

## Idaho Board of Library Commissioners Regular Meeting Minutes

Thursday, August 15, 2024, 10 a.m. MDT / 9 a.m. PDT  
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 John Held
- Idaho Commission for Libraries staff: State Librarian Stephanie Bailey-White, Financial Manager Jamie Smith, E-Services Program Supervisor William Lamb, Development Services Program Supervisor Talela Florko, Talking Book Service Program Supervisor LeAnn Gelskey, Public Library Consultant Clay Ritter, Digital Inclusion Consultant Chelsea Summerlin, E-Resources Library Consultant Marina Rose, and (serving as recorder) Management Assistant Allison Maier
- Other attendees: Norma Staaf, George Prentice – Boise State Public Radio, Katharine Hoehne – Idaho Division of Financial Management

### I. Call to Order Mecham called the meeting to order at 10 a.m. MDT.

#### A. Introductions

- B. Agenda Review / Approval – Action item (Board Document 25-01)** Franklin moved to approve the August 15, 2024, meeting agenda. Held seconded. *Motion carried unanimously.*

#### C. Announcements

- 1. Board Appointment Update – Information item** Bailey-White said Staaf has been contacted by the Governor’s Office, but the ICfL has not received a final letter confirming her appointment to the board. Staaf is joining the meeting as an onlooker in the meantime.

### II. Minutes Review/Approval

- A. June 13, 2024, Minutes – Action item (Board Document 24-66)** Strickland moved to approve the minutes of the June 13, 2024, board meeting. Franklin seconded. *Motion carried unanimously.*

### III. Public Comment There were no public comments.

### IV. Legislation, Policies, and Guidelines

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

**V. Federal Fund**

**A. Finances – FY2025 Federal Program Budgets – Information item (Board Document 25-02)**

Bailey-White said the ICfL’s allotment from the Institute of Museum and Library Services is \$1,741,000 for this fiscal year. The ICfL also receives federal funding through the Idaho Humanities Council and Idaho Department of Education. The ICfL is right at its spending authority limit, and budgets are tight this year. The ICfL’s management team reviews and adjusts the budget on a quarterly basis in alignment with the agency’s strategic plan.

**B. Program**

**C. Grants – Continuing Education Grant Awards – Information item (Board Document 25-03)**

Bailey-White noted there have been quite a few First-Time Conference Attendance and Library Science Course grant awards.

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

**A. Finances**

- 1. FY2026 Budget Requests – Action item (Board Document 25-04)** Bailey-White said the document outlines additions to the ICfL’s proposed budget request since the last board meeting: An increase to the agency’s federal spending authority cap to allow for more flexibility and a one-time reappropriation of \$170,000 in capital project funds to wrap up projects in the next fiscal year.

Wittman asked for an update on the capital projects. Florko said the ICfL dispersed about \$1.7 million to libraries in fiscal year 2024. Many of the smaller projects are already complete, and libraries are making progress on larger projects. All should be able to complete their projects within the grant period.

Franklin moved that the fiscal year 2026 agency budget request be approved with the proposals as described in Board Document 25-04 and that the state librarian be authorized to adjust the request as may be required by the Idaho Division of Financial Management or the Legislative Services Office. Held seconded. *Motion carried unanimously.*

- 2. FY2025 State Program Budgets – Information item (Board Document 25-05)** Bailey-White said the ICfL’s state budget is also tight this year, with a \$79,000 increase in rent and other increases. ICfL project leads looked carefully at budgets and made hard decisions. Bailey-White noted the state budget includes travel and professional development for board members.

Held asked about ShareIdaho. Bailey-White said it is the ICfL’s interlibrary loan and WorldCat cataloging subscription. The ICfL subsidizes costs for Idaho public libraries and a few school and academic libraries.

- 3. LSIF Approval Consideration – Action item (Board Document 25-06)** Bailey-White said the ICfL is asking for board authority to spend up to \$50,000 from the Idaho Lottery Commission to support a sixth year of the Bucks for Books program.

Held moved that, upon receipt of funds from the Idaho Lottery Commission,

expenditures of up to \$50,000 be approved for implementing the Bucks for Books partnership and that up to \$30,000 be approved to support one-time expenditures for the Talking Book Service (TBS) from the LSIF. Wittman seconded. *Motion carried unanimously.*

Bailey-White said the request includes utilizing LSIF funds for one-time Idaho TBS expenses, including purchasing replacement printers, funding some of the “That All May Read” grant applications, and advertising costs. Donations to the Idaho TBS have gone into the LSIF.

- 4. FY2024 Education Opportunity Resource (EOR) Reimbursements – Information item (Board Document 25-07)** Bailey-White said the ICfL has offered the EOR program for several years. Combined with the federal E-Rate program, it covers 100% of broadband costs for participating libraries. The ICfL was also able to support some content filtering and mobile hotspot reimbursements.

Lamb said a significant percentage of Idaho public libraries participate in the program. Libraries that don’t participate include those that receive free internet through their cities or have agreements with local internet providers.

- B. Program – Bucks for Books Summary Report 2023-2024 – Information item (Board Document 25-08)** Bailey-White said the document includes highlights from a report prepared for the Idaho Lottery Commission. She said Bucks for Books is a mutually beneficial program for school libraries and the Idaho Lottery.

**C. Grants**

**VII. Operations Report**

- A. State Librarian and Management Team Reports – Information item (Board Document 25-09)**

Bailey-White provided her report to the board:

- She presented at the Pacific Northwest Library Association conference in Juneau and visited the Alaska State Library. She enjoyed hearing about the state’s talking book service program and outreach to schools.
- She attended the Western Council of State Libraries annual meeting in San Diego.
- She is presenting with library colleagues at the Alturas Institute’s Conversations with Exceptional Women event.
- The ICfL is in the middle of its employee evaluation process. The agency has shifted to complete all the evaluations at the same time to align with its strategic plan and with changes in the Luma system.
- The ICfL decided to sunset its Summer Intern program, with other workforce development opportunities for interns and digital navigator apprentices on the way.

Bailey-White said Deputy State Librarian Dylan Baker was at a crucial conversations training offered by the Idaho Department of Human Resources. She said Baker has been working on the ICfL’s application for Digital Access for All Idahoans (DAAI) capacity funding.

Smith provided her report to the board:

- The fiscal team closed out fiscal year 2024 in the Luma system for the first time.

- The ICfL finished setting its internal fiscal year 2025 budget.
- Smith is focusing on the ICfL's fiscal year 2026 budget submission, which is due August 30, 2024. The agency is working with new Division of Financial Management and Legislative Services Office analysts.
- Danielle Walker has moved from the E-Services team to the fiscal team as the new financial technician. Jamie Thill from Ada Community Library will start as the new grants officer on August 26, 2024.

Lamb provided his report to the board:

- He is getting back from paternity leave.
- The ICfL is making decisions about the E-Services position previously held by Walker.
- Recent E-Services projects include:
  - Launching a new Idaho Talking Book Service website.
  - Working on the Idaho Digital E-Book Alliance (IDEA) collection, which had 28,877 titles as of June 30, 2024.
  - Targeted promotion of the LearningExpress Library database, with a 25% increase in usage.
  - Restructuring EOR payments to go out to libraries three times a year.

Florko provided her report to the board:

- The Youth Services team hosted a three-day Summer Summit training for school librarians and library staff, with 60 attendees from around the state. Strickland also attended.
- Applications for two grant programs open in August 2024:
  - Bucks for Books, with a \$50,000 budget
  - Kindergarten Readiness, with a \$100,000 budget
- The ICfL submitted its annual Capital Projects Fund report to the U.S. Department of the Treasury in July 2024. Once the 15 library projects are complete, they will impact a total population of about 136,000.
- The ICfL has nearly finished spending the \$1.25 million in American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) funds received through the Idaho Department of Education. The agency subgranted \$940,000 to libraries and schools.
- Three members of the Youth Services team will attend the Association for Library Service to Children conference in Denver in September 2024.

Strickland said he appreciated attending the Summer Summit, interacting with school librarians, learning from conference presenters, and seeing the ICfL's impact. He plans to attend a regional School Library Access workshop in September 2024.

Gelskey provided her report to the board:

- The Idaho TBS patron satisfaction survey is complete. She will share a report at the next board meeting.
- Scheduling is underway for the next round of the Let's Talk About It program. Additional funding from the Idaho Humanities Council will allow for more libraries to participate this year.
- Final "That All May Read" Grant reports are due in September 2024.
- She is attending the National Library Service conference in Washington D.C. in September 2024.

- B. Personnel Report – Information item (Board Document 25-10)** Bailey-White said the ICfL is waiting for the Division of Human Resources to approve a couple of reclassification requests.
- C. Other – ICfL Strategic Plan – Information item (Board Document 25-11)** Bailey-White said the ICfL reviews its five-year Library Services and Technology Act and state strategic plans every year. The focus of the current strategic plan is implementing the DAAI Plan and maintaining ICfL services for the library community.

#### VIII. Old Business

#### IX. New Business

- A. Digital Navigator Program Highlights and Plans – Information item** Summerlin provided an overview of the ICfL’s digital navigator pilot project and plans to expand the service.

She said digital navigators provide individualized, flexible, adaptable support to community members. The ICfL launched a statewide digital navigator service in July 2023, offering one-on-one help by phone and self-guided online tutorials. The ICfL plans to expand the service in partnership with the University of Idaho’s Digital Economy Program, which has recruited eight digital navigators across the state through the American Connection Corps and AmeriCorps. The navigators will focus primarily on rural and underserved areas. The ICfL will serve as a host site for one navigator. The ICfL also plans to use DAAI implementation funds to hire a digital navigator project coordinator and a digital navigator customer service representative.

- B. Open Meeting Law Overview – Information item** Ritter provided an overview of Idaho open meeting law as it relates to the Board of Library Commissioners. He encouraged commissioners to review the Open Meeting Law Manual available through the Idaho Office of the Attorney General’s website. He covered legal definitions and requirements for board deliberations and decisions, deadlines for meeting notices and agendas, requirements for board minutes, and penalties for open meeting violations. Ritter also outlined recommended practices for public comment guidelines, bylaws, room arrangements, discussion protocols, policy review, minutes, and decision-making.
- C. October Board Meeting Date – Action item** Commissioners discussed rescheduling the next regular board meeting to accommodate individual schedules. Wittman moved to hold the meeting Wednesday, October 16, 2024, at 10 a.m. MDT. Held seconded. *Motion carried unanimously.*

#### X. Strategic Issues

#### XI. Meeting Evaluation/Adjournment

- A. Check in: DUO settings for commissioner email accounts** Lamb checked with the commissioners on any troubleshooting needs related to their ICfL email accounts.

Bailey-White said staff can continue providing short informational sessions about ICfL programs during board meetings. ShareIdaho is a potential topic.

Franklin moved to adjourn the meeting.

Mecham adjourned the meeting at 11:36 a.m. MDT.

**Next regular meeting:** Wednesday, October 16, 2024, at 10 a.m. MDT. Treasure Valley location to be determined.

DRAFT