

Idaho Board of Library Commissioners Meeting Minutes

August 10, 2023, 10 a.m. MDT
Zoom, with livestream access
at Idaho Commission for Libraries,
325 W. State Street, Boise, ID

Attendees:

- Idaho Board of Library Commissioners: Chair John Held, Vice-Chair Dave Mecham, Janet Franklin, Michael Strickland, and Dawn Wittman
- Idaho Commission for Libraries staff: State Librarian Stephanie Bailey-White, Deputy State Librarian Dylan Baker, Talking Book Service Program Supervisor LeAnn Gelskey, Partnerships and Programs Supervisor Amelia Valasek, Financial Manager Jamie Smith, E-Services Program Supervisor William Lamb, Public Library Consultant Clay Ritter, Continuing Education Consultant Annie Gaines, and (serving as recorder) Management Assistant Allison Maier
- Other attendees: Matthew May, from Boise State University Idaho Policy Institute; James Dawson, from Boise State Public Radio; Erik Olson, from Idaho Division of Financial Management

I. Call to Order

- A. Introductions** Held called the meeting to order at 10 a.m. MDT. Attendees introduced themselves.
- B. Agenda Review / Approval – Action item (Board Document 24-01)** Franklin moved to approve the August 10, 2023, meeting agenda. Wittman seconded. *Motion carried unanimously.*
- C. Announcements**

II. Public Comment

III. Minutes Review/Approval

- A. June 15, 2023, Minutes – Action item (Board Document 23-07)** Franklin moved to approve the minutes of the June 15, 2023, meeting. Mecham seconded. *Motion carried unanimously.*

IV. Legislation – Policies – Guidelines

- A. Legislation
- B. Policies
- C. Guidelines

V. Federal Fund

A. Finances – FY2024 Federal Program Budgets – Information item (Board Document 24-02)

Bailey-White said Board Document 24-02 shows how the ICfL budgets and spends federal Institute of Museum and Library Services funds. Additionally, the agency has federal Digital Access for All Idahoans (DAAI) planning grant funding that will roll into fiscal year 2024. The ICfL also anticipates receiving federal DAAI implementation funds in spring 2024, though it does not yet know exactly when or how much. The agency has authority to spend up to \$1.75 million in DAAI implantation funding in personnel, operating expenditures, and Trustee and Benefit.

B. Program – Boise State University Idaho Policy Institute Report – Information item

Baker said a draft of the DAAI plan went out for public comment starting Tuesday, August 8, 2023.

Bailey-White said the process of creating the draft plan took nine months. The ICfL worked with Boise State University’s Idaho Policy Institute (IPI) to draft the plan.

May summarized the three streams of data collection that went into creating the DAAI plan – 13 regional focus groups, two statewide surveys, and 14 stakeholder interviews. He provided an overview of the five overarching goals in the DAAI plan:

- Goal 1: Increase adoption and affordability of broadband technology.
- Goal 2: Improve online accessibility and inclusivity of public resources and services.
- Goal 3: Increase digital skills.
- Goal 4: Spread awareness of cybersecurity and online privacy.
- Goal 5: Increase availability and affordability of devices and technical support.

May also presented findings from survey questions specific to library use.

May explained that after the public comment period concludes, Bailey-White and Baker will work with IPI on any adjustments to the plan. IPI’s goal is to have a final plan back to the ICfL for consideration in early October.

C. Grants – Library Services and Technology Act Continuing Education Grant Applications

Received – Information item (Board Document 24-03) Bailey-White said Board Document 24-03 outlines federal grants distributed since the last board meeting. Those include several library science course enrollment and first-time conference attendance grants, along with the first group training activity grant awarded in several years.

VI. General (state funds), Miscellaneous Revenue, and Library Services Improvement Funds

A. Finances

1. **FY2023 Education Opportunity Resource (EOR) Reimbursements – Information item (Board Document 24-04)** Bailey-White said Board Document 24-04 shows details about Education Opportunity Resource (EOR) Act funds, which are provided by the state to libraries after they receive federal E-rate discounts. Libraries that participate in both

programs receive internet service at no charge.

Lamb said the EOR program is a tremendous asset to the Idaho library community, allowing many to have connectivity they would not be able to afford otherwise.

2. **FY2024 State Program Budgets – Information item (Board Document 24-05)** Bailey-White said Board Document 24-05 explains how the ICfL spends state general account funds. Program leads budget appropriated funds for the year. The agency evaluates spending each month, with a particular focus in December and in the spring to ensure the ICfL is on track with budget plans.
3. **FY2025 Budget Submission – Action item (Board Document 24-06)** Smith noted that at the June board meeting, the commissioners approved a \$40,000 line item for the Summer STEM from Your Library grant. There are three additional items the agency would like to include in its FY25 budget:
 - Spending authority for a \$750,000 DAAI capacity grant – \$450,000 in operating expenditures and \$300,000 in Trustee and Benefit (T&B).
 - A reappropriation request for DAAI capacity funds. The ICfL currently has spending authority for \$1.75 million, but the funding likely won't come in until the third quarter of the federal fiscal year. This request would make those funds available to spend in state fiscal year 2025.
 - A reappropriation request for \$2,048,323 in capital funds for library facilities projects – \$98,323 in operating expenditures and \$1.95 million in T&B.

Mecham moved that the fiscal year 2025 agency budget request be approved as described in Board Document 24-06 and that the State Librarian be authorized to adjust the request as may be required by the Division of Financial Management or the Legislative Services Office. Franklin seconded. *Motion carried unanimously.*

- B. **Library Services Improvement Funds Approval Consideration – Action item (Board Document 24-07)** Bailey-White said this will be the ICfL's fifth year working with the Idaho Lottery Commission. The Lottery Commission will provide \$50,000, which will be awarded to Idaho school libraries in grants ranging from \$1,000 to \$3,000 to buy library books during the school year.

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. Mecham seconded. *Motion carried unanimously.*

- C. **School Library Access Mini-Grant Applications Received – Information item (Board Document 24-08)** Bailey-White said the annual School Library Access Mini-Grant program awards \$200,000 to school libraries throughout the state. This year, the ICfL was able to fund every school that applied for a grant. ICfL staff will travel around the state to lead regional training sessions, which are required for grant recipients.

Bailey-White said the ICfL has seen changes in school practices because of the training and

support provided through the program.

VII. Operations Report

A. State Librarian and Management Team Reports – Information item (Board Document 24-09)

Bailey-White provided her report to the board:

- The annual Chief Officers of State Library Agencies (COSLA) meeting will be in Rhode Island in October, and she is planning to attend. COSLA will be celebrating its 50th anniversary.
- She has been working on the DAAI Plan with Baker and Boise State University's Idaho Policy Institute.

Baker provided his report to the board:

- He has been working on the DAAI Plan.
- Idaho's public library statistics are available on the ICfL's website, along with infographics.
- He has completed his Master of Library Science degree and is excited to use it in his role at the ICfL.

Bailey-White noted that Smith had to step away from the board meeting to attend a Luma training. Bailey-White said the Luma transition has been a bumpy road that has taken a lot of the fiscal team's time. She said Smith has been recognized by the State of Idaho Controller's Office for her work with Luma and supporting staff.

Lamb provided his report to the board:

- The second round of the Connecting Communities program closes for applications August 16, 2023. The agency has 175 devices available for libraries.
- The ICfL is working on a new project called Connecting Idaho Students, which will give 200 tablets out to schools throughout the state as an incentive to sign up for Sora by Overdrive, join the Idaho Digital E-Book Alliance (IDEA) collection, and promote the Libraries Linking Idaho (LiLI) for Schools databases. Applications open in September.
- He continues to work with the Office of Information Technology Services on IT modernization. The ICfL is upgrading its office's wireless access.
- The E-Services team will be traveling next spring to lead regional trainings, focusing on topics including e-resources, digital access, and web design. The goal is to let the library community know how the team can assist.

Valasek provided her report to the board:

- The Facilities Improvement Grant recipients will be announced publicly once the ICfL receives official confirmation from all of them. The ICfL received 39 applications totaling more than \$13 million in requested funds. There was \$3.35 million available to award, and the grant review team selected 15 recipients.
- The Youth Services team wrapped up the Summer Summit, an annual program for school librarians. The location rotates throughout Idaho and was in Boise this year.
- The ICfL awarded School Library Access Mini-Grants. The ICfL is also set to award \$50,000 in Bucks for Books funds from the Idaho Lottery Commission.

- The ICfL's Read to Me Rendezvous is an event that focuses on early literacy training for public library staff. It takes place every two years, alternating with the Teen Convening. The 2023 Read to Me Rendezvous is scheduled for November 14 and 15 in Boise.

Gelskey provided her report to the board:

- The Talking Book Service team participated in the 2023 Keystone Library Automation System User's Conference.
- The Let's Talk About It program process is being streamlined to align with other ICfL grant programs. A new round of the program has started. The ICfL had 26 applicants and selected 15 award recipients, which included two libraries that had never applied before. Six new scholars from northern Idaho have committed to participating in the program.
- Final reports from That All May Read Grant recipients are due on September 15, 2023.
- TBS Program Specialist Rachel Welker and the TBS volunteer team have caught up on recording two years' worth of magazines that fell by the wayside due to the pandemic. This means they can focus more on recording books.

B. Personnel – Information item (Board Document 24-10) Bailey-White said Financial Technician Nancy Holt has retired after three decades with the ICfL. The agency is interviewing for the position and will make an offer soon.

C. Other

VIII. Old Business

A. Board Appointment – Information item (Board Document 24-11) Bailey-White hasn't received final word about Wittman's reappointment to the board. She will continue checking in.

IX. New Business

A. Board Communication and Public Comment Practices – Action item (Board Document 24-11) Bailey-White said commissioners may be receiving more email, phone, and webform communication than in the past. She thought it would be a good time for training and discussion.

Ritter provided an overview of best practices for when commissioners are contacted directly by a member of the public through phone or email. He then outlined best practices for interactions with the public during board meetings.

Commissioners Franklin, Strickland, and Wittman noted recently receiving calls to personal phone numbers from members of the public.

Bailey-White said responses to the Contact a Commissioner form on the ICfL's website are public record. Commissioners should copy her on any responses they send.

Bailey-White said Board Document 24-11 outlines proposed public comment guidelines for board meetings.

Lamb suggested including in the guidelines that no personnel complaints can be taken in an open public session.

Wittman, Held, Franklin, and Strickland discussed adding requirements that those providing public comment state their address and affiliation along with first and last name. Held suggested making those revisions and tabling a vote on the guidelines until the next board meeting. Franklin agreed. There were no objections.

- B. Plans for September Board Tour – Information item** Bailey-White provided an overview of plans for a September tour of libraries in northern Idaho and the Silver Valley. In addition to the commissioners, seven ICfL staff members will attend. Bailey-White said she plans to invite legislators in that part of the state to join the library visits.
- C. FY2024-25 Updated Board Meeting Schedule – Action item (Board Document 24-12)** Bailey-White explained that with plans for a September board meeting, the updated schedule takes the October 19 meeting off the calendar. A December 7 video conference meeting will proceed as planned if there are action items for the board to consider. The new schedule also updates plans for the April meeting, when there were originally plans for a board tour.

Franklin moved that the updated fiscal year 2024-25 meeting schedule for the Idaho Board of Library Commissioners be approved as outlined in Board Document 24-12. Mecham seconded.
Motion carried unanimously.

X. Strategic Issues

XI. Meeting Evaluation/Adjournment

Held moved to adjourn the meeting. Meeting adjourned at 12:07 p.m. MDT.

Next meeting: Friday, September 29, at 10 a.m. PDT
Molstead Library, North Idaho College, 875 W. Garden Avenue, Coeur d’Alene, Idaho 83814