

Idaho Board of Library Commissioners Regular Meeting Minutes

Thursday, June 13, 2024, 10 a.m. MDT / 9 a.m. PDT
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, Janet Franklin, and Michael Strickland
- 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, Development Services Program Supervisor Talela Florko, and (serving as recorder) Management Assistant Allison Maier

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

A. Introductions Bailey-White introduced Florko in her new role.

B. Agenda Review / Approval – Action item (Board Document 24-58) Mecham moved to approve the June 13, 2024, meeting agenda. Franklin seconded. *Motion carried unanimously.*

C. Announcements Held said he spoke to Matt Reiber, the ICfL's liaison from the governor's office, who said Bailey-White's annual review is complete with solid performance. The governor is considering candidates for the board's open seat and should have an answer soon.

II. Minutes Review/Approval

A. April 30, 2024, Minutes – Action item (Board Document 24-57) Franklin moved to approve the minutes of the April 30, 2024, board meeting. Strickland seconded. *Motion carried unanimously.*

III. Legislation – Policies – Guidelines

A. Legislation

B. Policies – Electronic Resources Collection Development Policy – Action item (Board Document 24-59) Bailey-White explained that the board reviews the Electronic Resources Collection Development Policy on an annual basis. The latest updates bring the policy in compliance with new Idaho law going into effect July 1, 2024.

Bailey-White said the ICfL has hosted three office hour sessions about the law for the library community. The ICfL has also been in contact with the Idaho Office of the Attorney General and is awaiting its full interpretation of the law. The office reviewed the ICfL's updated collection development policy and reconsideration form.

Franklin moved that the board adopt the ICfL's Electronic Resources Collection Development Policy as outlined in Board Document 24-59. Strickland seconded. *Motion carried unanimously.*

C. Guidelines

IV. Federal Fund

A. Finances

B. Program

C. Grants – Continuing Education Grant Awards – Information item (Board Document 24-60)

Bailey-White noted many grants for conference attendance, along with formal library science course support. She will present at the Alaska Library Association and Pacific Northwest Library Association Joint Conference in Juneau, focusing on how libraries can position themselves to utilize digital equity funds coming to states.

V. General (state funds), Miscellaneous Revenue, and Library Services Improvement Fund**A. Finances – FY2026 Budget Requests – Action item (Board Document 24-61)** Smith said the ICfL is proposing two line item requests: \$42,400 to bring funding for Education Opportunity Resource (EOR) Act reimbursements for libraries to an even \$275,000, and \$6 million in spending authority for Digital Access for All Idahoans capacity grant funds.

Mecham moved that that the fiscal year 2026 agency budget request be approved with the proposals as described in Board Document 24-61, and that the State Librarian be authorized to adjust the request as may be required by the Idaho Division of Financial Management or the Legislative Services Office. Franklin seconded. *Motion carried unanimously.*

B. Program

C. Grants – School Library Access Mini-Grant Awards – Information item (Board Document 24-62) Bailey-White said 41 school libraries across the state received mini-grant awards to help build their collections. ICfL staff will host three regional professional development events for grantees. With recent legislation impacting selection processes, it is taking schools a bit longer to spend grant funds.

Florko said school districts are eligible to receive School Library Access Mini-Grant funding every three years. This helps spread out grant funding since it is a popular program.

VI. Operations Report**A. State Librarian and Management Team Reports – Information item (Board Document 24-63)**

Bailey-White provided her report to the board:

- She attended the Idaho Health Priorities Conference and presented with the University of Idaho Extension on how digital access affects determinants of health.
- She welcomed attendees at a Growing Creative Aging Convening.
- Community Library Network Director Alexa Eccles has resigned from her position.

Baker provided his report to the board:

- He is happy to announce Florko as the new Development Services Program Supervisor.
- The ICfL has submitted its application for state digital equity capacity grant funding to the National Telecommunications and Information Administration (NTIA). The earliest

NTIA will award funds is August 28, 2024. The ICfL has spending authority of up to \$2.5 million for the coming fiscal year and will ask for spending authority for the remainder of grant funding for state fiscal year 2026. Idaho's initial allocation is expected to be \$6.3 million.

Smith provided her report to the board:

- Many agencies are seeing staffing shifts. The ICfL is working with a new administrator and analyst at the Idaho Division of Financial Management (DFM).
- DFM provided its annual budget memo with guidance for fiscal year 2026 requests. General fund enhancement requests must stay within a 3% cap.
- With Florko's promotion, the ICfL will fill the grants/contracts officer position. The ICfL's former HR specialist is the new financial specialist senior. A financial technician resigned, and that position has been filled by an E-Services administrative assistant.
- The big priority is closing out fiscal year 2024 in the Luma system for the first time. The deadline is June 28, 2024.

Bailey-White said E-Services Program Supervisor William Lamb is out on paternity leave until July. The board document includes his update on the new ICfL Knowledge Base.

Gelskey provided her report to the board:

- Surveys have gone out to Idaho Talking Book Service patrons. Staff have received about 700 responses and will continue to enter information as more come in. She will share the results during the next board meeting.
- Staff are closing out the 2023-24 cycle of the Let's Talk About It program. The new cycle is open for applications and includes a new Indigenous theme and an updated food theme.
- That All May Read grant recipients have submitted interim reports.
- She will be traveling to north Idaho with the ICfL's public information officer in October for an optometry conference and library visits.

B. Personnel – Information item (Board Document 24-64) The ICfL is in between HR representatives. It is meeting with the Idaho Division of Human Resources for more information about plans for the position.

C. Other

VII. Old Business

A. Board Appointment Update – Information item Bailey-White met with Reiber. The governor's office hopes to appoint a new commissioner by the end of the month. It is considering candidates beyond the ranked list provided by the board following the ICfL's application and interview process. Bailey-White has requested that the office keep the board in the loop.

Mecham suggested training for the entire board as the new commissioner joins. Bailey-White will make arrangements.

VIII. New Business

A. Election of Officers – Action item (Board Document 24-65) Franklin nominated Mecham as chair. Held seconded. Held moved nominations close. Strickland seconded. *Motions carried, with Mecham abstaining.* Mecham is the 2024-25 board chair.

Mecham nominated Franklin as vice-chair and moved that nominations close. Strickland seconded. *Motion carried, with Franklin abstaining.* Franklin is the 2024-25 board vice-chair.

IX. Strategic Issues

X. Public Comment There were no public comments.

XI. Meeting Evaluation/Adjournment

Bailey-White said paperwork and background checks for the new commissioner could still take time. Held may still join the August meeting. The ICfL and its partners hope to talk about the digital navigator program during that meeting.

Mecham moved to adjourn the meeting. Strickland seconded.

Meeting adjourned at 10:40 a.m. MDT.

Next meeting: Thursday, August 15, 2024 – 10 a.m. MDT / 9 a.m. PDT – Zoom

DRAFT