

## Idaho Board of Library Commissioners Meeting Minutes

October 20, 2022, 10 a.m. MDT  
Idaho Commission for Libraries  
325 W. State Street, Boise, ID 83702

### Attendees:

- Board of Library Commissioners: John Held, Dave Mecham, Michael Strickland, Dawn Wittman, and (joined virtually) Janet Franklin
- Idaho Commission for Libraries staff: State Librarian Stephanie Bailey-White, Deputy State Librarian Dylan Baker, Administrative Services Manager Jamie Smith, Talking Book Service Program Supervisor LeAnn Gelskey, E-Services Program Supervisor William Lamb, Partnerships and Programs Supervisor Amelia Valasek, School Library Consultant Jeannie Standal, Digital Inclusion Consultant Chelsea Summerlin, and (serving as recorder) Management Assistant Allison Maier
- Other attendees: Division of Financial Management Analyst Erik Olson

### I. Call to Order

- A. Introductions** Held called the meeting to order at 9:59 a.m. MDT. Meeting attendees introduced themselves.
- B. Agenda Review / Approval – Action item (Board document 23-17)**  
Mecham moved to approve the meeting agenda; Wittman seconded. *Motion carried unanimously.*

II. Public Comment – None.

### III. Minutes Review/Approval

- A. August 11, 2022 Meeting – Action item (Board document 23-16)**  
Wittman moved to approve the August 11, 2022, meeting minutes; Mecham seconded. *Motion carried unanimously.*

IV. Legislation and Policies

### V. Federal Fund

- A. Finances
- B. Program

**C. LSTA Grant Applications Received – Information item (Board document 23-18)**

Bailey-White noted there have been several First-Time Conference and Library Science Course grant applications since the last board meeting. The board document outlines the Library Services and Technology Act (LSTA) Continuing Education budget for the rest of the year. She said quite a few people attended the Idaho Library Association (ILA) Conference in Lewiston two weeks ago with support from LSTA grants.

Held said it was nice to see the Weiser library director taking advantage of this grant opportunity. Bailey-White said the new director is a go-getter who enjoyed going to the Association for Rural and Small Libraries' annual conference. Bailey-White was part of an ICfL group that visited the Weiser library on the way to Lewiston for the ILA Conference and saw the way the director's leadership is transforming that library. Lamb gave an example of that work: One of her first acts as director was moving from a DSL connection to a fiber internet connection. She worked with the ICfL team to make that happen, and it went live earlier this month.

Mecham asked where the ILA conference will be held next year, and Bailey-White answered it will be in the Treasure Valley.

**D. Library Facilities Funds – Information item (Board document 23-19)**

Bailey-White reminded the board that last year the ICfL requested \$3.5 million from the U.S. Department of the Treasury's Capital improvement Fund. That went all the way through the legislative process, the governor's office, and Joint Finance-Appropriations Committee (JFAC) approval several times. However, it was removed from the ICfL budget during the last two days of the session. That money didn't go away – it just sat in a fund. Most of the funding from the Treasury's capital improvement fund is being used by the Department of Commerce for infrastructure and broadband. However, this funding is eligible for libraries and community centers to use for construction and building up their infrastructure, if they agree to make those spaces available for workforce development, education development, and improving health monitoring. It is difficult for libraries to find funding for construction projects – that isn't an allowable expense under the Institute of Museum and Library Services – so this would be a great one-time boon for libraries that are ready with projects. This year is the last opportunity to get the funding passed.

Franklin asked if the ICfL has a better chance this year. Bailey-White said she thinks so – she thinks what happened during the last session was an anomaly due to anger directed at the ICfL based on House Bill 666 and efforts to get that bill heard in the Senate.

Strickland said it would be helpful to have one talking point to focus on when meeting with legislators. Bailey-White said we are “framing” the enhancement as library facilities funding for the library community and legislators. It will be used for multi-function spaces.

Franklin clarified that this is not just for telehealth – the spaces will be used for other things too. Bailey-White said yes, the space must be used for those three things (workforce development, education development, and improving health monitoring), and the space must be used for three things for at least five years (after being funded).

Strickland requested a succinct paragraph he can use to communicate about this with the public. Bailey-White will follow up.

Bailey-White reminded the board that this funding needs 36 votes in the House to get passed. She is hoping everything goes through in one fell swoop in the budget.

## **VI. General, Miscellaneous Revenue, and Library Service Improvement Funds**

### **A. Finances – FY2024 Budget Submission – Action item (Board document 23-20)**

Bailey-White outlined items that will be included in the ICfL budget request this year:

- The ICfL is asking for an additional \$40,000 for kindergarten readiness – along with the \$60,000 received the last several years – to support ongoing efforts and meet demands from libraries.
- The budget submission also includes a couple of re-appropriation funding requests: Though the ICfL was granted the funding this year, some of it needs to be spent next fiscal year:
  - Last year, the ICfL received an appropriation of ESSER funds. The ICfL is just starting to award those now, so it is asking for up to \$800,000 next fiscal year to continue to work on that plan to spend funds for summer and out-of-school learning.
  - The ICfL is also requesting up to \$250,000 for digital access planning next fiscal year. Those funds have not quite rolled into the state yet – the ICfL was hoping to have them by the end of September, but they have been delayed. Once those funds come in, the clock starts ticking on year one to develop a five-year plan. That means some of those planning funds will be spent July-October 2023.
- Once the five-year Digital Access for All Idahoans Plan is submitted, the first year of implementation funds will come in. The ICfL is asking for up to \$1.75 million for implementation funds for what will likely be nine months of the next fiscal year.
- The ICfL is also requesting \$6,000 for Talking Book Service (TBS) storage through Idaho Technology Services (ITS). The Commission is required to keep all TBS studio recordings of books and magazines, and they are big files that take a lot of storage. It is an ongoing expense the ICfL will need help funding.

Mecham asked how many titles and how much space those recordings take. Lamb said it is currently about four terabytes of space, and the National Library Service (NLS) specifies all the recordings need to be saved indefinitely. Lamb said this option with ITS will save money, even with the ongoing cost, because the ICfL won't have to replace in-house servers.

- The last budget request is \$3.5 million for facilities funding, as discussed by the board during the previous agenda item.

Held asked if this was an unusually high number of enhancements to request. Bailey-White said the ICfL had quite a few last year because of the federal funds coming in – ESSER funds, digital access funds, and capital improvement funds. She said it is an unusual abundance of opportunities. The ICfL stayed within the cap of 3% for state funds, so it is just taking advantage of these federal funds and, for the most part, passing them along to the library community to help build capacity.

Held asked if the ICfL expects any pushback from the governor's office or the legislature. Bailey-White said she feels supported by the governor's office and doesn't expect pushback there. There has been 50% turnover in the legislature this year. Bailey-White said the ICfL still has relationships there. She feels all these enhancements are capacity-building projects that support Idahoans – helping to keep students learning, adults earning, and improving the health and well-being of people throughout the state. She said that seems like an easy sell. Bailey-White said last year, there were concerns from a few about telehealth and a couple of other issues the ICfL could not have anticipated. For the most part, she thinks people support libraries and support the ICfL budget, and she's not anticipating a lot of pushback.

Franklin asked what the concerns were last year about telehealth. Bailey-White said there were concerns very late in the session about access to abortion via telehealth. She said the legislature passed a bill that abortion medication and counseling could not be provided via telehealth in Idaho, and that, hopefully, addressed those concerns. Bailey-White said most legislators see the need and understand that people are waiting anywhere from three months to up to 18 months for initial mental health consultations. The backlog of needs in the state that could be addressed through telehealth is huge.

Bailey-White mentioned stories she heard about the libraries in Clearwater County during Valasek's telehealth panel at the ILA conference. People are receiving services in Weippe instead of driving to Coeur d'Alene, and they're able to do that at the library.

**Mecham moved that the FY2024 agency budget request be approved** as described in Board Document 23-20 and that the State Librarian be authorized to make

adjustments in the request as may be required by the Division of Financial Management or the Legislative Services Office. Strickland seconded. *Motion carried unanimously.*

B. Program

**C. Kindergarten Readiness Grant Applications Received – Information item (Board document 23-21)**

Bailey-White noted that the ICfL had applications for six new projects, with another six returning to enhance their programs or expand what they started last year. Bonneville was one of the new grant recipients. They just opened two branches earlier this month. Bailey-White recently saw photos from that site visit, and it exceeded her expectations.

Bailey-White said a lot of funds are being used for early learning programming and providing kits to parents and educators. She thinks the demand is going to increase and hopes the additional \$40,000 for kindergarten readiness will be approved so the ICfL can support even more early literacy efforts.

Franklin asked for more examples of what libraries are doing. Bailey-White gave an update on Cascade's library, which has been closed due to fire. They are one of the grant recipients and will be restarting their kindergarten readiness program for 4-year-olds.

Bailey-White said many libraries are doing workshops for parents and children together. They are working closely with kindergarten teachers to help prepare young children for school. A couple of libraries are working on bilingual storytimes with ESL teachers to enhance what they're doing for Spanish-speaking families.

Bailey-White noted that Caldwell is another highlight. The library is working closely with local Head Start programs in Canyon County. They are offering regular workshops in conjunction with Head Start and making sure families have books in their homes.

Bailey-White said several libraries are working with the Association for the Education of Young Children to offer Ready for Kindergarten classes. The Bonneville, Gooding, Menan, Annis, and West Bonner libraries are enhancing some of those programs and working collaboratively to serve more families.

Wittman asked if libraries can use funds for digital learning as well, like purchasing tablets. Bailey-White said she thinks that is an allowable expense. Some libraries have used money from other funding sources for that purpose. For example, Lewiston used some That All May Read grant funds for VOX books that read aloud the text of picture books digitally.

Held said it worked out well that the ICfL had \$60,000 to award and applications for

\$60,000. Bailey-White said with the enhancement, the ICfL may look at larger grants or just see what the demand is. Though things have worked out the last couple of years, the ICfL did have to turn library grant requests down pre-COVID. Having flexibility would be nice.

**D. Library Services Improvement Funds Approval Consideration – Action item (Board document 23-22)**

Bailey-White said that for the third year, the Idaho Lottery Commission has been generous in helping fund the Bucks for Books collaborative program. This year, the lottery is increasing the amount they are offering to \$50,000. That will be awarded to libraries applying for those grant funds. Bailey-White said it has been a great partnership. Kids get excited about the box of new books that is provided in addition to the awarding of large checks.

Standal agreed it has been a great partnership. She said the Lottery Commission does a fabulous job of promoting their give-back programs. If you see a Lottery commercial on television, you might see the Bucks for Books boxes being delivered to the school.

Franklin said she will be sure to send a thank you to her friend on the Lottery Commission.

**Franklin moved that, upon receipt of funds from the Idaho Lottery Commission,** expenditures of up to \$50,000 from the Library Services Improvement Fund be approved for implementing the Bucks for Books partnership. Strickland seconded.  
*Motion carried unanimously.*

**E. School Library Access Grant Applications Received – Information item (Board document 23-23)**

Bailey-White said the ICfL received 42 applications for the School Library Access Program. The program has been in place for 10 years, and the ICfL has awarded about \$1.7 or \$1.8 million since it began. This is the first year the grant was open to secondary schools, and the ICfL had a healthy response from them. This documents the need for funding not only at the elementary level, but also at the secondary level.

Standal noted the ICfL received far more secondary than elementary applications this year. They have been asking and waiting for this opportunity.

Franklin asked what Future Public School is. Standal responded it is a charter school in Garden City.

Held noted that the intent of doing this in the elementary schools is to get the students ready so they can do recreational reading when they reach grades 6-12. Standal added that it helps them get practice to be good readers.

## VII. Operations Report

### A. State Librarian and Management Team Members' Report – Information item (Board document 23-24)

Bailey-White provided her report to the board:

- Bailey-White, Baker, and Lamb were able to attend a state digital equity planning training hosted by the Reserve Bank and the National Digital Inclusion Alliance in Philadelphia. The timing was great to help kick off the ICfL's digital equity planning. The training included a deep dive on the required elements of the planning process, including overlap with the BEAD (Broadband Equity Access and Deployment) planning process. The ICfL is meeting weekly with the new Department of Commerce broadband office coordinator, who is in charge of writing the plan with the broadband advisory committee.
- Bailey-White also attended a digital equity summit in Washington D.C., which was hosted by the Federal Department of Education and several other collaborators. They have developed resources and a toolkit to help with this planning process.
- Bailey-White submitted a report to JFAC following the board's action on the electronic collection development policy. Rep. Horman requested a redline version to clearly outline the changes, and Bailey-White provided one. It is available to anyone else.
- Fifteen ICfL staff members attended the Idaho Library Association (ILA) Conference. As part of the pre-conference, the ICfL kicked off the Digital Access for All Idahoans planning process with partners and library staff. It was a successful event in Lewiston and a great way to learn about assets and barriers to digital access. The ICfL has put the brakes on this a little until that funding comes through. The ICfL had hoped to have it by the end of September and are waiting for final word on that, along with 48 other states and territories.
- Next week, Bailey-White leaves to attend the COSLA (Chief Officers of State Library Agencies) meeting in Montana. This will be a nice opportunity to network with others and hear what's going on, including what pending legislation in other states might be headed to Idaho eventually. There will be a lot of digital inclusion conversations as well.

Wittman asked if the IDEA collection is going to be a topic of conversation from the state library, or if a legislator will have to bring it up. Bailey-White said it is not included in the ICfL budget bill, so someone would have to bring it up during a JFAC or education committee meeting. Olson mentioned state affairs as another possibility. Bailey-White said JFAC would be the most likely if anyone were to inquire about continuing to support the program. She said the ICfL's goal is to find funding or to look at the budget for potential adjustments or ways to utilize federal funds. But the ICfL didn't feel this was the year to push that.

Wittman said she knows how important the IDEA collection is to rural libraries. Bailey-

White noted that the next item on the Board's agenda really shows the disparities between school districts. This is why the ICfL proposed e-books: So that everyone would have equal access to content and resources. Bailey-White said it's still a priority, but the question is how to fund it.

Held said he will be interested to hear what Bailey-White learns at COSLA about navigating polarizing situations. Bailey-White said it will be a big topic, with libraries throughout the country facing challenges. Many states are losing some of their best and brightest library staff to other professions or other states. It is nice to commiserate but also strategize ways to talk about the good things going on.

Baker provided his report to the board:

- Baker reiterated that though the ICfL is still waiting for its digital access planning grant award, most other states are in the same situation. There aren't concerns about Idaho's award; this is just the result of the federal program rolling awards out in waves. Only Louisiana and Ohio have received funds so far. He anticipates Idaho's award coming through soon.
- On November 15, the ICfL is partnering with the Department of Commerce and the National Telecommunications and Information Administration (NTIA) for the "Internet for All: Idaho Local Coordination Workshop." This will be a great one-day workshop – with an optional extra half-day – bringing together federal, state, and local representatives to talk about broadband and digital access issues throughout the state. There is a virtual option to attend, and recordings will be available.
- Also in November, the ICfL is hosting its public library directors' summit for the first time since March 2020. More than 80 public library directors have registered for the two-day event. There will be in-state and out-of-state speakers focusing on issues of concern to public library directors, along with training and networking opportunities. A lot of ICfL staff are involved.
- Fifteen ICfL staff members attended the ILA conference in Lewiston earlier this month. There was participation in the early learning and digital access pre-conferences led by the ICfL. There were also five sessions led by ICfL staff during the conference, and they were all well-attended with great participation. This was the first in-person ILA conference since 2019, and it was great to connect with the library community.

Smith provided her report to the Board:

- The ICfL got its fiscal year 2024 budget in on time. As with all previous years, the team submitted the budget by September 1, will complete indirect cost work, and will submit the revision by Friday, October 21. Everything is on track to have that finished.
- Luma is not going live on January 1 as previously hoped. The state is looking at other timelines – maybe in the spring or the end of the fiscal year. There is still a



lot of work and momentum happening around Luma.

- The fiscal team has been busy closing out the LSTA 21 grant, working on closing out the ARPA grant, and prepping for digital access and ESSER.
- The buyer on Smith's team, who had been with ICfL for 27 years, retired last week. The new buyer will start December 12, so there will be a bit of a gap. Duties have been dispersed until the new buyer begins, so purchasing will still proceed.

Lamb provided his report to the board:

- Lamb was also involved in travel to Philadelphia and the ILA conference.
- Lamb said he is very happy to have Digital Inclusion Consultant Summerlin on the team. He thinks she will do an amazing job for the agency, especially with the Digital Access for all Idahoans Plan and other digital inclusion efforts the ICfL wants to do statewide.
- The e-services team is all full, and it will be exciting to see how it evolves since it is a newer team.
- E-resources Library Consultant Marina Rose has manually audited more than 4,000 titles in the IDEA collection. Only a small few needed to be recategorized. She will ultimately audit the entirety of the collection.
- Lamb has been helping the Talking Book Service with changes in the studio.
- Lamb has also been working on some internal IT things, with things still in limbo with ITS. The ICfL is supposed to be on the modernization plan for next year, if that is approved by the legislature. For now, Doug Baker, Dylan Baker, and Lamb are IT for the agency.

Valasek provided her report to the board:

- After reviewing all 15 telehealth project applications with the Department of Health and Welfare, they have decided to move forward with all 15, so they didn't have to say no to anyone. That includes both the request for the space as well as request for technology. Libraries will be working with Health and Welfare to move forward on logistics.
- Valasek offered examples of where some of these upgrades will be taking place:
  - The Prairie River Library District will put spaces in several of their branch libraries, which is a very underserved area.
  - There are projects in some rural, remote libraries, such as Leadore, Clarkia, and Jerome.
  - There are also projects in the Treasure Valley.
- During the Northwest Regional Telehealth Resource Center conference, Valasek made a great connection with St. Luke's and learned about on-demand telehealth they just launched. St. Luke's is interested in partnering with the ICfL to implement that service at some Idaho libraries.
- The ICfL staff who work on ESSER are on Valasek's reporting team. Staff have been putting a lot of time and effort into getting the infrastructure in place for

grant applications and review. Most of those applications closed recently. Valasek is still getting up to speed on all of it, but she is happy to take questions back to her staff.

Bailey-White asked which funding source Health and Welfare is using. Valasek said ARPA. She explained that ICfL had a shorter expenditure timeline for ARPA grants. Health and Welfare has more time and more flexibility in how that happens. Olson said some of the ARPA funds aren't required to be expended until the end of fiscal year 2025, while some were required to be spent by fiscal year 2023. All the ARPA funds have been allocated.

Gelskey provided her report to the board:

- Gelskey has been excited to do outreach for the Talking Book Service. ICfL staff presented at the Idaho Optometric Physicians Conference in Sun Valley, had some great networking opportunities, and have already sent out materials to optometrists in the state.
- Gelskey visited the Bridgeview Estates care facility in Twin Falls. She also dropped materials off at a care facility in Jerome, but she couldn't visit because of a COVID outbreak.
- Gelskey has welcomed two new members to the TBS advisory committee: Lynn Johnson, director of the Lewiston City Library, and Quincie Mattick, student liaison from Idaho State University.
- Gelskey is planning outreach to campus disability centers at colleges and universities throughout the state.
- The Let's Talk About It program kicked off this month.
- TBS had 65 new patrons last month, which is pre-pandemic levels. Gelskey said it's obvious some outreach and marketing strategies are working.

Franklin asked if Gelskey was able to make any connection with the Homedale care center. Gelskey said she has not yet, but she will follow up.

Held asked about the new TBS player which the ICfL can beta test. Gelskey said they have started beta testing, and so far there hasn't been great input. People like easy and simple, but the new player has 15 buttons and is not any lighter or smaller. The Commission for the Blind is also testing the player. Gelskey will pass these comments along to the National Library Service (NLS) when she submits her report next week.

Mecham asked what kind of new controls they are adding to the device. Gelskey said they are trying to put everything into one – the idea is that you're supposed to be able to access the internet and download directly from BARD. The NLS is also beta testing a voice-activated, Alexa-type device.

## **B. Personnel Report – Information item (Board document 23-25)**

Bailey-White said for the first time in many years, the ICfL is fully staffed aside from vacancies that can't be filled because of funding. With the new buyer starting in December, everyone will be in place. The ICfL was using ARPA funds for some temporary staff, and those have closed out. Some reclassifications have been done, including the librarian position, and staff are waiting to hear about phase three of ITS.

## VIII. Old Business

### A. Additional Information on Elementary School Library Budgets – Information item (Board document 23-26)

Bailey-White said when she sent the IDEA report to JFAC this year, she included information about IDEA circulation stats and the number of schools implementing it. She also included the statistic that 1 in 4 Idaho elementary school libraries have a budget between \$0 and \$100. Rep. Horman reached out and wanted to talk more about where the statistic came from.

Bailey-White said the ICfL did a comprehensive survey about 15 years ago, asking every school for information about their collection budget from their district and from additional fundraisers. This was a monumental task to tackle on a regular basis, so the ICfL has not updated that survey. But the agency does collect information from grant applications, so updated information is compiled.

Bailey-White sent a version to Rep. Horman and the governor's office. Horman said she found the information stunning, such as the discrepancies between school districts and sometimes even within districts, with different elementary schools seeing different levels of funding. Bailey-White said for all the efforts to increase literacy rates, very little of that funding is getting to elementary schools.

Bailey-White said the ICfL had hoped that programs like the School Library Access grant would demonstrate that when students have access to new books, they want to read, and literacy scores and excitement about reading increase. The ICfL has seen some schools shift their practices because of the grant programs. When the ICfL first started the program 10 years ago, many elementary schools did not allow students in kindergarten and first grade – some even through third grade – to check out books to take home. They were worried about losing too many books. Through the grant programs, the ICfL said those schools had to allow students to take the books home so they could practice reading. If kids aren't reading at grade level by the end of first grade, there's only a 1 in 8 chance they will catch up to their peers without costly, direct intervention.

Mecham said this made a difference in his school. Bailey-White said it made a difference in many schools – they saw there was not a higher loss of books, kids were excited, and many saw increases in IRI scores. Even after the grant funds ran out, libraries let students from lower grades continue to take books home. But the book budgets – even

with some increases in federal funding – have not increased, beyond a few exceptions like Firth and Moscow.

Mecham said the grant helped his school’s book budget move from about \$500 to up to \$2,000. The district changed superintendents and kept it at that level – not just for the elementary school, but also the middle and high school. Mecham said it isn’t much, but it gives the librarian the ability to put new books out, and that makes a big difference in how excited the kids are to come to the library.

Standal said on every measurement point the ICfL used for this grant, the only one that didn’t hit the mark or come close was funding from the schools. Everything else – practices, attitudes toward reading, parent education – went up.

Bailey-White noted the difference between the Boise School District, which has a per-student budget, versus West Ada and some other larger school districts that have not had a dedicated budget for years.

Standal said there are a few elementary schools in West Ada that get a little money from their principals from the school’s discretionary funds. But most elementary schools in West Ada get \$0. They rely on a book fair, which limits the titles they can purchase because they can only buy what’s available through the company that offers the book fair.

Smith said her kindergartner brings home a book every week, and it is the highlight of her week. Standal said she’s gotten reports from some librarians that the kindergartners and first graders take better care of their books than the older students.

Bailey-White said she anticipates having the opportunity to talk to the new superintendent of public instruction after that person is elected in November, and they can cover some of these issues. She said she doesn’t care if the funding comes through them or through the ICfL, but having an ongoing source of dedicated funding for school libraries will go a long way toward the governor’s priority of increasing literacy. It will allow school libraries to plan on something every year, fill in gaps in collections/series, add new nonfiction, and weed outdated nonfiction.

#### **B. Board Appointment – Information item**

Bailey-White said there is no news on Strickland’s appointment, but she will do some nudging. In the meantime, Strickland remains on the board.

### **IX. New Business**

### **X. Strategic Issues**

#### **A. Topic(s) for next meeting**

Franklin said she is waiting until after the election to contact legislators. She would like this to be a discussion item at the December board meeting. She would like to get some cohesive information together for those meetings.

Strickland said he has sent emails and Facebook messages to a couple of legislators, but he has not received any responses. There's a Republican office that hosts events in Pocatello, and he is thinking about showing up to some of them. He said is he wondering about other strategies, such as making an appointment through the office in Boise.

Wittman noted helpful talking points from ICfL staff. Franklin said she got them too but has just been waiting to contact anyone. She said last session, she reached out to several legislators, but only heard back from the ones who were pro-library. The others were hard to reach.

Strickland said he is thinking about attending committee meetings and making connections that way.

Bailey-White said the JFAC hearing is another opportunity. The ICfL will hear about that schedule in late December or early January. Olson said we will probably know by the start of January. Bailey-White will include information in the December board agenda.

Bailey-White also suggested a telehealth update as a December agenda item.

Strickland said he has a good relationship with Dr. Marlene Tromp from Boise State University and proposed meeting with her about working with the legislature. Bailey-White said BSU has a new library dean who would be interested in sitting in on that. Strickland will initiate.

Held said he will be in Chicago and attending virtually for the December 8 meeting, so someone else will need to be the in-person attendee from the board. Strickland volunteered to come in person.

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

**Next meeting:** Virtual meeting on Thursday, December 8, at 10 a.m. MST