

Idaho Board of Library Commissioners Regular Meeting Minutes

Tuesday, April 30, 2024 – 10 a.m. MDT
Idaho Commission for Libraries,
325 W. State Street, Boise, ID 83702

Attendees:

- Idaho Board of Library Commissioners: Chair John Held, Vice-Chair Dave Mecham, Janet Franklin, Michael Strickland, and Dawn Wittman
- Idaho Commission for Libraries staff: State Librarian Stephanie Bailey-White, Deputy State Librarian Dylan Baker, Financial Manager Jamie Smith, Talking Book Service Program Supervisor LeAnn Gelskey, E-Services Program Supervisor William Lamb, Adult Services Consultant Deana Brown, and (serving as recorder) Management Assistant Allison Maier
- Other attendees: Ryan Suppe, Idaho Education News; Marcia Banta; Norma Staaf

I. **Call to Order** Held called the meeting to order at 10:04 a.m. MDT.

A. Introductions

B. **Agenda Review / Approval – Action item (Board Document 24-45)** Mecham moved to approve the April 29, 2024, meeting agenda. Franklin seconded. *Motion carried unanimously.*

C. Announcements

II. **Executive Session: Idaho Board of Library Commissioners Candidate Interviews and Recommendations for Governor – Action item (Board Document 24-46)** Mecham moved that the board go into executive session to consider hiring a public officer, wherein the respective qualities of individuals are to be evaluated in order to fill a vacancy, per Idaho Code 74-206(1)(a). Wittman seconded. *Roll call vote: Mecham – aye, Franklin – aye, Strickland – aye, Wittman – aye, Held – aye.*

The board entered executive session at 10:05 a.m. MDT.

Franklin moved that the board return from executive session. Wittman seconded. *Roll call vote: Held – aye, Mecham – aye, Franklin – aye, Wittman – aye, Strickland – aye.* The board returned from executive session at 11:56 a.m. MDT.

The board paused meeting business for a lunch break. Held called the meeting back to order at 12:33 p.m. MDT.

Mecham moved that, after interviewing two capable and qualified candidates, the board direct the State Librarian to submit the board's ranked list of candidates to the Governor's Office for appointment. Wittman seconded. *Motion carried unanimously.*

III. Minutes Review/Approval

- A. **February 9, 2024, Minutes – Action item (Board Document 24-44)** Franklin moved to approve the minutes of the February 9, 2024, board meeting with the amended year at the top. Mecham seconded. *Motion carried unanimously.*

IV. Federal Fund

- A. Finances
- B. Program
- C. **Grants** Bailey-White said spring is a busy time for awarding grants.
 - 1. **Continuing Education Grant Awards – Information item (Board Document 24-47)** Bailey-White noted that recent Continuing Education Grant awards included several First-Time Conference Attendance Grants for the Public Library Association Annual Conference in Ohio and for the upcoming American Library Association Annual Conference in San Diego.
 - 2. **Summer Intern Grant Awards – Information item (Board Document 24-48)**
 - 3. **Summer STEM from Your Library Grant Awards – Information item (Board Document 24-49)**
 - 4. **That All May Read Grant Awards – Information item (Board Document 24-50)**

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

- A. **Finances – Summary of FY25 Appropriation Compared to Current Year – Information item (Board Document 24-51)** Franklin noted a math error in the 2025 table totals in the board document.

Smith said the ICfL's budget decreased by about \$1.5 million between fiscal year 2024 (FY24) and fiscal year 2025 (FY25). This is primarily because the ICfL wrapped up Elementary and Secondary School Emergency Relief (ESSER) grants and spent a significant portion of Capital Projects grant funds in FY24. The agency has a \$11 million budget for FY25. The Idaho State Legislature approved the ICfL's request for digital access capacity funds for FY25 – as a reappropriation for unspent grant funding from FY24 and as a line item for the FY25 allotment. The Legislature also approved an ongoing \$40,000 annual increase in state general funds for Summer STEM from Your Library subgrants. The Legislature also set a 1% Change in Employee Compensation (CEC) permanent increase across all positions and a 2% merit-based increase per position.

Strickland asked about the Luma system transition. Smith said there are still changes and upgrades within the system and staff are continuing to learn a lot about it.

- B. Program

C. Grants

VI. Operations Report

A. State Librarian and Management Team Reports – Information item (Board Document 24-52)

Bailey-White provided her report to the board:

- She was part of a panel for an Advancing Digital Equity through Federal Programs and Library Partnerships webinar. She will present on similar topics at the Pacific Northwest Library Association Conference and the Western Council of State Library Agency Chiefs. The ICfL is the only state library agency designated as a lead in planning and implementing digital equity funds.
- Spring is a busy time for in-person meetings and opportunities to connect with the Idaho library community. That included the ICfL's Facilities Summit, Public Library Directors' Summit, and E-Services Roadshow.
- Supervisors are updating the ICfL's employee review process in Luma. This includes setting agency goals and shifting all employee reviews to the beginning of the fiscal year to align with the ICfL's strategic plan timeline.

Baker provided his report to the board:

- Idaho was one of the first six states to have its digital access plan accepted by the National Telecommunications and Information Administration. With the Digital Access for All Idahoans Plan in place, Baker is working with Bailey-White and Digital Inclusion Consultant Chelsea Summerlin on the ICfL's application for federal capacity grant funding. The application is due at the end of May, with initial grant awards expected in late August. Idaho's initial allocation is expected to be \$6.3 million, which can be spent over five years. Smaller allocations are expected to follow, with total funding for Idaho likely a little over \$10 million over the next five to seven years. Much of that funding will be used for subgrants to libraries and other eligible institutions, such as state agencies, workforce development and adult education organizations, nonprofits, and local government jurisdictions.
- He will speak about the ICfL's digital access work as part of a broadband panel at the Idaho Department of Commerce's Rural Success Summit in Fort Hall.
- More than 60 library directors from around the state came to Boise for the ICfL's two-day Public Library Directors' Summit in March. The ICfL plans to host the next summit in fall 2025 or spring 2026.

Smith provided her report to the board:

- It's a busy time working between three fiscal years – closing out FY24, preparing for FY25, and starting preliminary planning for FY26. This will be the first time closing out a fiscal year in the Luma system.
- The ICfL's financial specialist senior retired after 10 years with the ICfL. The agency hopes to have the position filled in mid-May.
- She and two other members of the fiscal team attended the AGA conference and learned a lot. This included information about changing federal grant standards.

Lamb provided his report to the board:

- The E-Services team connected with about 90 library staff members at four locations – Idaho Falls, Hailey, Boise, and Coeur d’Alene – during its first roadshow. Many participants said it was easier to attend events because the ICfL traveled to them. The E-Services team plans to continue roadshows every other year. OCLC – the ICfL’s ShareIdaho vendor – sent staff to each of the trainings.
- The E-services team has a new administrative assistant: Danielle Walker.
- The ICfL is finishing up the second year of its three-year plan to upgrade staff computers and establish a refresh cycle.
- The ICfL is now hosting an Idaho Office of Information Technology Services (ITS) staff member at its office and continuing to build its partnership with ITS.

Bailey-White said the ICfL will miss Valasek, who is leaving in May. Her position has been posted with a new title: Development Services Program Supervisor. The ICfL plans to interview candidates at the end of May.

Gelskey provided her report to the board:

- She and her team are focusing on outreach to Treasure Valley care facilities, with plans to reach other areas in the summer.
- Idaho Talking Book Service (TBS) television advertisements are airing.
- Another cycle of the Let’s Talk About It program is complete. Fifteen libraries participated, offering 45 programs with under 300 participants throughout the state. The ICfL is launching a new “Indigenous Voices” theme next year.
- Libraries that received That All May Read grants are planning summer outreach events to promote the Idaho TBS. They have until the end of September to complete grant activities.

B. Personnel – Information item (Board Document 24-53) Bailey-White noted personnel updates: one resignation, one retirement, one new hire, and one title change. Interviews for the open positions are underway. She said the ICfL is looking to utilize federal digital access funding to hire a five-year project coordinator position. It also hopes to move one state-classified position to federal for a part-time digital navigator position.

C. Other

VII. Legislation, Policies, and Guidelines

A. Summary of Significant Legislation – Information item Bailey-White said ICfL staff met with the Idaho State Attorney General’s Office to loop in legal representatives following passage of House Bill 710. The ICfL also sent guidance to Idaho libraries on considerations now and after the statute goes into effect on July 1, 2024: Primarily updating collection development policies to reference required citations and definitions. The ICfL is cautioning library boards and staff that removing, relocating, or adding barriers to materials can open them to lawsuits for abridging First Amendment rights – there are several decades of case law indicating this. There are still many questions about the language within the statute, with different attorneys providing different interpretations. Legal challenges are likely. The ICfL is hosting an informational session for libraries, though urging them to seek their own legal counsel and look

at their policies.

Bailey-White noted an additional library bill that passed during the session, changing term lengths for district library trustees from six years to four years to align with school boards. A bill that would have changed the state's telework policy did not pass. It would have had implications for employee retention.

- B. Policies – Idaho Commission for Libraries Public Records Policy – Action item (Board Document 24-54)** Wittman asked for clarification on who serves as the ICfL's public records manager. Bailey-White said Smith is the designated manager. She said the ICfL does not receive many requests. Because the Public Records Policy ties in with the board's other policy review, the ICfL decided it was more important than just an internal guideline.

Mecham asked about the kind of records requests the ICfL receives. Smith said it is often for information that is already public, and the ICfL routes people to access they already have.

Wittman moved that the Board adopt the Idaho Commission for Libraries Public Records Policy as outlined in Board Document 24-54. Mecham seconded. *Motion carried unanimously.*

- C. Guidelines

VIII. Old Business

IX. New Business

- A. FY2024-26 Regular Board Meeting Schedule – Action item (Board Document 24-55)** Bailey-White noted plans to shift the June 2024 regular meeting from in-person to Zoom. The document outlines tentative regular board meeting dates through fiscal year 2026.

Franklin moved that the fiscal year 2024-26 meeting schedule for the Idaho Board of Library Commissioners be approved as described in Board Document 24-55. Strickland seconded. *Motion carried unanimously.*

- B. Adult Services Program Highlights – Information item ICfL Adult Services Consultant** Brown presented information about a Creative Aging pilot project underway in five Idaho locations, including three libraries – Ada Community Library, Idaho Falls Public Library, and Lewiston City Library. The project is a collaboration between the ICfL, Idaho Commission on the Arts, and the national nonprofit Lifetime Arts. It focuses on offering creative workshop series for aging adults, collaborating with teaching artists, and building community. Each participating location received a \$2,000 grant to support this work. In June, the ICfL and Commission on the Arts will host a convening for individuals from libraries, arts organizations, and organizations that serve aging populations. The goal is to help attendees consider new programming opportunities and connect with potential partners.

X. Strategic Issues

XI. Public Comment

There were no public comments.

The board paused meeting business for a short break. Held called the board meeting back to order at 1:54 p.m. MDT.

XII. Executive Session: State Librarian Annual Evaluation (Board Document 24-56) Mecham moved that the board enter executive session to consider the evaluation of a staff member, per Idaho Code 74-206(1)(b). Franklin seconded. *Roll call vote: Held – aye, Mecham – aye, Franklin – aye, Wittman – aye, Strickland – aye.*

The board entered executive session at 1:56 p.m. MDT.

Mecham moved that the board return from executive session. Franklin seconded. *Roll call vote: Held – aye, Mecham – aye, Franklin – aye, Wittman – aye, Strickland – aye.* The board returned from executive session at 2:38 p.m. MDT. Mecham noted that Board Chair Held will submit the board's evaluation form for Bailey-White to the Governor's Office.

XIII. Meeting Evaluation/Adjournment

Held adjourned the meeting at 2:45 p.m. MDT.

Next meeting: Thursday, June 13, 2024 – 10 a.m. MDT / 9 a.m. PDT – Zoom

DRAFT