

UNAPPROVED

STATE LIBRARY BOARD MEETING

Minutes

Friday March 24, 2017

10:00 a.m. to 1:00 p.m.

Utah State Library

Meeting Room 134

250 N. 1950 W. Ste. A

Salt Lake City, Utah 84116

(801) 715-6756

Lorri Quigley, Chair, Called to Order and introductions at 10:05 A.M., March 24, 2017

State Library Board Members Present:

Ms. Quigley; Jon Ostler, Vice-Chair; Board Members Linda Fields and Grace Acosta

Utah State Library (USL) Staff:

Donna Jones Morris, State Librarian/Division Director; Kari May, Assistant Director; Ron Van Harten, Administrative Services Manager; Britton Lund, Bookmobile Program Manager; Telesa Nicholes, Grants Coordinator; Jessica Whetman, Training Coordinator; Lisa Nelson, Blind and Disabled Program Manager; and Amanda Rock, Executive Secretary.

Phone:

Martha Kyrillidou, Ph.D., Quality Metrics

William Wilson, M.L.S., Quality Metrics

Guests:

Jill Remington Love, Executive Director of the Department of Heritage and Arts (DHA)

Minutes of November 29, 2016 Meeting:

Ms. Fields moved to approve the minutes with Ms. Acosta seconding the motion. The motion passed unanimously.

Dashboards:

Ms. Lund briefed the board on the use of State Library's Dashboard, which displays statistics on USL's programs. The Dashboard can be found on USL's website.

Bookmobiles:

Ms. Lund updated the board on the death of Anna Francks, Bookmobile Technician. Interviews for her replacements have been held in Sanpete and Utah County, and Ms. Lund hopes to hire in April. She also updated the board on integrated library system (ILS) training, held at USL. Two staff members will attend, and then travel to train the other staff members on the new ILS.

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Library Services and Technology Act (LSTA) Grants to States Implementation Evaluation FY 2013 – FY 2017:

Ms. Nicholes introduced Ms. Kyrillidou and Mr. Wilson from Quality Metrics. Ms. Kyrillidou thanked the board and expressed her gratitude for the chance to work with USL. Mr. Wilson explained the basis of the LSTA evaluation: every five years, state libraries are required to conduct an independent evaluation of their library services and their LSTA grant implementation. He stated that the difficulty for evaluators is projecting what goals each State can reach in five years, or if the State is on a trajectory to meet that goal. Each goal is assigned one of three ratings: achieved, partly achieved or not achieved. Mr. Wilson continued to explain that the challenge facing USL and other state libraries is taking a small amount of money, and using it to create the greatest impact for those being served.

Ms. Kyrillidou mentioned a few high points of the services USL offers like sub grants, which produce a lot of outcome and great activity, and online services, which she said were “exemplary.” She reiterated that the work of the sub grants was extremely important for Utah.

Ms. Morris mentioned there were small editorial changes in the current document and thanked the staff members and board members who read through the evaluation. Mr. Ostler asked what USL staff thought of the evaluation. He wanted to know if it was meaningful and helpful. Ms. Morris reassured him that the evaluation was helpful to the staff. She mentioned that IMLS requires this evaluation and it’s helpful for those who wonder what USL has done in the past five years.

Ms. Acosta moved to adopt this LSTA evaluation with suggested editorial changes, and submit it as required; Ms. Quigley seconded the motion. The motion passed unanimously.

Blind & Disabled:

Ms. Nelson announced that she hired April Kennedy as a Readers’ Advisor, taking the place of Judy Hunt who had recently retired.

Resources & Development:

Ms. May announced that contracts are being finalized for the 59 libraries receiving funds from the Community Library Enhancement Funds (CLEF). She noted that Eagle Mountain Public Library has recently met benchmarks and has been fully re-certified. Ms. May mentioned that her staff was capturing stories that help demonstrate the importance of the CLEF grants to libraries.

She updated the board on the ILS migration. Her staff has been busy with trainings and preparation, and are on schedule to go live with POLARIS on May 11, 2017. Ms. May added that POLARIS came in at less cost than the current system.

Ms. May updated the board on continuing education training, and mentioned that her staff is gearing up for summer reading programs. This is the second year of partnering with Utah Education Savings Plan for the Book Your Summer campaign. There were 3200 students signed up last year.

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The Utah Library Association conference is coming up on May 17 – 19. Ms. May extended an invitation for the Board to attend this conference. USL staff will be in attendance, as well as staffing a booth in the exhibit hall. Ms. May explained this conference is a great opportunity for staff to interact with other librarians around the state and to learn how public libraries need support from USL.

Department of Heritage and Arts:

Ms. Love updated the board on what she has been doing in her first 90 days as the Executive Director. She explained that she's been meeting with employees, both in staff meetings and one-on-one. She's also implemented the Heritage Huddle, a monthly event for staff to gather for discussions and networking.

Ms. Love briefed the board on the past legislative session. She feels the session was generally successful. A focus next year will be on CLEF grants.

Ms. Love discussed staff changes at DHA. Brian Somers, Deputy Director, is stepping down. Paul Kroff, who was USL's finance person, is retiring and Kristin Mead is taking his position. Gay Cookson, the former Director of Arts and Museums, is working in a new position called Director of Development and Partnerships, which will be important as the department faces potential Federal cuts. Victoria Panella Bourns is taking over as the Director of Arts and Museums.

Ms. Love mentioned that DHA has been working closely with a STEM program. She would like to see them collaborate with USL as well.

LSTA Five Year Plan:

Ms. Nicholes briefed the board on the planning process for the LSTA Five Year Plan, with Ms. Kyrillidou and Mr. Wilson joining the conversation. Ms. Kyrillidou mentioned that USL has done a great job updating and refining their strategy. Mr. Wilson stressed the importance of identifying priorities in the new plan because of potential funding cuts to LSTA. Ms. Nicholes stated the planning process will be USL staff's opportunity to give their feedback, and there will be exercises with the staff to help determine priorities. Mr. Wilson mentioned the plan was due the end of June. Ms. May stated the Five Year Plan will be submitted to the Board for approval at the June Board Meeting. Ms. Quigley thanked Mr. Wilson and Ms. Kyrillidou for their continued help.

Collection Development Policy:

Ms. Whetman updated the board on the revision of the Collection Development Policy, which had previously been approved by the Board. Changes were made due to staff suggestions. Ms. May pointed out two major changes: the core values were removed since they reflected the ideals of DHA which may change under new leadership, and the Reconsideration of Materials Process has been modified to include a timeline for the grievance process. Mr. Ostler and Ms. Quigley suggested a few editorial changes.

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Ms. Acosta moved to approve the Collection Development Policy as modified by the Board's comments, Mr. Ostler seconded the motion. The motion passed unanimously.

Administration:

Ms. Quigley noted that she visited the Institute of Museum and Library Services (IMLS) website where she found a statement about the President's proposed budget cuts, including the elimination of IMLS's funding. The document was then distributed to the Board members. Ms. Quigley asked for guidance on what is appropriate action against the proposed cuts to take as Board Members. Ms. Love stated that our role as State employees is to provide information, and that we cannot campaign to save these programs, but our partners, including Board members, can tell their stories and campaign for change. Ms. Love clarified that State employees, on their own time and representing themselves, can express their opinions and exercise their rights.

Mrs. Morris stated that she wanted to have this discussion about the proposed budget cuts since LSTA funding plays a vital role in every State library. She continued to explain that the lack of LSTA funds would be devastating, as it makes up 22% of USL's budget. Mrs. Morris stressed that LSTA dollars are used for services USL provides to the State, and showed a graph of how these funds were used. This graph was previously emailed to the Board members and is currently available on USL's website. Mrs. Morris reiterated that these budget cuts were only a proposal.

Ms. Nelson added that the Libraries for the Blind also rely on LSTA for staffing, resources and other things that the National Library Service doesn't provide.

Ms. Acosta stated that she would draft a letter in support of LSTA funding for Board members (not including State employees) to send to representatives. Ms. May noted that American Library Association is providing a sample letter, which may be helpful.

Additional Items:

Ms. Quigley mentioned that in September's meeting the Board had approved revising the statute which outlines Board membership. DHA did not support taking this revision to the Legislature this year, and the changes have not been made. Ms. Quigley stated that the Board is down to six or seven members and getting a quorum is a challenge. She stated that she would like to fill the current vacancies as outlined in the statute and not delay seeking nominations. She informed the board that earlier that morning she asked the two agencies that need to appoint a member to nominate individuals.

Ms. Quigley stated that the Board needs to look at the current Board members' terms. She said that she will be completing her second term in June, so she will be leaving the Board, as directed by statute. She asked those whose first term ends in June to give thought to being nominated for a second term. Mrs. Morris asked those who would like to be nominated for a second term to let her know today, and those who need to think about it, to let her know before the next meeting.

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Mrs. Morris stated that legislation passed rescinding the Capital Facilities grants, so people will not be writing applications for grants that will not be funded. She also discussed filtering for Wi-Fi in public libraries. Now, any internet access through public resources in public libraries must be filtered, or it is against the law of the State of Utah. If a public library does not filter their internet, they will be ineligible for funding through the State Library.

Mrs. Morris stated that Utah State Employees will be receiving a 2% cost of living increase. She also discussed sending Board members to the Association for Rural and Small Libraries (ARSL) Conference this fall in St. George. She stated that USL would pay registration for Board members, and the Board members would cover the other travel costs.

Ms. Lund described the Bookmobile Conference, which coincides with the upcoming Board Meeting on Wednesday, June 7, 2017. Ms. Acosta stated that she would like to work with the Bookmobile employees so that rural areas could get access to legal help. Ms. Quigley stated that the June meeting would be very important and asked the Board to please attend.

Ms. Quigley adjourned the meeting at 2:47 P.M.

Submitted by,

Amanda Rock
Executive Secretary

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