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STATE LIBRARY BOARD MEETING

Minutes

Tuesday, June 6, 2017

11:00 a.m. to 3:00 p.m.

Utah State Library

Meeting Room 134

250 N. 1950 W. Ste. A

Salt Lake City, Utah 84116

(801) 715-6756

June 6, 2017 at 11:05 Lorri Quigley, Chair, explained at this time the Board doesn't have a quorum so those present are going to discuss agenda items that don't require any action.

State Library Board Members Present:

Ms. Quigley; Board Members Linda Fields, and Carrie Valdes

State Library Board Member Attendee by phone:

Grace Acosta, Board Member

Utah State Library (USL) Staff:

Donna Jones Morris, State Librarian/Division Director; Kari May, Assistant Director; Ron Van Harten, Administrative Services Manager; Lisa Nelson, Blind and Disabled Program Manager; and Telesa Nicholes, Grants Coordinator

State Library Board Bylaw Review Committee Appointments:

Ms. Quigley talked about Bylaw review and convened an adhoc committee. She stated the purpose of the adhoc committee will be to review and recommend possible changes to the state library board bylaws and State Statute. She stated that there will be five parts to this, which are: review current state library board bylaws and governing statute; review the recommended changes to the bylaws and statute which were adopted by the board at the September 12, 2016 meeting; determine if the approved changes regarding member selection and representation are still needed and appropriate, these are the proposed changes that were approved at the September 12, 2016 meeting; consider if other changes are needed to the bylaws in these areas and finally should there be a board attendance policy. She stated that the five areas are just the start and that the adhoc committee should look at the board policies and procedures and come up with any other changes they feel necessary. Ms. Quigley would like to have the committee's report ready to be presented to the Department of Heritage and Arts at the September 2017 meeting. Ms. Fields and Ms. Acosta stated they would like to serve on the committee. Ms. Quigley stated that her term on the board will expire at the end of June however she is volunteering to stay on the committee. Ms. Quigley stated that she will invite Jon Ostler, Vice Chair. Mrs. Morris will be on the committee as an adhoc member.

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Ms. Quigley invited a conversation with the board members to discuss the duties and responsibilities of board members with an emphasis on board member attendance. Ms. Quigley asked for ideas on how to increase attendance at the meetings. Ms. Fields found it difficult to have an attendance policy. Ms. Acosta suggested that the importance of the state library board should be addressed at new board orientation. She also talked about embracing modern technology and possibly using more electronic meetings.

Ms. Quigley also recommended beefing up the orientation. Board discussed having a streamlined approach to the orientation. Ms. Fields stated she would like to be a part of the orientation as she feels she could really help with her perspective of rural libraries. There was discussion about existing board members having a refresher training. Ms. Valdes discussed the difficulties there are when board members have to travel long distance. She also is in favor of using electronic technology.

Break for Lunch

Chad Hutchings, Board Member arrived and now having a quorum at 2:01 p.m. the board meeting is officially called to order.

Department of Heritage and Arts Present:

Jill Love, Executive Director

LSTA Five Year Plan 2018-2022:

By Phone: William Wilson, M.L.S., Quality Metrics

Ms. Nicholes introduced Bill Wilson, Quality Metrics. Mr. Wilson briefly explained that the Library Service and Technology Act (LSTA) Grants to States Program requires that every five years a new LSTA plan be developed. He stated that at the last board meeting that he and Martha Kyrillidou, Ph.D., Quality Metrics, presented the five year evaluation and they have been working with USL staff over the past few months in development of the new five year plan that will qualify Utah for receiving LSTA Grants to States money as long as those dollars continue to be available. Mr. Wilson stated that as he and Martha worked on the plan it was decided early on to try to make the plan comprehensive so it would encompass not just those things that were paid for with LSTA but to put the LSTA program into the context of the entire service program for the Utah State Library. He stated that he tried to align the plan with the measuring success focal areas which is a project that state libraries across the country along with the Institute of Museum Library Services (IMLS) have worked on.

Mr. Wilson presented a brief summary of the plan. He started with the vision and the mission and then moved on into the goals that are structured around the measuring success areas.

The board members acknowledged that they have read the LSTA Five Year Plan which has been posted on the USL website for those who would like to see exactly what the plan entails.

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Ms. Quigley complimented all those who were involved in the plan and thanked them for their hard work in developing the plan.

Mrs. Morris thanked Ms. Nicholes for her leadership on this project and Quality Metrics for their work as well.

Ms. Acosta moved to approve the LSTA Five Year Plan for 2018-2022 as presented by Mr. Wilson with Mr. Hutchings seconding the motion. All board members verbally identified themselves, the motion passed unanimously.

USL Strategic Plan 2018-2022:

Ms. May gave a brief back ground of the USL Strategic Plan. She stated that this plan is aligned with the LSTA Five Year Plan. She stated that the USL Strategic Plan includes the following portions of the LSTA plan: the mission, vision, and value statements and then the goal, objective and project titles. These parts present a clear snapshot of the plan. She stated that this USL Strategic Plan is posted on the USL website.

Mrs. Morris thanked Ms. May for her hard work on the Strategic Plan.

Ms. Fields moved to accept the USL Strategic Plan 2018-2022 as presented with Mr. Hutchings seconding the motion. All board members verbally identified themselves, the motion passed unanimously.

Minutes of March 24, 2017 Meeting:

Ms. Fields moved to approve the minutes with Mr. Hutchings seconding the motion. All board members verbally identified themselves, the motion passed unanimously.

September 2017 Meeting Date:

There was discussion about the next board meeting date being September 22, 2017 and Ms. Quigley asked for Mrs. Morris and Mr. Van Harten to work with the board members in August to confirm the next meeting date. Mrs. Morris stated that once the new board members have been appointed, she will have Mr. Van Harten send out a poll to set the next meeting date.

Staff Report:

Resources & Development:

Ms. May updated the board on the new Integrated Library System (ILS). She stated USL migrated from Symphony to Polaris. She stated that there have been challenges with the migration to the new system but it is starting to work out. She stated that USL is looking at a new platform for the digital library and USL is working on a partnership with the J. Willard Marriott Library whose platform may work best for our digital library.

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Ms. May stated that there is research being done to look at how feasible it would be to have a statewide virtual library card and that the report should be ready for review by the Board at the next meeting.

Blind & Disabled:

Ms. Nelson stated that one of the biggest accomplishments was getting the new Multistate Center West contract signed.

Ms. Nelson stated that Michael Harris, who is one of the reader's advisors and is blind, competed on the Blind Idol which is like American Idol and has successfully made it to the finalist round for his signing.

Mrs. Morris stated that the turnaround time that USL was ask to have the new Multistate Center West contract was very short and that she and other's from the State Library worked closely with the department's finance team to ensure that the contract was economically feasible for USL and advantageous for Utah.

Dashboards:

Mrs. Morris briefed the board on the State Library's Dashboard, which displays statistics on USL's programs. The Dashboard can be found on USL's website. She thanked Ms. Lund and all those who worked on the dashboard. She further briefed the board on the financial report that is posted on USL's website as well.

Mrs. Morris briefly talked about the Cache County Bookmobile Program. She stated that Cache County decided not to fund the Bookmobile Program any longer. Mrs. Morris has reached out to Rich County and Cache County to provide them with some expertise on getting their individual services started and USL will continue to provide services to both those counties.

Ms. Quigley adjourned the meeting at 3:10 P.M.

Submitted by,

Ron Van Harten
Administrative Services Manager

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