

**IDAHO BOARD OF LIBRARY COMMISSIONERS
MEETING MINUTES
February 6, 2020
Idaho Commission for Libraries
325 W. State St., Boise, ID 83702**

The Idaho Board of Library Commissioners video conference meeting was called to order at 10:05 a.m. MST on Thursday, February 6, 2020, at the Idaho Commission for Libraries. Participating via Zoom were: Chair Dave Mecham, Pat Raffee, and Michael Strickland. Attending in person were Vice-Chair Janet Franklin and John Held; from the Idaho Commission for Libraries (ICfL) were State Librarian Stephanie Bailey-White; Deputy State Librarian Tammy Hawley-House; Administrative Services Manager Roger Dubois; Program Supervisor Randy Kemp; and Office Services Supervisor, Dian Scott, serving as recorder. Office Specialist II Josie Bradford sat in to observe and record.

I. Call to Order by Janet Franklin 10:05 a.m. MST

A. Introductions – Introductions were made.

B. Agenda Review/Approval – action item (Board Document 20-32 Rev.2)

M/S Held/Mecham that the agenda for this meeting be amended, pursuant to Idaho Code § 74-204.

Roll call vote: Held: aye Franklin: aye Raffee: aye Strickland: aye Mecham: aye

M/S Strickland/Mecham that the revised agenda be approved as amended.

Motion carried unanimously.

C. Announcements – none.

II. Approval of Minutes

A. December 12, 2019, meeting – action item (Board Document 20-31)

M/S Held/Raffee that the minutes of the December 12, 2019, Board of Library Commissioners meeting be approved as distributed in Board Document 20-31.

Motion carried unanimously.

III. Public Comment – none.

IV. Legislation Policies -Rules

A. Legislation - none

B. Policies – action item (Board Document 20-33)

Bailey-White explained that the State just updated its policy, and the State’s policy usually supersedes any commission policy.

M/S Mecham/Held that the Commission replace its Policy Against Sexual and Other Discriminatory Workplace Harassment and the Sexual Harassment by a Third Party Policy with the State’s Respectful Workplace Policy.

Motion carried unanimously.

C. Rules – action item (Board Document 20-42)

Bailey-White updated the Board on the omnibus process for rules that the Commission had just received on Monday after the agenda went out. This rule needs to be approved by the

Board by February 21. She informed the Board that the Commission's rules have gone through the Senate and House Education Committees; very few questions were asked about those. Franklin asked if these were the rules that were condensed earlier. Bailey-White explained these are the rules that the legislature left unsigned, and so these are to make temporary rules until the legislature can pass them all again. The legislature has the right to go into any agency's rules and pick and choose things that they want to approve or not and Bailey-White was pleased to report that the Commission's rules did sail through that process.

M/S Held/Mecham that pursuant to Section 67-5226, Idaho Code, the Governor has found that temporary adoption of this rule is appropriate to protect the public health, safety, and welfare of the citizens of Idaho and confer a benefit on its citizens.

These rules implement the duly enacted laws of the state of Idaho, provide citizens with the detailed rules and standards for complying with those laws, and assist in the orderly execution and enforcement of those laws. The expiration of these rules without due consideration and processes would undermine the public health, safety and welfare of the citizens of Idaho and deprive them of the benefit intended by these rules.

Therefore, we are adopting this temporary rule governing the use of Commission Services, Docket #30-0101-1801 to be effective upon *sine die* of the 2020 session of the Idaho Legislature. The approval is conditional and will only become effective if the rules are not otherwise approved or rejected by the Legislature and/or not extended pursuant to the Idaho Administrative Procedure Act, including sections 67-5291 and 67-5292, Idaho Code.
Roll call vote: Held: aye Franklin: aye Raffee: aye Strickland: aye Mecham: aye

V. Federal Fund

A. Finances

1. LSTA re-authorization – information item (Board Document 20-34)

Bailey-White stated the agency's Institute of Museum and Library Services (IMLS) award for next fiscal year will increase by \$120,586 over last year's appropriation. Commission staff members are pleased that Congress increased the Grants to States and that Idaho will see an increase.

2. LSTA grant applications received – information item (Board Document 20-35)

Bailey-White pointed out this document reflects who is receiving grants from LSTA funds; she noted the remaining balance of funds is going down, but the Commission is pleased to see so many different libraries applying for and receiving funds.

Raffee pointed out no activity in the last fiscal year in two grant types and asked if there had been any activity in those two categories that are presently zero in prior years. Bailey-White affirmed there had been and anticipates a group training grant application from Meridian District Library for next fiscal year for a September event. Typically, there are one or two per fiscal year. It takes quite a bit more lead time to do a whole group training. With the Leadership Development grants, it has been a couple of years since the Commission has received an independent application for one of those. This could be due in part to the LiLAC group, that's the Library Leadership Action Committee, that Randy is helping to lead, and the Commission has provided those trainings either through that group or through the

Commission.

B. Program - none

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

A. Finances – Pending Grants – action item (Board Document 20-36 Rev.)

Bailey-White stated there are several grant projects staff are working on. First is the Lumina Foundation grant project, partnering with the State Board of Education (SBOE). SBOE is hoping to extend the Lumina grant and provide funding directly to the Commission so that the Commission may make awards to libraries in 11 counties targeting adult learners and particularly veterans. This is an opportunity for libraries in those communities to get the word out about services for adult learners. Dubois will take the lead on outreach efforts in the 11 counties. Franklin asked which counties were being included. Bailey-White explained it will be counties with a high percentage of veterans and high poverty levels. The pilot was started in Elmore County with Mountain Home Public Library and Glens Ferry Public Library. Dubois was able to attend the pilot training with the library staff at Mountain Home Public Library last week.

The second grant opportunity is a partnership with the Idaho Community Foundation. Kemp explained the Cambia Foundation will provide \$10,000 to the Idaho Community Foundation to channel to ICfL to support as many computer kiosks as possible for Census taking in libraries in counties where \$100,000 from the Idaho Community Foundation did not reach. The goal is to extend that reach into other counties across the state, primarily rural and small libraries. Funds are to provide a kiosk, computer, furniture if needed, materials, and handouts so that people could come in and have a dedicated spot in that library to fill out the Census. The computer would become the property of the library after the Census closes.

The third opportunity is a Scentsy Family Foundation grant of up to \$10,000 to provide funding for the Laundromat Literacy with Idaho Libraries Program.

The fourth request is to spend up to \$2,500 from the Library Services Improvement Fund (LSIF) for the Best Practices Improvement Plan. Northern Field Consultant Emily Sitz talked about this program at the October Board meeting. ICfL is hoping to pilot that program this fiscal year with libraries that have been serving as advisory board members. Once the bugs are worked out, next fiscal year ICfL hopes to use LSTA funds to provide a \$500 incentive for libraries to complete the Best Practices toolkit and use the funds for any area they want to improve.

If these projects are approved, that will grant the Commission the authority to use Library Services Improvement funds for those programs.

M/S Strickland/Mecham moved that the expenditure of up to \$197,500 from the Library Services Improvement Fund be approved for implementation of the grant projects as outlined in Board Document 20-36.

Motion carried unanimously

B. Program

VII. Operations Report -- information item

A. State Librarian travel report – information item (Board Document 20-37)

Bailey-White noted this is the first stand-alone travel report she has submitted, as she has been including that information in her management reports at each Board meeting. She said she presented the Agency’s budget to the Joint Finance and Appropriations Committee (JFAC) on January 13 and had an opportunity to present it again on Monday, February 3, to the Senate Education Committee. She received some questions on Wi-Fi filtering costs, and there are still a few legislators interested in finding funding to support that. The Idaho Library Association is still working to see if that might be able to go forward this year.

Bailey-White indicated there would be more discussion about changes planned with Sue Walker’s retirement—reclassifying some positions and creating a new organizational chart – under the personnel update. She then brought up new legislation that might be introduced this session. Bailey-White and Hawley-House met with the Chairs from the House and Senate Education Committees and Representative Young from Blackfoot who is hoping to introduce a bill that would require additional provisions to database contracts verifying that materials are not deemed harmful to minors under the Idaho Code. There is another meeting this afternoon with legislators, State Department of Education, School Board Administration, and the Idaho Library Association. The Commission has several proposals to share with them to help address their concerns. Staff are taking this very seriously, as once the Chairs of the House and Senate Education Committees sign on as supporters, the proposed bill has a better chance of passing those committees. This may be an opportunity for Commissioners to contact legislators and possibly testify, as both Mecham, as an educator, and Strickland, as a home schooling parent, could speak to the resources and benefits of the databases. A memo was sent out from the Governor’s Office that states if staff and Commissioners, acting in their official capacity, want to testify regarding bills that come before the legislature, prior written approval from the Governor’s Office is needed. Bailey-White will work with any Commissioners interested in testifying or working with the legislature.

Mecham suggested the Board have a conversation about this afternoon’s meeting when the meeting is finished, and he offered to talk with Rep. Young. Bailey-White agreed to touch base Friday or Monday to update the Board on the meeting outcome. Bailey-White said she intends to propose an alternative URL for home school parents, dual-enrollment students, and those using LiLI from home that want the same curation criteria that schools use. She added that staff have attempted to find inappropriate items such as those complained about on LiLI, but no one on staff has been able to locate those; and the folks who are complaining are not sharing the exact articles that were found that supposedly contain profanity or “obscene” content. She noted staff have had conversations with EBSCO and other vendors to develop talking points for the meeting today. She is hoping legislators will consider alternatives to the proposed bill.

B. Management Team Members – information item (Board Document 20-38)

Kemp reported on “place making” discussions at ALA Midwinter Conference and with the Commission on the Arts. He described place making as communities that help define, describe, and activate how they want their public or community areas to look and feel. It’s often centered on arts, education, and cultural memory, engaging the community, and, Kemp noted, libraries are

a part of that ecosystem. He heard examples from libraries across the country who put up little pop-up parks in parking spaces in front of the library to create new spaces for people; or turned an alleyway into an art space or pop-up library. These conversations talk about well-being and self-care. He is excited to explore these ideas at the Public Library Directors Summit.

Dubois reported completion of the mid-year review to ensure the Commission's budget is balanced for the remainder of the fiscal year; he said the agency is on track. Spending will continue as planned until May 13 when the budgets will be frozen, and the focus will shift to closing out the fiscal year without any deficits.

In the IT area, Dubois reported that all computers are on Windows 10, but said he has learned that some are not compatible with security software. Next year the security software will no longer be supported and will not be safe. IT is working on finding replacements and how to pay for them. ITS will not support the hardware that we have in field offices, so that will be \$2,000-\$5,000 per office to remedy.

He reported the agency is 100 percent staffed at this time. The Change in Employee Compensation plan (CEC) will be a 2% increase in salary funding for next year. The biggest challenge is the State reduced the agency's budget by 2% (or \$41,000) and still considers it reasonable that a 2% raise (\$36,000) be given to employees; leaving it to ICfL to remedy the gap.

Hawley-House reported her area is fully staffed. The Youth Services Team has several programs and grants open. There have been several trainings on the docket, and staff are getting ready to roll out the Best Practices Toolkit. Eastern Field Consultant Patrick Bodily has reported that all public libraries have submitted their annual statistics.

C. Personnel - informational item (Board Document 20-39)

Bailey-White reported that TBS Supervisor Sue Walker is retiring toward the end of March after 20 years. The agency has been working with the Division of Human Resources (DHR) to reclassify that position and she referred Board members to the proposed new organizational chart. The new position will be a Program Supervisor of Talking Book Service staff and be a member of Management Team. Bailey-White said she was currently waiting on approval from DHR before announcing the position and recruiting. Staff hope to have some overlap so Sue can do some training with the new person toward the end of March.

Raffee asked if the reclassification would take effect when the new person comes on board. Bailey-White confirmed that DHR would not allow the reclass while Sue is in the position without having Sue apply for the position. Since there is little time until Sue's retirement, it was decided to make that change of the position when the new person comes in. It is the same pay grade, so there is no financial impact for the agency in making the change. There will not be much change in duties other than supervising the TBS staff. This person will have a steep learning curve just learning TBS procedures, processes, and supervisory responsibilities, so he/she will focus on TBS for the first couple of years.

Raffee noted that it was confusing that the organizational chart included in the Board Documents is dated as current when it really is happening in March. Bailey-White confirmed that it is

proposed until final approval is received. Bailey-White added that the Management Team has also examined what an additional team member means for the Management Team, the Board and Board tour, and they are still working out details.

VIII. Old Business

A. Board advocacy – information item (Board Document 20-40)

Bailey-White described the executive summary Kari Anderson produced after the Board's work session in December. She said staff has been working on the communication plan, and the Board should receive a copy of that next week. Bailey-White will not be working on her next steps until the end of the legislative session. She expressed appreciation for receiving some stories from Pat, and said she was able to work in some of the phrases from the stories for the JFAC and Senate Education Committee presentations. Raffee observed that the document from Anderson suggested a need to explore what appear to be some differing Board member points of view about advocacy and fundraising, and suggested further discussion be held at the next face-to-face Board meeting in June.

IX. New Business

X. Strategic Issues

A. Topic(s) for next meeting – discussion

Bailey-White asked whether, as the Board moves into more of an advocacy role, they would like to learn more about programs and services during each Board meeting. Lili Databases and services, for example, might be a good topic to cover with the LiLI Librarian, who could go through the curation process that vendors use, the selection criteria, and what's offered. Franklin asked if other Board members use or have looked at Lili. Some have, some not. Franklin shared a story from a teacher she knows about how easy it is to google words to find inappropriate topics at school. Hawley-House encouraged Board members' doing a Google search and then doing the same search in Lili to compare results. Mecham stated that his schools send students to Lili because it is safer than Google. Bailey-White stated that school database content should support school curriculum.

Bailey-White reminded everyone that the April Board meeting is a virtual meeting, and that documentation and slides will be provided ahead of time to make it easier to follow.

Mecham suggested continuing the Board conversation about advocacy and fundraising, perhaps assigning roles board members feel comfortable with. Held agreed that would best present a unified Board.

XI. Executive session – action item (Board Document 20-41) 10:52

M/S Mecham/Held that the Board go into Executive Session pursuant to Idaho Statute 74-206(1)(b) to consider the evaluation of a staff member.

Roll call vote: Held: aye Franklin: aye Raffee: aye Strickland: aye Mecham: aye
Board went into executive session at 10:52 am MST.

M/S Mecham/Strickland that the Board leave the Executive Session.

Meeting resumed at 11:13 a.m. MST.

Mecham reported that the executive session directed Bailey-White to give a self-evaluation no later than March 31. Held, Raffee, and Strickland were appointed to review the self-evaluation and finish the evaluation in the April board meeting.

The meeting was adjourned at 11:15 a.m. MST.