

Idaho Board of Library Commissioners Regular Meeting Minutes

Thursday, December 12, 2024, 10 a.m. MST / 9 a.m. PST
Zoom, with livestream access at
Idaho Commission for Libraries, 325 W. State Street, Boise

Attendees:

- Idaho Board of Library Commissioners: Chair Dave Mecham, Vice-Chair Janet Franklin, Michael Strickland, Dawn Wittman, and 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 Florco, Talking Book Service Program Supervisor LeAnn Gelskey, Outreach and Community Engagement Consultant Kristina Taylor, and (serving as recorder) Digital Navigator Project Coordinator Allison Maier

I. Call to Order

Mecham called the meeting to order at 10 a.m. MST.

A. Introductions Attendees introduced themselves.

B. Agenda Review / Approval – Action Item (Board Document 25-25) Wittman moved to approve the December 12, 2024, meeting agenda. Franklin seconded. *Motion carried unanimously.*

C. Announcements

II. Minutes Review / Approval

A. October 16, 2024, Minutes – Action Item (Board Document 25-24) Franklin moved to approve the minutes of the October 16, 2024, board meeting with the addition of the meeting location: the Orchard Park branch of the Meridian Library District. Strickland and Staaf seconded. *Motion carried unanimously.*

III. Federal Fund

A. Finances

B. Program – Indigenous Idaho Course Highlights – Information Item

Taylor provided an overview of the origin, objectives, and format of the ICfL's Indigenous Idaho course. The ICfL has offered the course four times, reaching a total of about 108 participants. The course provides information and resources about how Indigenous people can be respectfully and relevantly represented in libraries, with a focus on Idaho tribes. It includes self-paced learning modules and live virtual presentations and discussion. Participants can continue to access the resources after the course. Individuals who complete the course receive new titles by Indigenous authors to add to their library collections.

Taylor noted that course participants often apply for the ICfL's Welcoming Libraries Grant to focus on Indigenous collection development.

- C. Grants – Continuing Education Grant Awards – Information Item (Board Document 25-26)** Bailey-White said it has been a big fiscal year for Continuing Education Grant applications, with the ICfL nearly maxed out on award funds despite adding to the original budget.

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

- A. Finances – LSIF Approval Consideration – Action Item (Board Document 25-27)** Bailey-White said this is the fifth year the ICfL has received a donation from the Idaho Scottish Rite Foundation. This year's \$17,500 donation is a record high and will support purchasing books to send to every public library in the state for 2025 summer reading.

Franklin moved that the expenditure of up to \$17,500 from the Library Services Improvement Fund be approved for implementation of projects outlined in Board Document 25-27. Wittman and Staaf seconded. Motion carried unanimously.

- B. Program**

- C. Grants – Bucks for Books Grant Awards – Information Item (Board Document 25-28)** Bailey-White said the ICfL has partnered on this program with the Idaho Lottery Commission for six years. It is a competitive grant. This year, 36 schools applied and 17 received grants ranging from \$2,000 to \$3,000. A total of \$50,000 went to Idaho school libraries.

Franklin asked about the declined applications. Florko said the ICfL received more applications than it was able to fund. Determining factors in awarding grants include the percentage of students eligible for free and reduced lunch, the school library budget, and the amount of time the librarian can dedicate to grant activities.

Staaf asked whether the funding amount from the Idaho Lottery has increased over time. Bailey-White said it has increased from \$40,000.

V. Operations Report

- A. State Librarian and Management Team Reports – Information Item, including 2024 ICfL Employee Engagement Survey Results (Board Document 25-29)**

Bailey-White provided her report to the board:

- The ICfL's Joint Finance-Appropriations Committee (JFAC) budget hearing is scheduled for Jan. 22. The format will be similar to last year, with the ICfL's Legislative Services Office analyst doing the bulk of the budget presentation. The committee will focus on agency performance

metrics. Bailey-White has been working to meet with JFAC members. She has also reached out with information about the Digital Access for All Idahoans (DAAI) Plan and the importance of ongoing spending authority for funding.

- The ICfL management team has been working on a staff engagement action plan based on results from the state's annual survey of employees. She is pleased with the ICfL's high response rate and strength in work-life balance and the agency's mission. The ICfL will focus on a few areas for improvement. It will provide staff training and revamp the employee handbook.
- She attended the annual Chief Officers of State Library Agencies meeting in October. It included information about congressional reauthorization of the Institute of Museum and Library Services and its budget, which is on the docket this year.

Baker provided his report to the board:

- He has been focusing on the DAAI Plan.
 - The ICfL received its federal award in October and opened subgrant applications in November. Those include two device subgrants – Connecting Communities and Tech Refresh – and monetary subgrants.
 - He has been working to get the word out about digital equity, including participation in a broadband panel broadcast on C-SPAN.
- He coordinated with the management team to provide Crucial Conversations training from the Idaho Division of Human Resources to all ICfL staff members.

Lamb provided his report to the board:

- The E-Services team is also focusing on DAAI Plan work.
- The team is revamping the ICfL's eBranch Program, which provides website hosting and support to about 90 Idaho libraries. The ICfL is updating website themes with a focus on accessibility. The team is also creating new guidance and tutorials for libraries.
- Allison Maier is the new Digital Navigator Project Coordinator.
- The ICfL is finishing up the next round of its staff tech refresh. Staff are now set to receive a new computer every three years.

Florko provided her report to the board:

- She has been working on the annual State Program Report for the ICfL's Library Services and Technology Act (LSTA) award. It is due at the end of January and details ICfL projects and activities that utilized LSTA funds.
- Youth Services team members have attended recent conferences and training, including an Association of Tribal Archives Libraries and Museums conference, a National Association for the Education of Young Children conference, and the Idaho Early Years Conference.
- Summer reading reports are in. Program participation from public

libraries was up 30% in 2024, with about 107,000 participants. The ICfL is offering regional workshops focused on early learning.

- The ICfL is sending monthly book shipments from October to May to 47 libraries participating in the My First Books program. The ICfL also sent a total of about 6,200 books to the 100 libraries that participated in Idaho Family Reading Week in November.
- Florko continues to train the ICfL's new Grants Officer and Grants Specialist.

Gelskey provided her report to the board:

- Talking Book Service customer service representatives have been following up for signatures on parental acknowledgement forms now required by the National Library Service (NLS). About a third have been returned.
- The ICfL hopes to incorporate America250 as part of the Let's Talk About It program in 2026. It will collaborate with the Idaho Humanities Council on plans.
- Applications for the next round of That All May Read Grants will launch in mid-January. The program has been well-received by libraries.

B. Personnel Report – Information Item (Board Document 25-30) Bailey-White said with Maier's promotion to Digital Navigator Project Coordinator, applications are open for the Management Assistant position through December 27. The ICfL has hired a Grant Specialist to assist the Grants Officer. The ICfL's Technical Records Specialist retired in October, and the agency may reclassify that position to best meet needs.

C. Other

VI. Legislation, Policies, and Guidelines

A. Legislation

B. Policies

- 1. Electronic Resources Collection Development Policy – Action Item (Board Document 25-31)** Gelskey explained the updated policy incorporates Talking Book Service collection development details, including the NLS parental acknowledgement form requirement.

Wittman moved that the board adopt the Electronic Resources Collection Development Policy as outlined in Board Document 25-31. Franklin and Strickland seconded. Motion carried unanimously.

- 2. Idaho Talking Book Service Governing Use Policy – Action Item (Board Document 25-32)** Gelskey said it is good to review the policy on a regular basis. The updated text is consistent with

NLS requirements and specifies that users leaving the Talking Book Service should return all materials.

Franklin moved that the board adopt the Talking Book Service Governing Use Policy as outlined in Board Document 25-32. Wittman seconded. Motion carried unanimously.

C. Guidelines

VII. Old Business

VIII. New Business

IX. Strategic Issues

X. Public Comment

There were no public comments.

XI. Meeting Evaluation / Adjournment

Bailey-White noted the February regular meeting will be in person. She hopes for a robust agenda and opportunity for commissioners to meet staff.

Wittman and Franklin requested refresher information on communicating with legislators.

Franklin moved to adjourn. Mecham adjourned the meeting at 11:06 a.m. MST.

Next Regular Meeting: Friday, February 21, 2025, 10 a.m. MST
Idaho Commission for Libraries, 325 W. State Street, Boise, Idaho 83702