

Idaho Board of Library Commissioners Regular Meeting Minutes

Friday, April 25, 2025, 10 a.m. MDT
Idaho State University (ISU) Eli M. Oboler Library – Room 212
850 S. 9th Ave., Pocatello, ID 83201

Attendees:

- Idaho Board of Library Commissioners: Chair Dave Mecham, Vice-Chair Janet Franklin (via Zoom), Michael Strickland, Dawn Wittman, and Norma Staaf
- Idaho Commission for Libraries staff: State Librarian Stephanie Bailey-White, Deputy State Librarian Dylan Baker, E-Services Program Supervisor William Lamb, Development Services Program Supervisor Talela Florko, Talking Book Service Program Supervisor LeAnn Gelskey, Public Library Consultant Clay Ritter, and (serving as recorder) Management Assistant Masha Velichko
- Idaho State University staff: Eli M. Oboler Library Dean Sandra Shopshire (in the meeting for the first 20 minutes)

I. Call to Order

Mecham called the meeting to order at 10 a.m. MDT.

A. Introductions Attendees introduced themselves.

B. Agenda Review / Approval – Action Item (Board Document 25-44) Wittman moved to approve the April 25, 2025, meeting agenda. Staaf seconded. *Motion carried unanimously.*

C. Welcoming remarks and LiLI Database presentation by Idaho State University Eli M. Oboler Library Dean Sandra Shopshire. Shopshire gave background on her career at the Idaho State University. She noted the differences and similarities between academic and public libraries and demonstrated the various databases available on the library's website. The following databases are supported by ICfL: ShareIdaho, LiLI, and Worldcat.

D. Announcements

II. Minutes Review / Approval

A. February 21, 2025, Minutes – Action Item (Board Document 25-42) Wittman moved to approve the minutes of the February 21, 2025, board meeting. Staaf seconded. *Motion carried unanimously.*

B. April 11, 2025, Minutes – Action Item (Board Document 25-43) Strickland moved to approve the minutes of the April 11, 2025, board meeting. Staaf seconded. *Motion carried unanimously.*

III. Federal Fund

A. Finances – Update on budget and bills that may affect the ICfL and/or libraries – Information Item

Bailey-White noted that as of Wednesday, the ICfL received news that the FY25 federal funds had been approved for a partial allotment. For the ICfL, that means there will be no personnel reductions and the Talking Book Service (TBS) will continue until April 2026. The management team will continue looking at the internal budget.

There is no news on the judgment of the lawsuit between The State of Rhode Island v. Trump. All states except Washington, Connecticut, and California have also received partial allotments.

Bailey-White noted that the ICfL received language on how the agency is complying with six Presidential executive orders (14151, 14253, 13899, 14188, 14202, 14190) and has to submit a report by May 5, 2025. The ICfL's position is that the agency is complying with the orders.

The Joint Finance-Appropriations Committee (JFAC) awarded a partial allotment for the Digital Access for Idahoans Plan. The funds can't be used on personnel, so the position of Digital Skills Project Coordinator will be eliminated. As a result, Allison Maier's last day will be June 6, 2025. Her duties will be reassigned or sunsetted as appropriate. There will be a period of five years during which the funds can be used, but there is some frustration regarding the slow federal disbursement of the funds.

Questions were raised from commissioners about the operations of JFAC, and if this year's structure during the legislative session would continue next year, and who in JFAC was assigned to the bills impacting the ICfL. A presentation about the ICfL's projects was placed on the upcoming JFAC interim meeting agenda by the Legislative Services Office staff on May 20.

B. Program – State Program Summary submitted to the Institute of Museum and Library Services – Information Item (Board document 25-45) Bailey-White noted that a State Program Summary was submitted to the Institute of Museum and Library Services (IMLS). Florko put together a highlight summary showcasing 13 projects and the activities under each one.

C. Grants

- i. **Continuing Education Grant Awards – Information Item (Board Document 25-46)** Since the last board meeting, there has been one approved award. Since then, spending has been frozen.
- ii. **That All May Read Grant Awards– Information Item (Board Document 25-47)** Gelskey reported there were 23 applications for the That All May Read (TAMR) grant and 21 were awarded

this round. The TAMR grant may be discontinued next fiscal year.

- iii. **Creative Aging Grant Awards – Information Item (Board Document 25-48)** There were 16 applications, with 14 grants awarded this round. There was a presentation about the grant and its recipients given by Deana Brown during the annual Volunteer Luncheon. Commissioner Staaf said she enjoyed the presentation and has a deeper understanding about the program and its outcomes as a result of attending.
- iv. **Capital Projects Round 2 Grant Awards – Information Item (Board Document 25-49)** Florko noted that there were 10 applications, with eight awarded this round. The highest award, \$50,000, went to the Prairie River Library District. The deadline for the awarded libraries to finish their projects is August 2026.

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

A. Finances

- i. **Summary of FY26 Appropriation Compared to Current Year – Information Item (Board Document 25-50)** Bailey-White noted the allocations for this fiscal year versus FY2026. The partial allotment of federal funds that have come in this year will greatly help.
- ii. **Finances- LSIF Approval Consideration – Action Item (Board Document 25-51)** Bailey-White requested that LSIF funds be utilized if needed for operating costs in advance instead of discontinuing certain subscriptions, such as the Idaho Digital E-Book Alliance (IDEA).

Strickland moved that expenditures of up to \$75,000 can be used to cover operating costs through the end of the calendar year 2025 from the Library Services Improvement Fund. Staaf seconded. *Motion carried unanimously.*

B. Program

C. Grants

- i. **Summer STEM Grant Awards – Information Item (Board Document 25-52)** Bailey-White noted that there were 71 awards given out for Summer STEM projects this fiscal year.

V. **Operations Report**

A. State Librarian and Management Team Reports – Information Item (Board Document 25-53)

Bailey-White provided her report to the board:

- Bailey-White has been focused on the recent legislative session, internal budgeting, and monitoring of the state and federal ramifications of the recent executive orders.

Baker provided his report to the board:

- Baker represented Idaho at the Chief Officers of State Library Agencies (COSLA) Voices for Libraries event in Washington, D.C. He met with Senator Risch, and staffers from the offices of Congressman Simpson, Congressman Fulcher, and Senator Crapo.
- Baker has been in contact with staff of the National Telecommunications and Information Administration (NTIA) in regard to the Digital Access for All Idahoans (DAAI) subgrantees. The hope is they go through by June 2025.
- On May 1, Baker will co-present at the at the fourth Idaho Rural Success Summit, hosted by the Idaho Department of Commerce, in Worley.

Lamb provided his report to the board:

- The ICfL's Library Technology Consultant and Graphic/Web Designer are updating website templates for the eBranch program. Through the initiative, the ICfL hosts 94 eBranch websites for libraries across Idaho. Accessibility and Americans with Disabilities Act compliance are priorities for the updates. eBranch sites will also highlight the ICfL services that are relevant to the general public and showcase the ICfL's support for the eBranch service.
- Allision Maier's last day will be June 6, 2025.

Florko provided her report to the board:

- The ICfL submitted its Q1 Capital Projects Fund report early. It will be co-submitted with the Idaho Department of Commerce to the U.S. Department of Treasury.
- Tina Schilling will be retiring on May 2 after 21 years of service at the ICfL.
- Teen Convening took place for its second year on April 8-9, 2025. Thirty school librarians and 30 public librarians attended. There was positive feedback from participants.
- Public Library Consultant Clay Ritter and Youth Services Consultant Staci Shaw visited 21 libraries in eastern Idaho earlier in spring 2025. These site visits help further understanding of ICfL services and build relationships.

Gelskey provided her report to the board:

- More National Library Service parental acknowledgement forms have been returned after emails were sent out with Spanish translations, which were done by Project Coordinator Ismael Mendoza Medina.
- Dylan Richmond attended the KLAS Users' Conference in Indianapolis

and will present about it in May during Lunch and Learn. KLAS is the cataloging platform used by Idaho and many other Talking Book states.

- The final reports for Let’s Talk About It (LTAI) will be completed by the end of April 2025.

B. Personnel Report – Information Item (Board Document 25-54)

The Board reviewed Board Document 25-54, covered in the management team reports.

VI. Legislation, Policies, and Guidelines

- A. Legislation – Update on 2025 session and bills that may affect the ICfL and/or libraries – Information Item (Board Document 25-55)** Bailey-White noted that Ritter pulled together a document of what bills may affect the ICfL and/or libraries from the 2025 legislation session.

The intent language of SB1196 was discussed in detail (particularly Section 3. Use of Appropriated Funds, Section 4. Providing for a Report on Statutory Adherence, and Section 5. Federal Funding Restrictions). For Section 3, the ICfL will have to survey all Idaho libraries, and there is still uncertainty regarding the definition of “appropriated funds.” Regarding Section 4, the ICfL will disseminate surveys to Idaho libraries. Libraries all have their own local governing boards, and it is their responsibility to comply with the mechanisms already in place. A report will be submitted by December 1, 2025, to the Legislate Service Offices and then the JFAC. The ICfL is getting feedback from its Deputy Attorney General and Legislative Services Office staff regarding this intent language and how best to comply.

- B.** Policies
- C.** Guidelines

VII. Old Business

VIII. New Business

- A. FY2025-27 Regular Board Meeting Schedule – Action Item (Board Document 25-56)** Bailey- White noted that the upcoming June meeting has been changed from being in person to Zoom to save money and travel time. During the next two fiscal years, there will be two in-person board meetings each year and the rest will be virtual.

Strickland moved to approve the FY2025-27 Regular Board Meeting Schedule. Wittman seconded. *Motion carried unanimously.*

- B. Public Library Consultant Clay Ritter, library statistics – Information Item (Board Document 25-57)** Ritter discussed the Public Library Statewide Summary 2020-2024. Notable things are: Idaho now has a population of more

than 2 million; e-book material statistics will no longer be collected federally or in Idaho; there has been an increase in digital circulation; and print material circulation has also increased to 12 million. It is difficult to accurately survey total internet use since each library records it differently due to different vendors, deadlines, and changes in public internet terminals.

- C. ShareIdaho Update – Information Item (Board Document 25-58)** Bailey-White discussed the ShareIdaho update. The ICfL has been contracted with the Online Computer Library Center (OCLC) for statewide cataloging and interlibrary loan services. These services cover all Idaho libraries. Each year, the price goes up. The total program cost for statewide cataloging, metadata, and interlibrary loan services for fiscal year 2026 will be \$904,095. There are two more years left in the current contract with OCLC.

A large consortium of public libraries, Lynx (Ada Community, Boise, Eagle, Meridian, and others), and a handful of other smaller libraries have indicated that they will not be renewing their participation in ShareIdaho for fiscal year 2026. As a result, the ICfL will have an additional cost of \$54,000. Due to the uncertainty of federal funding, this has put a burden on the agency. The ICfL is looking at other options for the future.

IX. Strategic Issues – Topics for next board meeting

The board paused the meeting to take a short break. Mecham called the meeting back to order at 12:20 p.m. MDT

- X. Executive Session, Idaho Statute 74-206(1)(b), to consider the evaluation of a staff member - Action item (Board Document 25-59)**

Witman moved to move into executive session.

The board entered executive session at 12:22 p.m. MDT

Mecham moved that the board return from executive session. Staff seconded. All Commissioners voted in a roll call vote to support the motion. The board returned from executive session at 12:49 p.m. MDT.

Strickland and Witman will serve as a subcommittee to prepare a performance letter for the State Librarian that can be provided as part of the review process the Governor's Office may use. The Governor's Office has not provided information about the annual review process for directors yet. Bailey-White let the Commissioners know she would be retiring in December 2025 and that should provide plenty of lead time for succession planning.

- XI. Public Comment**

There were no public comments.

- XII. Meeting Evaluation / Adjournment**

Commissioners stated they enjoyed the board tour and thought everything was well organized. Strickland asked about plans for the 2026 board tour, and Commissioners shared ideas for touring in central Idaho. Strickland indicated he would like to write an article summarizing the tour.

Wittman moved to adjourn. Staaf seconded. Mecham adjourned the meeting at 12:53 p.m. MDT.

Next Regular Meeting: Thursday, June 12, 2025 – 10 a.m. MDT/ 9 a.m. PDT
via Zoom