

Idaho Board of Library Commissioners Regular Meeting Minutes

Thursday, October 16, 2025 – 10 a.m. MDT

Idaho Commission for Libraries
325 W. State Street, Boise, Idaho 83702

Attendees:

- Idaho Board of Library Commissioners: Chair Janet Franklin, Vice-Chair Michael Strickland (virtually), Dave Mecham, Dawn Wittman, 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, Continuing Education Consultant Annie Gaines (entered at 11 am), and (serving as recorder) Management Assistant Masha Velichko
- Media: “Idaho Capitol Sun” Reporter Laura Guido

I. Call to Order

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

A. Introductions

Attendees introduced themselves.

B. Agenda Review – Action Item (Board Document 26-15)

Mecham noted that the agenda had to be amended before the start of the board meeting to add a discussion after the executive session. This was an oversight. Mecham moved that the board adopt the revised agenda as presented.

Mecham moved to approve the revised October 16, 2025, meeting agenda. Staaf seconded. *Motion carried unanimously.*

C. Announcements

Mecham has been reappointed as an Idaho Board of Library commissioner for five more years. Bailey-White was awarded the Idaho Library Association (ILA) Lifetime Achievement Award at the 2025 conference.

II. Minutes Review / Approval

A. August 14, 2025, Minutes - Action Item (Board Document 26-14)

A correction needs to be made to Wittman’s name on page four of the agenda. Wittman moved to approve the June 12, 2025, meeting agenda with the correction. Mecham seconded. *Motion carried unanimously.*

III. Federal Fund

A. Finances

B. Program

C. Grants - Continuing Education Grant Awards – Information Item (Board Document 26-17)

Bailey-White noted that there were adjustments made to the format of the board documents to improve accessibility of the documents when they are posted on the Idaho Commission for Libraries (ICfL) website. The change from tables to bullet points will allow for better screen reader accessibility.

There were a lot of first-time attendees that went to the 2025 ILA Conference, other national conferences, and professional development opportunities.

Wittman asked a question regarding the budget summary and where the ICfL was timewise. Bailey-White explained that the ICfL is currently in fiscal year 2026.

Franklin asked if University of Idaho's has library sciences courses. Bailey-White said they have some courses, but not the full degree program. Florko mentioned she thinks they University of Idaho offers online courses.

Mecham asked if future ILA will be hosted in a library space again. Bailey-White noted that renting hotel conference spaces has greatly increased in price. This year, the Idaho Falls Public Library hosted the ILA conference and was able to make some money. However, it also meant shutting down the library to the public for a few days, which is challenging. The College of Idaho could be a potential host next year, but there are no concrete plans.

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

A. Finances – LSIF Approval Consideration – Action Item (Board Document 26-17)

Bailey-White said that as of the morning of the board meeting, the ICfL is anticipating the government shutdown to last longer than initially thought. Unrelated to the shutdown, the management team met with DHR to go over the library services improvement fund (LSIF) code. DHR said that those funds could be used for personnel and/or operating funds. These funds would help the six federal employees that rely on federal funds and help the ICfL hold back on furloughing the employees.

There are enough personnel funds on hand until the first pay period of November. The ICfL is currently not spending federal funds in operating due to the government shutdown.

Wittman asked if the federal funds would be reimbursed back into the LSIF

account? Bailey-White said that no, the federal funds cannot be placed into the Library Services Improvement Fund. There is a possibility that the budget will be decreased in some areas to compensate for the government shutdown. State agencies also have a small backup borrowing reserve for extenuating circumstances and that might be utilized as well.

Mecham moved that expenditures of up to \$60,000 be approved as a contingent for federal operating and/or personnel expenses that may be incurred during federal government shutdowns from the Library Services Improvement Fund between now and February 2026. Wittman seconded. *Motion carried unanimously.*

- B. Program
- C. Grants

V. Operations Report

A. State Librarian and Management Team Reports (Board Document 26-18)

Bailey-White provided her report to the board:

- Bailey-White reported that the Talking Book Service (TBS) transition is going well. Utah has asked to handle all the magazines, and the ICfL recording booths may get even less usage as the building will be closed soon for the HVAC update.
- Two staff members, Linda Cash and Judy Mooney, have retired and their last day of work was September 26. LeAnn Gelskey has a new title, Accessible Library Services Consultant. Gelskey and Rachel Welker are now under the E-Services team with Lamb as their supervisor.
 - Franklin was curious if patrons have said anything about the TBS transition to Utah recently? Bailey-White said that customers have seen little impact on services so far.
 - Franklin asked if there is TBS outreach to special education directors. Bailey-White said more work could be done in that area and a recent presentation was developed for this audience, but it's been challenging to get included in special education conference agendas. She is hopeful that Idaho could follow Texas, which has written into law that TBS information be included in every Individualized Education Program (IEP) packet and be part of the services they receive.
- The ICfL building will be shut down from March 23-June 2, 2026, for the HVAC update. The fountain in front of the building will also be taken out at that time, but facilities are hoping to still have some

kind of water feature in place.

- Bailey-White will be attending the annual Chief Officers of State Library Agencies (COSLA) conference in Delaware next week. The IMLS staff will probably not be attending, but it will be a good way to see how other state agencies have been handling challenges.
- Bailey-White's official last day will be December 19, 2025, and she will still be in her role for the December board meeting.
 - Wittman asked if it was a zoom meeting, and Bailey-White said yes.

Baker provided his report to the board:

- Baker attended the Association for Rural & Small Librarians (ARSL) Conference alongside with Public Library Consultant Clay Ritter and Continuing Education Consultant Annie Gaines. Gaines presented on the new Library Foundational Training (LiFT) program which will be presented later in the board meeting. Public Library Program Specialist Allison Maier attended virtually.
- Baker attended the 2025 ILA Annual Conference. Eleven ICfL staff and two commissioners also attended, and there were nine conference sessions that ICfL staff presented.
- Baker will be leading the ICfL's annual all staff training and development day on December 2, 2025. This year's topics will focus on written communication, accessibility, and generative AI overview.

Smith provided her report to the board:

- The ICfL fiscal team is currently monitoring the federal shutdown, and they are preparing for a longer-term shutdown than initially planned.
- The LSTA funds will be used to pay for the six federally funded employees at the ICfL, and then the LSIF will be used as a safety net.
- The FY27 budget request submission was submitted on time, and shortly after that, the government's office asked for an ongoing 3% reduction to the budget. The ICfL chose to implement the reduction on operating expenditures and provide alternative formats for continuing education, which translates to fewer in-person opportunities for the Idaho library community.
 - Wittman asked if there will be larger reduction in the future? Smith said that she imagines a higher reduction is likely to be implemented during the next legislature session.
- The implementation of AmpliFund into Luma is continuing and will be completed in December to streamline the payment process. Kudos to Grants Officer Jamie Thill and Grants Specialist Rosie

Espinoza for working tirelessly on this system.

- Mecham asked if the two systems will work well together. Smith said there are a few Idaho agencies that are already implementing that step, and it seems to be going well.

Lamb provided his report to the board:

- The TBS transition is going well, and Lamb is currently working on finding other uses for the recording studio.
- The E-Services team submitted the final report to the Department of Education's Office of Civil Rights for the ICfL's website audit on September 15. Currently, because of the shutdown there will be no word back for a while. Kudos to Haley Westbrook, ICfL's Web/Graphic, on all her work in making sure the website is ADA accessible.
- Lamb noted that the team has also been spending time auditing and cleaning up old agency forms to ensure that software subscriptions met the needs of the agency.

Florko provided her report to the board:

- Florko had a few busy months. In September, she traveled to Lewiston along with other staff members that would be conducting School Library Access Grant trainings. While in Lewiston, Florko visited six Facilities Improvement Grant recipients and six additional libraries. In total, the School Library Access Grant trainings in Boise, Lewiston, and Idaho Falls allowed the Youth Services (YS) staff to meet with staff from 29 libraries.
- Five members of the YS team went to the ILA conference and presented three sessions. It was an excellent venue and opportunity.
- The Idaho Teen Reading Challenge began in October. Last year, 62 libraries participated and around 700 teens participated. It encourages reading from now till springtime.
- The Indigenous Idaho Course is also happening in October for library staff members. The course provides information to build best practices and indigenous collections. Commissioners are welcome to join in on the webinars and readings.
- Florko mentioned that this is the busiest time of the year for the YS team due to shipping books and materials for My First Books, Family Reading Week, the Idaho Teen Reading Challenge, and Let's Talk About It. Thanks to Youth Services Program Specialist Josie Bradford, Administrative Assistants Emily Riggan and Candace Reynolds, on working through the shipments.

B. Personnel Report (Board Document 26-19)

Linda Cash and Judy Mooney retired, and because of restructuring, the remaining two TBS staff members, LeAnn Gelskey and Rachel Welker, are now under the E-Services team. LeAnn Gelskey's new title is Accessible Library Services Consultant. The pay grade is still the same, but she is not a supervisor currently.

C. Other – Idaho Commission for Libraries Performance Report FY 2025
(Board Document 26-20)

Every state agency is required to submit an annual performance report. The content of this board document has been restructured to make it more accessible. Some highlights include: an uptick of the LiLI Database in the past fiscal year and attendance in public libraries has also gone up to pre-pandemic numbers. The ICfL staff have reached over 4,5000 customers via in-person trainings and online learning events. Broadband capacity has been reached in a lot of areas in Idaho, so the standard numbers have been bumped up. ShareIdaho and interlibrary loans have been trending downward. There is a huge increase in the summer reading programs. 100% of the ICfL agency staff have participated in professional development or leadership opportunities in the past fiscal year.

Wittman asked if there will be further discussion about OCLC and interlibrary loans later in the agenda? Baker said yes.

VI. Legislation, Policies, and Guidelines

A. Legislation – Code Cleanup (Board Document 26-21)

Idaho Code 67-3704 requires state agencies to review their “enabling statutes and associated code sections” for obsolete, outdated, and unnecessary code. The ICfL staff have recommended that Idaho Code 33-2612 through 33-2619 be eliminated since they are outdated.

B. Policies

i. Grant Program Eligibility Requirements – Action item (Board Document 26-22)

Bailey-White said there were two sections that could be taken out. The first would be taking out the eligibility requirement for non-library applicants which was added when the ICfL was anticipating receiving the Digital Access for All Idahoans funding. These funds are no longer happening. The second area that is recommended to be taken out is the requirement for libraries to have access to interlibrary loan services. This is language that was required for 30 years, but due to many changes, economically and socially, this

section may now be a hindrance to libraries when they are applying for grants. Changes with OCLC, the earlier decision by the Lynx Library Consortium to drop out of the contract, as well as the two largest libraries in the state, Boise Public Library and Nampa Public Library, are all factors in interlibrary loan services in Idaho.

The agency is committed to supporting interlibrary loans on a statewide basis.

All commissioners had questions on the status of the OCLC contract, on the status of Baker & Taylor going bankrupt, and on the usage of interlibrary loans in the state. Wittman also asked if there are other vendors that could step in to provide the services of Baker & Taylor.

Bailey-White clarified that the ICfL's contract with OCLC will remain until 2027. The ICfL will likely help facilitate conversations with the Lynx Consortium on potentially rejoining the OCLC contract now that Baker & Taylor will be gone. About 1 percent of Boise Public's service population uses interlibrary loans services as seen in Boise Public Library's recent board documents. It costs that library, on average, about \$90 for providing each interlibrary loan when staff time and other costs are factored in to the analysis.

Lamb also added that Amazon has been in the talks to provide services similar to Baker & Taylor but he is unsure how that would work with the OCLC records.

Franklin said that she doesn't believe this should be a requirement. Some grant recipients are from small, rural libraries that already don't have interlibrary loan services.

Mecham moved that the Board adopt the Grant Program Eligibility Requirements Policy as outlined in Board Document 26-22. Staaf seconded. *Motion carried unanimously.*

ii. Noncompliance Policy – Action item (Board Document 26-23)

No changes recommended.

Staaf asked if there were any instances of noncompliance. Bailey-White responded that there were not.

Wittman moved that the Board adopt the Idaho Commission for

Libraries Noncompliance Policy as outlined in Board Document 26-23. Staaf seconded. *Motion carried unanimously.*

iii. Digital Repository of State Publications Exemption Policy –

Action item (Board Document 26-24)

No changes recommended.

Mecham moved that the Board adopt the Digital Repository of State Publications Exemption policy as outlined in Board Document 26-24. Wittman seconded. *Motion carried unanimously.*

C. Guidelines

VII. Old Business

VIII. New Business

Continuing Education Consultant Annie Gaines presented on the new LiFT program.

IX. Strategic Issues – Topics for next board meeting

Staaf recommended future topics for the board meetings could be on the Creative Aging grants including statistics, and on America250 and what the ICfL would be doing for the event. Future sessions could include a brief, informal discussion from the board of commissioners on what is happening in their local library communities. Another topic could be more information about the Idaho DOGE task force. The commissioners also asked to be informed about the upcoming status of the board tour in spring.

X. Public Comment

There were no public comments.

XI. Executive Session – Action Item

The board paused meeting business for a lunch break. Franklin called the meeting back to order at 12:50 p.m.

Mecham moved that the board go into executive session to consider hiring the State Librarian, wherein the respective qualities of individuals are to be evaluated in order to fill a vacancy, per Idaho Code 74-206(1)(1). Wittman seconded. *Roll call vote: Mecham- aye, Wittman- aye, Staaf- aye, Franklin- aye, Strickland – aye.*

The board entered executive session at 12:51 p.m.

XII. Discussion/Action as a Result of Executive Session

Mecham moved that the board return from executive session. Strickland seconded. *Roll call vote: Mecham – aye, Franklin – aye, Wittman – aye, Staaf – aye, Strickland – aye.* The board returned from executive session at 3:54 p.m.

Mecham moved that, after interviewing three capable and qualified candidates, the board extend the offer to Dylan Baker to fill the State Librarian position. Wittman seconded. *Motion carried unanimously.*

XIII. Adjournment

Mecham adjourned the meeting at 3:55 p.m.

Next Regular Meeting: Friday, December 12, 2025 – 10 a.m. MST/ 9 a.m. PST via Zoom

DRAFT