

Idaho Board of Library Commissioners Regular Meeting Minutes

Thursday, December 11, 2025 – 10 a.m. MST

Zoom, with livestream access at Idaho Commission for Libraries
325 W. State Street, Boise, Idaho 83702

Attendees:

- Idaho Board of Library Commissioners: Vice-Chair Michael Strickland, Dave Mecham, Dawn Wittman, Norma Staaf
- Idaho Commission for Libraries staff: State Librarian Stephanie Bailey-White, Deputy State Librarian Dylan Baker, Development Services Program Supervisor Talela Florco, Public Information Officer Donna Eggers, Adult Services Consultant Deana Brown, Youth Services Consultant Staci Shaw, and (serving as recorder) Management Assistant Masha Velichko
- Other: Unknown attendant via telephone, Heather Stout

I. Call to Order

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

A. Introductions

Attendees introduced themselves.

B. Agenda Review (Board Document 26-26)

The agenda was reviewed and approved.

C. Announcements

II. Minutes Review / Approval

A. October 16, 2025, Minutes - Action Item (Board Document 26-25)

A correction needs to be made to the day written on the next regular meeting section from Friday to Thursday. Wittman moved to approve the October 16, 2025, meeting agenda with the correction. Strickland seconded. *Motion carried unanimously.*

III. Federal Fund

A. Finances – Update on Federal Funding

Bailey-White updated the board on federal funding. The Idaho Commission for Libraries (ICfL) got their latest draw and are planning on another large draw in January.

B. Program – Creative Aging Grant 2025 Summary (Board Document 26-27)

Brown presented on the Creative Aging Grant.

- C. Grants - Continuing Education Grant Awards** (Board Document 26-28)
Bailey-White noted that after the ICfL had funds come through then this will allow the agency to pay for the two new Continuing Education Grant Awards.

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

- A. Finances – LSIF Approval Consideration – Action Item** (Board Document 26-29)

Bailey-White said that the Idaho Scottish Rite Foundation had donated \$18,000 to help support the 2026 summer reading program. This is the sixth year in a row that they have donated to the ICfL. Baker was able to accept the check in person, and the donation will go into the Library Services Improvement Fund (LSIF).

Wittman asked what the original amount was from the first year, and Bailey-White said around \$10,000 with the donation increasing each year.

Strickland moved that expenditures of up to \$18,000 from the Library Services Fund be approved for implementation of projects outlined in Board Document 26-29. Staaf seconded. *Motion carried unanimously.*

- B. Program – Early Learning**

Shaw presented on Early Learning with a focus on Kindergarten Readiness Grants.

C. Grants

- i. Kindergarten Readiness Grant Awards (Board Document 26-30)**

Bailey-White reported on the Kindergarten Readiness Grant Awards which were awarded to 15 recipients.

- ii. Bucks for Books Grant Awards (Board Document 26-31)**

Bailey-White reported on the Bucks for Books Grant Awards and noted that 26 schools had been awarded a grant. She mentioned the unique partnership the ICfL has with the Idaho Lottery Commission to fund these awards.

V. Operations Report

- A. State Librarian and Management Team Reports** (Board Document 26-32)

Bailey-White provided her report to the board:

- Bailey-White attended the annual Chief Officers of State Library Agencies (COSLA) conference in Delaware. There were updates from

the IMLS and information about what projects other state library agencies are implementing.

- Bailey-White has attended monthly America250 meetings, and the ICfL is helping libraries around the state with the celebrations. The ICfL will be incorporating the theme into the 2026 Idaho Family Reading Week and in the new Let's Talk About It America250 reading and discussion theme.

Baker provided his report to the board:

- Baker has been working closely with Bailey-White to ensure a smooth transition as Baker will begin his new role on December 22, 2025.
- The annual all-staff training and development day was held on December 2, 2025. The theme was about written communication, plain language, accessible documents, and generative AI. Stephanie's retirement was also celebrated.
- Baker, Smith, Florko, Lamb, and Public Library Consultant Clay Ritter have begun to plan a needs-assessment project. Data gathered from the project in early 2026 will be used to guide strategic planning and decisions.
- Wittman asked if the needs assessment would be shared with the legislature. Baker said some information will be ready to share, but the more comprehensive feedback from clients will take some time.
- Mecham asked how big a cut the agency is anticipating after the legislative session. Baker noted that the 3% holdback will be permanent for FY2026, but it is possible there will be a 6% holdback in the future.
- Staaf asked if the agency knew anything about the DOGE's plan to reduce and/or combine agencies in the state of Idaho. Baker said that he has been keeping a close eye on proceedings, and the ICfL has been placed on lists by the DOGE and the Idaho Freedom Foundation, however no actions have been taken.

Florko provided her report to the board:

- Florko attended the American Library Association (ALA) CORE Forum conference in Denver and toured five renovated libraries.
- Florko visited the Hailey Public Library, Camas County Library in Fairfield, and the Bellevue Public Library with the financial manager, grants officer, and grants specialist.
- The ICfL hosted three summer learning workshops in Coeur d'Alene, McCall, and Jerome during the month of November.
- The Youth Services (YS) Team has been writing their reports for the

annual Library Services and Technology Act (LSTA) State Program Report.

B. 2025 ICfL Employee Engagement Survey Results (Board Document 26-33)

There were many challenging times in the past year, but despite that, there were favorable responses, overall, to the ICfL Employee Engagement Survey. The Committee on Collaboration and Connection (CoCo) will be seeking feedback from staff about collaboration and connection in the agency.

C. Commissioners' Report

The commissioners noted some library-related activities they have been a part of. Staaf has tried to visit a new library every month and has written a few articles about the ICfL and summer reading programs. Strickland has helped the Marshall Public Library during their last two book sales. Mecham did an excellent session about children and reading at the last Idaho Library Association Conference.

D. Personnel Report (Board Document 26-34)

Brown is leaving the ICfL for a position at Boise State University, effective January 2, 2026. Bailey-White is retiring; her last day of work will be December 19, 2025. Baker will begin as state librarian effective December 22, 2025.

VI. Legislation, Policies, and Guidelines

A. Legislation – Reports to the Legislature (Board Document 26-35)

Bailey-White added the two reports written to the Legislature that were due December 1, 2025. One report was required by Idaho Legislature to confirm that all 106 libraries in Idaho adhered to Idaho Code 18-15178, The Children's School and Library Protection Act. The second report was for each of the 108 subgrant recipients to report that they were not using grant funds to support diversity, equity, inclusion, or social justice ideology in any activities, clubs, events, or organizations.

Both reports had 100% compliance apart from Donnely Public Library who is seeking legal counsel.

Wittman asked if it was a time-consuming process, and Bailey-White said yes and that it was also confusing for libraries and grant recipients.

B. Policies - Electronic Resources Collection Development Policy – Action item (Board Document 26-36)

Bailey-White noted that this document was reviewed every year and

suggested revisions to the wording about recording books and magazines.

Staaf moved that the Board adopt the Electronic Resources Collection Development Policy as outlined in Board Document 26-36. Strickland seconded. *Motion carried unanimously.*

C. Guidelines

VII. Old Business

VIII. New Business

A. **FY2026-27 Regular Board Meeting Schedule – Action Item** (Board Document 26-37)

Baker discussed revisions to the board meeting schedule and board tour with Franklin prior to the meeting. He proposed having the board tour be two days, one night and pushing it back one week to April 30 and May 1. This was due to the very busy April coming up with the Library Director and E-Services Road Show taking place over three weeks in April. Once the dates are approved, there will be confirmation on a tour of the west central portion of the state. The board meeting will be in the new McCall Library.

Mecham moved that the revised FY2026-27 meeting schedule for the Idaho Board of Library Commissioners be approved as described in Board Document 26-37. Staaf seconded. *Motion carried unanimously.*

B. **ICfL 125th Anniversary Logo** (Board Document 26-38)

The agency will celebrate its 125th anniversary in 2026. Baker, Eggers, and Graphic/Web Designer Haley Westbrook worked on a new anniversary logo. This logo will be used in all communications during the calendar year of 2026.

IX. Strategic Issues

X. Public Comment

There were no public comments.

XI. Meeting Evaluation / Adjournment

The meeting ended at 11:44 a.m.

Next Regular Meeting: Friday, February 20, 2026 – 10 a.m. MST/ 9 a.m. PST - via Zoom