

**Idaho Board of Library Commissioners
Regular Meeting Minutes**

Thursday, December 7, 2023, 10 a.m. MST / 9 a.m. PST
Zoom, with livestream access at
Idaho Commission for Libraries, 325 W. State Street, Boise

Attendees:

- Idaho Board of Library Commissioners: Chair John Held, Vice-Chair Dave Mecham, Michael Strickland, 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, Grants/Contracts Officer Talela Florko, Youth Services Consultant Staci Shaw, School Library Consultant Jeannie Standal, Public Library Consultant Clay Ritter, and (serving as recorder) Management Assistant Allison Maier
- Other attendees: Ryan Suppe, Idaho Education News; Erik Olson, Idaho Division of Financial Management

I. Call to Order Held called the meeting to order at 10:01 a.m. MST.

A. Introductions Attendees introduced themselves.

B. Agenda Review / Approval – Action item (Board Document 24-25) Wittman moved to approve the December 7, 2023, meeting agenda. Mecham seconded. *Motion carried unanimously.*

C. Announcements

II. Minutes Review/Approval

A. September 29, 2023, Minutes – Action item (Board Document 24-24) Mecham moved to approve the minutes of the September 29, 2023, meeting. Wittman seconded. *Motion carried unanimously.*

III. Legislation – Policies – Guidelines

A. Legislation

B. Policies

- 1. Review Electronic Resources Collection Development Policy – Action item (Board Document 24-26)** Bailey-White explained this is the board’s annual review of the policy, with no changes suggested. The agency has not received any complaints or concerns about materials.

Mecham moved to adopt the Electronic Resources Collection Development Policy as outlined in the board document. Strickland seconded. *Motion carried unanimously.*

2. **Review Electronic Resources Borrowing Policy – Action item (Board Document 24-27)** Bailey-White noted minor edits redlined in the board document but explained there are no content changes for the annual policy review. She said the ICfL has not received any complaints about its digital collection in the past year.

Wittman moved that the board adopt the Electronic Resources Borrowing Policy as outlined in the board document. Mecham seconded. *Motion carried unanimously.*

C. Guidelines

IV. Federal Fund

- A. Finances
- B. Program

C. Grants

1. **Library Services and Technology Act Continuing Education Grant Applications Received – Information item (Board Document 24-28)** Bailey-White noted the board document includes information about the conferences grant recipients attended. She said continuing education grant applications continue to come in regularly.
2. **American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Grant Applications Received – Information item (Board Document 24-29)** Bailey-White explained this is the second and final year of funding the ICfL received to support afterschool and summer learning through subgrants to libraries. Eight libraries received Out-of-School Time Planning Grants, which are larger awards of \$8,000 to \$15,000. Twenty-one libraries received Out-of-School Time Programming Grants, which are smaller awards of up to \$3,000. Ten libraries received Summer Learning Strategies Grants of \$10,000 to \$20,000. The ICfL administers the ESSER grants along with the Idaho STEM Action Center and Idaho Out-of-School Network.

Held asked for additional information about why some libraries were declined, ineligible, or recipients of partial funding. Bailey-White said the grant application asked libraries whether they would be willing to accept partial funding. Florko explained there was a limited amount of grant funding to award. Additionally, libraries that received Out-of-School Time Planning Grants were not eligible to receive Out-of-School Time Programming Grants, and vice versa. The same was true with Summer Learning Grants – libraries that received the larger grants were not eligible for smaller grant awards.

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

- A. **Finances – LSIF Approval Consideration – Action item (Board Document 24-30)** Bailey-White said this is the third year the Idaho Scottish Rite Foundation has provided funding to support summer reading, this time with a donation of \$15,500. The ICfL uses funds to buy books in bulk at a discount, then distributes them to every public library in the state. Libraries typically utilize

the books as summer reading prizes.

Mecham moved that the expenditure of up to \$15,500 from the Library Services Improvement Fund be approved for implementation of projects outlined in the board document. Wittman seconded. *Motion carried unanimously.*

B. Program

C. Grants

- 1. Bucks for Books Grant Applications Received – Information item (Board Document 24-31)** Bailey-White said this is the fifth year the Idaho Lottery Commission has supported the Bucks for Books program, which allows elementary school libraries to apply for funding to support their school library collections. A review team of ICfL and Lottery Commission staff members select grant recipients. This year, 20 elementary school libraries received grants ranging from \$1,000 to \$3,000.

Wittman asked about factors that may cause a library to be declined for funding. Florko said selecting grant recipients is a difficult process. The review team considers the need of each school, the ability of the school to carry out the program, and geographic distribution of awards.

Bailey-White noted that school libraries also have an opportunity to apply for School Library Access Grants to help supplement collection budgets. Private funding sources are also an option.

- 2. Kindergarten Readiness Grant Applications Received – Information item (Board Document 24-32)** Bailey-White said that with legislative approval for an additional \$40,000 to support the program, the agency now has a total of \$100,000 annually to award to public libraries to enhance early literacy activities. This year, the agency was able to fund every library that applied for a grant.

Shaw explained the additional funding allowed the ICfL to be more flexible, offering an easier application process for libraries seeking to improve or expand programs funded by a previous Kindergarten Readiness Grant and already proven to be effective.

VI. Operations Report

A. State Librarian and Management Team Reports – Information item (Board Document 24-33)

Bailey-White provided her report to the board:

- The ICfL hosted a digital access preconference in Twin Falls in October, with participation from the College of Southern Idaho, College of Western Idaho, and other Idaho Library Association Annual Conference attendees. It was an opportunity to talk about how libraries and other organizations can utilize federal digital access funding once it becomes available.
- Bailey-White attended the annual meeting of the Chief Officers of State Library Associations (COSLA) in Newport, Rhode Island.

- Bailey-White sent commissioners the charter for the America250 celebration in Idaho and will continue to keep them in the loop.

Baker provided his report to the board:

- The ICfL submitted the final draft of its Digital Access for All Idahoans Plan to the National Telecommunications and Information Administration (NTIA). The ICfL received federal planning grant funds in November 2022 and spent a year gathering data and engaging stakeholders to create the plan. It is 200+ pages and available on the ICfL website. A shorter summary of the plan is also available. NTIA has requested minor revisions to finalize the plan, and the ICfL will complete those updates in December. NTIA is expected to release information about federal funding available to implement the five-year plan in early 2024, and the ICfL will then apply for that funding.
- Baker attended the groundbreaking for the Meridian Library District's new south branch location.
- The ICfL held its annual all-staff training at the end of November, which included a day offsite at Boise State University's Albertsons Library and team breakout sessions. Training topics included process improvement and HOPE-centered customer service.

Smith provided her report to the board:

- The ICfL has submitted its fiscal year 2025 budget and will now monitor it through the legislative process.
- The ICfL is focusing on a midyear analysis of fiscal year 2024 spending to ensure it is on track for the second half of the year.
- The agency is still learning a lot about the new Luma system.
- The fiscal team is busy with grant reporting and closeouts, subgrants, and invoices.

Bailey-White noted the format for Joint Finance-Appropriations Committee (JFAC) budget presentations is likely to change in 2024, with legislative services analysts presenting instead of state agency directors. The ICfL does not yet know its JFAC hearing date.

Smith said the agency's total budget request for fiscal year 2025 is \$7,461,581. It includes a budget enhancement request of \$40,000 in the general fund to support the Summer STEM From Your Library program. The agency is also requesting reappropriation authority for digital access capacity funds and capital project funds, as well as more spending authority in the federal fund for digital access capacity funding.

Lamb provided his report to the board:

- The ICfL finished the second round of its Connecting Idaho Students: Tablets to Teach and Transform program. Four of the five applicants received those awards – one was declined because the school district is already participating in the Idaho Digital E-book Alliance. The ICfL is distributing a total of 200 tablets to school districts and providing training on digital resources through the program.
- Lamb is collaborating with ICfL staff to create an online knowledge base for the ICfL's trustee and library director resources. The goal is a one-stop shop of consolidated, searchable resources.
- Wi-Fi upgrades in the ICfL office remain underway. Some equipment has been delayed.

Valasek provided her report to the board:

- Facilities and Capital Improvement Grant payments are out the door. The ICfL is working with the Department of Commerce and U.S. Department of the Treasury to coordinate administrative logistics. The ICfL has finalized a contract with Library Strategies to support grantees and provide webinars and workshops about facilities projects.
- A telehealth outreach kit and a how-to toolkit are nearly complete and ready to be distributed. The ICfL wrapped up the second round of the Upgrade Your Space project and will be onboarding 10 libraries. This brings the total number of libraries participating in the telehealth program to 30. The ICfL is set to launch a third round to utilize the remaining funds available through the Idaho Department of Health and Welfare.
- The Youth Services team hosted the Read to Me Rendezvous. It is the third major event the YS team completed in 2023, along with the Teen Convening in March and Summer Summit in July.

Shaw explained the Read to Me Rendezvous is a two-day event held every other year. It focuses on early learning. With many new people coming into the field, this year's event focused on training for novice library staff members.

Gelskey provided her report to the board:

- Gelskey has been focusing on Talking Book Service outreach events and networking.
- The 2024 Talking Book Service calendar is complete and will be distributed.
- Featured titles for the Let's Talk About It program have been selected. The program is introducing a new, Indigenous-focused theme.
- The ICfL's National Library Service consultant will visit in April 2024.

B. Personnel – Information item (Board Document 24-34) Bailey-White reported one administrative assistant resignation since the last board meeting. Recruiting for the position is underway, and the agency has received more than 40 applications.

C. Other

VII. Old Business

A. Update on Board Appointments – Information item Bailey-White reported that Wittman's reappointment to the board is official. Wittman will serve a full five-year term.

Bailey-White outlined the process for filling Held's position. The ICfL plans to send out news releases at the end of January or early February and collect applications through March 20. The regular April board meeting will likely extend to two days to accommodate interviews with candidates. From there, the governor's office will review the candidates submitted from the board and move forward on an appointment. That process can take several months.

B. FY2024-25 Updated Board Meeting Schedule – Action item (Board Document 24-35) Commissioners discussed scheduling for board candidate interviews in April and the possibility of extending meetings over two days.

Wittman moved that the updated fiscal year 2024-25 meeting schedule for the Idaho Board of Library Commissioners be approved as outlined in the board document, with the addition of an

April 24 meeting date. Mecham seconded. *Motion carried unanimously.*

- C. Commissioner Email Addresses – Information item** Maier checked in on the commissioner’s ability to access their new agency-issued email accounts. She explained that notifications about messages received through the Contact a Commissioner form on the ICfL website will now be directed to the agency email addresses in addition to the commissioner email addresses previously on file. Commissioners will use the agency email accounts to respond to public messages.

VIII. New Business

Held said he heard from the Friends of the Star Library, who want to talk about their expansion plans.

IX. Strategic Issues

X. Public Comment

Held opened the meeting for public comment. There were no public comments.

XI. Meeting Evaluation/Adjournment

Held noted the February meeting will likely include updates from the Idaho Legislature.

Mecham asked about probable legislation in the coming year. Bailey-White said legislation is expected and will likely be introduced early in the session. She has not yet seen the language of draft bills.

Held moved to adjourn the meeting. Meeting adjourned at 11:22 a.m. MST.

Next meeting: Friday, February 9, 2023, 10 a.m. MST / 9 a.m. PST on Zoom