board document shows continuing education grant applications received since the last board meeting, closing out the fiscal year. The agency budgeted \$45,000 for the year, and the grant total came to about \$44,200. The ICfL will be able to carry funds over to the next fiscal year. Several applications are pending reimbursement until then.

**VI. General (state funds), Miscellaneous Revenue, and Library Services Improvement Funds**

**A. Finances – FY2025 Budget Request Line Item – Action item (Board Document 23-64)** Smith said any line items for the ICfL’s fiscal year 2025 budget request must be submitted by July 28, 2023. This one would be for the Summer STEM from Your Library program. The agency would like to request ongoing funds of \$40,000 to cover 70 Summer STEM grants – \$35,000 in Trustee & Benefits and \$5,000 in Operating.

Wittman asked where the \$40,000 would come from and whether this would impact funding for other programs. Smith explained line items like this used to be called enhancements. This would increase the agency’s general fund budget by \$40,000, so it wouldn’t take away from any established programs.

Mecham moved that the fiscal year 2025 agency budget request be approved as described in Board Document 23-64, with an ongoing increase of \$40,000 in the ICfL’s appropriation for the Summer STEM from Your Library grant program, and that the State Librarian be authorized to adjust the request as may be required by the Division of Financial Management or the Legislative Services Office. Franklin seconded. *Motion carried unanimously.*

Held asked if the agency expected any additional requests. Smith said she did not believe so. Bailey-White said the budget memo from the Governor’s Office and the Division of Financial Management caps line items at 3%. This request aligns with that, and there were not a lot of other requests from ICfL staff this year.

Bailey-White noted this line item request comes as the Idaho STEM Action Center, which previously funded the grants, shifts priorities. She said the STEM microgrants make a big difference to many rural and school libraries.

**VII. Operations Report**

**A. State Librarian and Management Team Reports – Information item (Board Document 23-65)**

Bailey-White provided her report to the board:

- The ICfL had a fantastic visit with its Institute of Museum and Library Services (IMLS) grant manager, who comes to each of the states he oversees for a fiscal check. He checked in with project leads and the management team to ensure the ICfL is following the strategic plan it has submitted to the IMLS. This included site visits to the Glenns Ferry Public Library and Nampa Public Library to see outreach vehicles funded through IMLS subgrants. It also included a visit to see the Garden City Public Library’s Libraries & Laundromats location and new book lockers installed in a city park.

- Bailey-White, Baker, and Digital Inclusion Consultant Chelsea Summerlin are heading to Moscow at the end of June for the second “Reaching Idaho’s Rural Communities to Capture the Benefits of Digitalization” workshop. It’s an opportunity to get input on elements of the Digital Access for All Idahoans (DAAI) plan and to build excitement about future funding opportunities.
- Bailey-White traveled to Hawaii for the meeting of the Western Council of Chief Officers of State Library Agencies. The trip included design thinking workshops, several library tours, and networking opportunities.

Baker provided his report to the board:

- The ICfL is working diligently on the DAAI plan. Baker is pleased with the agency’s contracted partner, Boise State University’s Idaho Policy Institute. That team has mostly completed the research phase of the project, which included regional focus groups and statewide phone surveys in English and Spanish to learn about barriers to digital access across the state. The final phase of research will be targeted interviews with stakeholders. The goal is to draft the plan in July, open it for public comment in August, and have it fully completed in late September or early October – well before the agency’s federal deadline of November 15, 2023. Baker can share updates during the August board meeting.
- The ICfL’s management team organized a weeklong celebration for Public Employee Recognition Week in May, providing something for staff every day. It was a good morale boost.
- Baker had the opportunity to visit Serbia as part of the last semester of his online Master of Library Science degree program with Emporia State University. He will be sharing some observations from the trip with ICfL staff and is planning a more public presentation for the Idaho library community later this summer. He noted that Idaho and Serbian libraries have many similar struggles, but also very different approaches.

Smith provided her report to the board:

- The Human Capital Management side of the state’s new Luma system was implemented on June 11, 2023. Staff will enter the system on June 20, 2023, to start completing timesheets and checking employee records. The HR specialist will be working entirely in the new system, and all the legacy HR systems will be retired.
- The Finance and Supply Management side of Luma will be implemented July 1, 2023. Staff have been training to prepare.
- The agency is working on three fiscal years at a time:
  - Closing out fiscal year 2023 ahead of the June 30, 2023, deadline. This is going smoothly.
  - Building out the agency’s internal budget for fiscal year 2024.
  - Preparing the ICfL’s budget request for fiscal year 2025.
- In fiscal year 2023, the ICfL awarded \$1,001,610.49 to libraries through 335 individual subgrants in 13 different grant programs.

Mecham asked if Luma is increasing the agency’s capacity. Smith said she thinks the agency will see a lot of efficiencies after the growing pains of the first few months.

Lamb provided his report to the board:

- The ICfL finished Education Opportunity Resource (EOR) reimbursements for fiscal year 2023. Between EOR and annual content filtering hotspot reimbursements, the ICfL issued \$259,000 to libraries for internet connectivity – \$184,000 of which was for the non-E-rate discounted portion of internet bills. E-rate covers 20% to 90% of library internet bills, and the ICfL reimburses what remains.
- The ICfL is working on another round of Connecting Communities grants. Last fall, the grant program provided 135 Chromebooks to 10 libraries throughout the state to help expand digital inclusion, equity, and literacy. This year, the ICfL is planning to distribute 175 Chromebooks, along with accessories. The agency anticipates opening the grant July 26, 2023. Devices should be distributed to libraries by September 1, 2023.
- IT modernization is happening July 1, 2023. The transition is going well. Lamb is meeting with the agency's dedicated service delivery manager every two weeks. They are working on a couple of projects, including updated wireless access in the ICfL building.

Valasek provided her report to the board:

- The Facilities Improvement Grant closed on June 12, 2023. The ICfL received 40 applications totaling \$13.3 million in requests. The ICfL has \$3.35 million to award, so it is going to be a very competitive process. The bulk of libraries that expressed interest through the letter of intent process applied for the grant. The agency's grant team is now reviewing those applications and will meet at the end of July. The Nampa Public Library director is part of that grant review team, bringing insight from the library's own substantial capital improvement project.
- The Youth Services team is focusing on the ICfL's annual Summer Summit. The event is hosted by School Library Consultant Jeannie Standal. It is an opportunity for school librarians to network, learn skills, and support each other. This year, the event is at the Idaho Historical Museum in Boise. The agency anticipates about 80 schools participating, an increase in attendance.
- Youth Services Project Coordinator Kristina Taylor is spearheading activities and consulting related to library outreach. This ties in with the bookmobiles that were funded through American Rescue Plan Act subgrants. The chats and working groups hosted by the ICfL will support libraries that have those new resources, helping them be successful.
- 501 teens from 54 public and school libraries participated in the Idaho Teen Reading Challenge, an increase from 357 last year.

Gelskey provided her report to the board:

- Gelskey attended the National Library Service Western Conference in Sacramento. She was asked to be the secretary for the group.
- The Let's Talk About It program is rolling along nicely, with one session concluding and work beginning on the next session. It remains a popular program with a lot of attendance throughout the state.
- Interim reports are due for the 30 libraries that received That All May Read grants. Libraries are planning summer activities throughout the state to spread the word about the Talking Book Service. They are purchasing large print books and assistive devices with grant funds. Final reports are due in mid-September.

- B. Personnel – Information item (Board Document 23-66)** Bailey-White said a reclassification for Smith’s position has gone through. Smith has a new title as Financial Manager and an increase in pay grade. Her previous role as Administrative Services Manager included overseeing HR and IT, which are shifting due to Division of Human Resources and Information Technology Services modernization. With the number of grants the ICfL has received nearly doubling its budget over the next couple of years, Bailey-White said the reclassification in Smith’s position will benefit the agency and align with Smith’s skillset.

Bailey-White noted the ICfL also added an E-Services administrative assistant, a position that had been vacant for a while.

- C. Other

VIII. Old Business

**IX. New Business**

- A. America 250 Background – Information item (Board Document 23-67)** Bailey-White said Idaho’s America 250 planning group is working on proposals for the celebration and will have more to report after decisions from the Governor’s Office expected by July 28, 2023. Since Idaho was not a state or territory 250 years ago, Bailey-White thinks a lot of the focus will be on supporting indigenous communities. The Idaho Historical Society may be asking for a member of the Idaho Board of Library Commissioners to serve in a larger advisory board capacity. Bailey-White will follow up when more details are approved.
- B. Board Appointment – Action item (Board Document 23-68)** Mecham moved that the Idaho Board of Library Commissioners endorse the nomination of Dawn Wittman for reappointment as the Board’s Northern Idaho Representative for a term beginning July 1, 2023, and ending June 30, 2028. Franklin seconded. *Motion carried.*
- C. Election of Officers – Action item (Board Document 23-69)** Mecham nominated Held as Chair of the Idaho Board of Library Commissioners for fiscal year 2024. Wittman seconded. *Motion carried.*

Wittman nominated Mecham as Vice-Chair of the Idaho Board of Library Commissioners for fiscal year 2024. Held seconded. *Motion carried unanimously.*

X. Strategic Issues

**XI. Meeting Evaluation/Adjournment** Held, Mecham, and Wittman expressed interest in Baker’s presentation about Serbia. He agreed to invite commissioners to the staff presentation.

Held moved to adjourn. Meeting adjourned at 10:48 a.m. MDT.

**Next meeting:** Thursday, August 10, 2023, at 10 a.m. MDT on Zoom