

## Idaho Board of Library Commissioners Regular Meeting Minutes

Wednesday, October 16, 2024, 10 a.m. MDT

### Attendees:

- Idaho Board of Library Commissioners: Chair Dave Mecham, Vice-Chair Janet Franklin, Michael Strickland, Dawn Wittman, and Norma Staaf
- Idaho Commission for Libraries staff: State Librarian Stephanie Bailey-White, Deputy State Librarian Dylan Baker, Financial Manager Jamie Smith, E-Services Program Supervisor William Lamb, Development Services Program Supervisor Talela Florco, Talking Book Service Program Supervisor LeAnn Gelskey, and (serving as recorder) Management Assistant Allison Maier
- Other attendees: Retiring Library Commissioner John Held; AmeriCorps Digital Navigator Sasha Rojas Zaragoza

### I. Call to Order Mecham called the meeting to order at 10:02 a.m. MDT.

#### A. Introductions Attendees introduced themselves.

**B. Agenda Review / Approval – Action item (Board Document 25-13)** Franklin moved to approve the October 16, 2024, meeting agenda. Wittman seconded. Motion carried unanimously.

**C. Announcements** Baker reported Idaho has received its \$6.3 million state digital equity capacity grant award from the federal National Telecommunications and Information Administration. It is the third state to receive its funding.

**D. Special presentation for John Held recognizing his years of service to the ICfL and people of Idaho** Bailey-White presented Held with custom book ends created by Idaho Correctional Industries in recognition of his 15 years on the Idaho Board of Library Commissioners.

### II. Minutes Review/Approval

**A. August 15, 2024, Minutes – Action item (Board Document 25-12)** Franklin moved to approve the minutes of the August 15, 2024, board meeting. Wittman seconded. Motion carried unanimously.

### III. Public Comment There were no public comments.

### IV. Legislation, Policies, and Guidelines

#### A. Legislation

#### B. Policies

1. **Noncompliance Policy – Action item (Board Document 25-14)** Bailey-White explained this is a new policy before the board. Though there haven't been many grant compliance issues in the past, it is good to have a policy in place. With the federal digital access funds, the Idaho Commission for Libraries (ICfL) will be awarding grants to non-

libraries, such as other state agencies, nonprofits, and community organizations. The remainder of grant funding will remain with libraries. Grantees will sign agreements. The policy includes discretion for the ICfL to extend deadlines as it works with grantees.

Wittman moved that the board adopt the Idaho Commission for Libraries Noncompliance Policy as outlined in Board Document 25-14. Staaf seconded. *Motion carried unanimously.*

**2. Grant Program Eligibility Requirements – Action item (Board Document 25-15)**

Bailey-White explained the board reviews this policy on an annual basis. The policy guides decisions on entities eligible for ICfL grants. There are no proposed changes this year.

Franklin moved that the board adopt the Grant Program Eligibility Requirements Policy as outlined in Board Document 25-15. Strickland seconded. *Motion carried unanimously.*

C. Guidelines

**V. Federal Fund**

A. Finances

**B. Program**

**1. Talking Book Service Patron Survey – Information item (Board Document 25-16)**

Gelskey shared highlights from a survey that went to all Idaho Talking Book Service (TBS) patrons. There was a lot of positive feedback, including mention of Idaho TBS customer service representatives. Suggestions for improvement included adding audio effects and music to book recordings, emailing newsletters, offering more current titles and more books in Spanish, improving functionality of the Braille and Audio Reading Download (BARD) app, and faster delivery of books. Survey respondents also had feedback on book narrators and cartridge labels. There were some requests for books to be rated.

Gelskey said the ICfL is following up on these suggestions. Some of the requests would need to be addressed by the National Library Service (NLS), and she is sharing the survey information with the ICfL's NLS liaison.

Staaf noted an increase in the number of survey respondents who said they heard Idaho TBS ads on radio and television. Gelskey said the ICfL has focused on researching and tracking marketing.

Bailey-White said the last Idaho TBS patron survey was conducted three years ago.

**2. Continuing Education Survey – Information item (Board Document 25-17)**

Bailey-White said the ICfL's continuing education consultant conducts this survey annually as part of the agency's performance evaluation. The survey received great response from the library community. She said the ICfL's ABLE courses continue to be extremely popular with users in Idaho and around the world. The courses cover topics such as collection development,

reference, and weeding.

Baker said the ICfL will modernize the ABLE courses as part of an OCLC and WebJunction project funded by an Institute of Museum and Library Services grant. It will be a three-year process.

**C. Grants – Continuing Education Grant Awards – Information item (Board Document 25-18)**

Bailey-White said the ICfL has awarded many Continuing Education Grants over the last two months, with in-person event attendance closer to pre-Covid levels. The ICfL has exceeded its budget for the grants and is requesting board approval to cover additional requests through Library Services Improvement Funds this fiscal year (agenda item VI.A. below).

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

**A. Finances – LSIF Approval Consideration – Action item (Board Document 25-19)** Bailey-White said the request before the board would address the uptick in applications for continuing education grants. It would also support a second year of Creative Aging workshops.

Franklin moved that the expenditure of up to \$34,000 from the Library Services Improvement Fund be approved for implementation of projects outlined in Board Document 25-19. Staaf and Wittman seconded at the same time. *Motion carried unanimously.*

**B. Program – Digital Inclusion at Your Library Survey Report – Information item (Board Document 25-20)** Bailey-White said the ICfL first conducted this survey two years ago and hopes to continue conducting it every two years.

Lamb said highlights from this year's survey include increases in the number of libraries offering high-speed internet, lending laptops for patrons to use at home, and utilizing digital literacy training and resources such as IdahoDigitalSkills.org.

Bailey-White said a national survey asked similar questions, and Idaho still has a way to go in offering digital navigation training and services. She hopes federal digital access funding and upcoming ICfL programs will offer good incentives for libraries.

Lamb said he is concerned about a decrease in the number of libraries with a dedicated IT budget and about the number of libraries without a hardware refresh cycle. He hopes the ICfL's Tech Refresh program will help educate library leadership on the importance of budgeting for these things.

**C. Grants – Kindergarten Readiness Grant Awards – Information item (Board Document 25-21)**

Bailey-White noted the Idaho Legislature approved the ICfL's request two years ago for ongoing additional funding for Kindergarten Readiness Grant Awards, bringing the total to \$100,000 annually. The ICfL was able to fund all the grant applications this year. Libraries are utilizing funds to offer family workshops and other projects. Grantees are required to work with a community partner.

**VII. Operations Report**

**A. State Librarian and Management Team Reports – Information item (Board Document 25-22)**

Bailey-White provided her report to the board:

- The Idaho Library Association Annual Conference was held in Meridian in October, with about 140 library staff in attendance. Many ICfL staff members presented at the conference.

Staaf shared her experiences at the ILA Conference. She attended a preconference session on library legislation and first amendment law. Highlights from the conference included sessions about loneliness, artificial intelligence, the upcoming legislative session, and the history of young adult literature.

- Bailey-White will attend the annual Chief Officers of State Library Agencies (COSLA) meeting in Alabama the week of October 21. It is an opportunity to network, learn how other state libraries are working to build capacity, and discuss digital equity funding.

Baker provided his report to the board:

- The ICfL hosted its second Director 101 cohort graduation in August. It was an opportunity to welcome new library directors after a year of training and community building.
- He attended the National Telecommunications and Information Administration (NTIA) Joint Cohort Summit in Portland in September. A highlight was meeting with Idaho's new digital equity federal program officer to discuss the state's unique opportunities.
- He attended the grand opening of the Meridian Library District's Pinnacle branch.
- In response to a question from Held, Baker said the ICfL hosted six open office hours sessions about new Idaho library law. Office hours are on hold for now, with light attendance at the most recent session. Libraries have updated policies and forms to address the law.
- In response to a question from Wittman, Baker said the largest recent book challenge has been in Eagle.

Smith provided her report to the board:

- The ICfL submitted its fiscal year 2026 budget on September 1 and is now in the period of technical corrections. The agency is working with new analysts from the Division of Financial Management (DFM) and Legislative Services Office (LSO). The DFM analyst will present the ICfL's budget to the governor, who will provide recommendations. This will become the ICfL's request for the legislature. The legislative format is expected to be the same as last year, with the LSO analyst presenting the ICfL's budget to the Joint Finance-Appropriations Committee.
- With the federal fiscal year closing on September 30, the fiscal team is working to close out the ICfL's 2023 Library Services and Technology Act grant.
- The team is refining processes in preparation for the incoming digital access funding.
- The ICfL's new grants officer is working to implement a new grant management system.
- The ICfL's technical records specialist is retiring at the end of the month.

Lamb provided his report to the board:

- He attended a National Broadband Coalition conference in Washington D.C. It included a lot of discussion about the E-Rate program's funding mechanism and recent court decisions about whether it is constitutional. While at the conference, he had good conversations with a nonprofit organization supporting broadband access and digital skills training on tribal lands.

- The ICfL is looking at ways to support libraries with content filtering solutions, which can be costly.
- The ICfL's e-resources consultant has launched a new monthly newsletter that has been well-received.
- The ICfL's library technology consultant received grant support to attend an E-Rate training in Nashville.

Florko provided her report to the board:

- Several members of the ICfL's Youth Services team attended conferences in September, including an Association for Library Service to Children conference in Denver, the Idaho Out-of-School Network Power Up Summit, and a Valnet library consortium meeting in Lewiston. Florko attended the Boise State University Women in Leadership Conference and an Idaho Division of Human Resources Supervisory Academy.
- Welcoming Libraries Grant applications are open through November 8. Up to 10 libraries will receive \$1,000 grants.
- School Library Access Grant recipients were selected in the spring and will receive funds this fall, following regional workshops led by ICfL consultants over the summer. The workshops focused on grant requirements and best practices.
- The ICfL's Capital Projects Fund quarterly report is due at the end of October. There has been a lot of progress among grantees.
- The ICfL has shipped books to libraries participating in the My First Books program and Idaho Family Reading Week.

Gelskey provided her report to the board:

- Gelskey and the ICfL's public information officer visited many libraries on a trip through northern Idaho, delivering supplies and having good conversations. They attended the Idaho Optometric Physicians annual congress in Coeur d'Alene.
- Customer service representatives are promoting the Idaho Talking Book Service (TBS) at outreach events, including the Senior Lifestyle Expo, Nampa Health Fair, and Boo at the Zoo.
- The Let's Talk About It program began in October. Five additional libraries are participating this year, bringing the total to 20. Securing scholars to participate in some northern Idaho programs has been a challenge. The new Indigenous theme has been well-received, with three libraries selecting it.
- Final That All May Read Grant reports are coming in.
- Gelskey attended the National Library Service (NLS) Conference virtually. The main topic was a new parental acknowledgment form required for patrons under age 18. Idaho TBS customer service representatives have been reaching out to get signatures ahead of the NLS deadline.

- B. Personnel Report – Information item** Bailey-White reported two recent updates, including the technical records specialist's retirement noted earlier. The ICfL received approval to reclassify an administrative assistant position as a grants specialist position. Applications for that position are open.

Baker said the ICfL will utilize federal digital access funds to hire a limited-services project coordinator and a digital navigator customer service representative.

- C. Other – Idaho Commission for Libraries 2024 Performance Report – Information item (Board Document 25-23)** Bailey-White said the ICfL is required by state statute to submit a performance report every year. She said Baker is working with the Division of Financial Management (DFM) on potential updates to the agency’s performance measures.

Baker noted the report follows a rigid template every state agency is required to use. The Joint Finance-Appropriations Committee is expected to set budgets with new emphasis on performance measures. The ICfL and DFM will take a closer look at these measures in the spring.

VIII. Old Business

IX. New Business

X. Strategic Issues

**XI. Meeting Evaluation/Adjournment**

Strickland moved to adjourn. Mecham adjourned the meeting at 11:30 a.m. MDT.

**Next regular meeting:** Thursday, December 12, 2024, 10 a.m. MST / 9 a.m. PST, on Zoom

DRAFT