

## **Idaho Board of Library Commissioners Regular Meeting Minutes**

Friday, February 9, 2024, 10 a.m. MST / 9 a.m. PST

Zoom, with livestream access at

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

### **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, Financial Manager Jamie Smith, Talking Book Service Program Supervisor LeAnn Gelskey, E-Services Program Supervisor William Lamb, Partnerships and Programs Supervisor Amelia Valasek, and (serving as recorder) Management Assistant Allison Maier
- Other attendees: Erik Olson, Idaho Division of Financial Management

### **I. Call to Order** Held called the meeting to order at 10:02 a.m. MST.

**A. Introductions** Attendees introduced themselves.

**B. Agenda Review / Approval – Action item (Board Document 24-37)** Wittman moved to approve the February 9, 2024, meeting agenda. Franklin seconded. *Motion carried unanimously.*

**C. Announcements** Bailey-White said the ICfL has a new Deputy Attorney General, Conor Holler. He will represent the agency should any legal matters arise.

### **II. Minutes Review/Approval**

**A. December 7, 2023, Minutes – Action item (Board Document 24-36)** Wittman moved to approve the minutes of the December 7, 2023, board meeting. Mecham seconded. *Motion carried unanimously.*

### **III. Legislation – Policies – Guidelines**

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

### **IV. Federal Fund**

- A. Finances
- B. Program

#### **C. Grants**

1. **Library Services and Technology Act Continuing Education Grant Applications Received**

– **Information item (Board Document 24-38)** Bailey-White said she is pleased with the number and variety of continuing education grant applications the ICfL has received. With budgeted funds for the grants running low, the ICfL has shifted about \$8,000 in Trustee and Benefit funds to cover additional applications through the end of the fiscal year.

2. **American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Grant Applications Received – Information item (Board Document 24-39)**

Bailey-White explained that Summer Support Grants and larger Summer School Library Grants were awarded with one-time ARP ESSER funding. The grants support summer programs at public and school libraries.

3. **Welcoming Libraries Grant Applications Received – Information item (Board Document 24-40)**

Bailey-White explained the Welcoming Libraries grant program has been in place for several years. She said she was pleased to see applications focused on adding Indigenous materials to library collections, showing the impact of the ICfL's Indigenous Idaho course. Other grant applications focused on making library spaces welcoming for individuals with disabilities. With more interest in these grants, the ICfL has increased the program budget.

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

- A. Finances
- B. Program
- C. Grants

VI. Operations Report

A. **State Librarian and Management Team Reports – Information item (Board Document 24-41)**

Bailey-White provided her report to the board:

- She has been meeting with legislators and legislative staff to get the ICfL's FY2025 budget through the legislative process. The Joint Finance-Appropriations Committee moved to include the ICfL's digital access funds in the budget. The status of the agency's enhancement request for the Summer STEM from Your Library grant program is unclear.
- The ICfL submitted its state program report to the Institute of Museum and Library Services (IMLS). Once reviewed, the report will be published on the IMLS website.

Baker provided his report to the board:

- The ICfL submitted its draft Digital Access for All Idahoans (DAAI) Plan to the National Telecommunications and Information Administration (NTIA) in November and addressed minor edits from NTIA the following two months. The ICfL is now awaiting details from NTIA about capacity and implementation funds that will be available to complete the work outlined in the plan.
- Baker spoke about the DAAI plan at the Idaho Cable Broadband Association meeting in January, bolstering partnerships.

Smith provided her report to the board:

- The ICfL's FY2025 budget and state program report for the IMLS have been priorities.
- The ICfL is still encountering challenges with the new Luma system. The agency is now able to review Luma reports from the first seven months of the fiscal year to resolve errors in budget coding. The ICfL's financial team continues to build expertise on Luma tools and help other staff members navigate the system.

Lamb provided his report to the board:

- The E-Services team is working on an in-house, agency-wide event management system to replace several outside event registration platforms. The team is testing the system with registration for its E-Services Roadshow. From there, it plans to make final revisions and implement the system in other ICfL departments.
- Hiring of a new E-Services administrative assistant position fell through. The ICfL has reopened applications and plans to interview candidates later in February.
- The Idaho Office of Information Technology Services (ITS) has completed Wi-Fi upgrades in the ICfL office. ITS will now focus on network equipment upgrades to maintain security.
- The Talking Book Service recording studio is set to receive cabling upgrades.

Valasek provided her report to the board:

- Facilities and Capital Improvements grant projects are going well. The ICfL is hosting an ongoing webinar series about library capital projects and an in-person Facilities Workshop on March 13.
- The ICfL's telehealth toolkit for libraries is complete and available on the ICfL website.
- Youth Services staff will be on the road for training and site visits in the spring.
- The team has revamped the Youth Services landing page on the ICfL website. It has also revamped its monthly newsletter, The Scoop.

Gelskey provided her report to the board:

- A Talking Book Service (TBS) customer service representative gave notice. Her replacement is set to begin on February 20.
- The Let's Talk About It program is introducing a new theme focused on regional Indigenous literature.
- The ICfL was able to provide funding to all 27 libraries that applied for That All May Read grants this year. Many grantees plan to focus on rounding out large-print collections.
- A new TBS logo, website, and outreach project are on the way.

**B. Personnel – Information item (Board Document 24-42)** Bailey-White said the ICfL is working to fill open positions. It has also reclassified two positions: The ICfL's Buyer was upgraded to Buyer Senior, and the Youth Services Project Coordinator was upgraded to Outreach and Family Engagement Consultant. Bailey-White said the shifts reflect the work those individuals have been doing on a regular basis.

C. Other

## VII. Old Business

- A. **Board Appointment Process – Information item (Board Document 24-43)** Bailey-White opened discussion about the process of filling an upcoming available seat on the Board of Library Commissioners. Applications are set to close March 20. The board is scheduled to have a two-day meeting in April. Commissioners will interview candidates and put together a list of recommendations for the Office of the Governor.

Commissioners agreed to establish a two-person hiring subcommittee: Held and Wittman will review applications and select candidates for interviews. The ICfL will vet applications to confirm that candidates reside in the 1st Congressional District.

## VIII. New Business

Commissioners asked for information on the current draft of Senate Bill 1289's definitions, potential impact on libraries, and likelihood of being passed. Bailey-White explained the language of the bill is complicated and would require every library in the state to revise its collection development policy and review process. She said the bill would likely be challenged in court if passed. She said a library bill is likely to pass during the legislative session.

Bailey-White provided information about flooding that caused extensive damage at two Community Library Network locations.

## IX. Strategic Issues

**X. Public Comment** There were no public comments.

## XI. Meeting Evaluation/Adjournment

Commissioners discussed plans for candidate interviews in April. They agreed that in-person interviews are preferable, though they will not exclude candidates who need to meet on Zoom.

Commissioners and Bailey-White agreed to schedule Bailey-White's annual performance review for the board's regular June meeting.

Held adjourned the meeting at 11:11 a.m. MST.

**Next meeting:** Wednesday, April 24, 2024, exact times TBD  
and Thursday, April 25, 2024, 10 a.m. MDT / 9 a.m. PDT  
Idaho Commission for Libraries,  
325 W. State St., Boise, ID 83702