

I. Call to Order at 9 a.m. - Linda

I. Roll Call - Linda – [fulfilled by DLIS staff with Introductions and Citrix Participant List]

II. Introductions - Linda [slides with photos while each person does their own intro] include name, organization affiliation and how long you have served on the State Library Council

III. Adoption of Agenda

Motion

Second

Call for Public Comment (ask David Beach if any Public Comment)

Discussion

Vote

IV. Approval of minutes from September 2020 meeting

Motion

Second

Call for Public Comment (ask David Beach if any Public Comment)

Discussion

Vote

[Linda turns meeting over to Amy Johnson as Meeting Facilitator]

V. Meeting process guidance and discussion

Good morning, everyone, and welcome to the 2021 State Library Council meeting. The State Library Council is acting as the Library Services and Technology Act (LSTA) Panel.

First housekeeping items –

- Breaks – I anticipate that we will take a brief break each hour and several longer breaks for lunch and data review purposes
- Please understand that if your line is unmuted we can hear everything you are saying or that is going on around you

Reviewing LSTA grant applications is a responsibility of the State Library Council. This Council is named in Chapter 257.02 *Florida Statutes* to “advise and assist the division with planning, policy, and priorities related to the development of statewide information services.”

I am Amy Johnson, Florida’s State Librarian and the Director of the Division of Library and Information Services. I will be

facilitating the grant application review portion of the meeting today. If I am unable to serve for any length of time, Claudia Holland from the Bureau of Library Development will step in to facilitate.

The 2021 grant review meeting is being held entirely virtually.

I want to say thank you to all of the staff who are assisting with this meeting, especially,

Claudia Holland

Marian Deeney

David Beach

Alison Davidson

Kaycee Shiley

Jennifer Nicholson

Tom Peña

Darrell Horton

As a first matter of business, I will remind each of you that this meeting is subject to Florida's Government in the Sunshine Law (Chapter 286 *Florida Statutes*). This means that you must not talk to, text, email or otherwise communicate with any other

Council member, personally or through any third party, about any action that the Council may take or matters which will foreseeably come before the Council for action.

Members can communicate socially, so long as they do not discuss any matter which will foreseeably come before the Council for action.

As a requirement of public meetings, proceedings are being recorded as part of the permanent record of the grant process. In addition, all of the comments and scores within the Grants System are also part of the record.

I have instructed Division staff to abide by the same public meeting requirements for the duration of this meeting. They will not be discussing applications, applicants or the process until the funding recommendations are completely finalized as part of this meeting. To be clear, that will not be until the conclusion of the meeting tomorrow.

Now for some additional housekeeping items and then I will discuss in greater detail the overview of applications and the conduct of the meeting.

For the 2021 meeting there are nine members of the State Library Council – meaning five members are needed for a quorum. We have exceeded the quorum minimum for participation.

We have invited Applicants and the General Public to join us in our virtual meeting room. I will do my best to make sure that everyone can hear and understand what is going on in the process.

In light of the fact that this meeting is being held exclusively virtually I will insist on quiet with the exception of the recognized speaker. The technology managers will be muting all lines which provide any distraction. As a matter of meeting etiquette based on a virtual meeting this size, I will respectfully ask that Council members mute themselves unless they are speaking.

The meeting is expected to last two days. We will take a lunch break each day. The exact times will be confirmed prior to the lunch break.

The webinar will remain on at all times throughout the day. During any breaks during the day, we may mute the audio, but

we will have a designated time that the meeting will reconvene. Applicants or General Public attendees may stay on or log back in.

The purpose of the State Library Council serving as the Library Services and Technology Act (LSTA) Panel is to coordinate and guide the State of Florida's support and funding of library programs through the federal Grants to States program. This funding has been ongoing in the states and territories for over 50 years. The purpose of this meeting is to fairly review the grant applications and provide funding recommendations to Florida's Secretary of State, Laurel Lee. I will provide more specific information about your review in a bit.

As a point of order, I can already tell you that there will most likely be another State Library Council meeting in several months. The Fiscal Year 2021-22 federal award is higher than the amount in the state budget passed by the House and Senate. In addition, the Division has been awarded \$6,735,385 as part of the American Rescue Plan Act (or ARPA). The Division will be making announcements about the method for application and distribution of these funds in the future.

At this time, on behalf of Secretary Lee and the Division, I would like to thank all the Council members for their hard work preparing for this meeting, as well as their efforts during the meeting over the next two days. Over the past several weeks, the members have reviewed 34 eligible applications requesting \$3,198,740. As a point of order, there is \$2,150,606 available in funding. This amount is the amount in federal Grants and Aid authority within the 2021-22 General Appropriations Act as approved by the House and Senate.

Council members: you are to review each and every grant application and base a funding recommendation on the merits of the submitted application and not based on the overall budget of this grant program. The Council does not have to recommend funding that totals \$2,150,606. However, the Council may not recommend funding above that amount.

Applicants were required to submit their application using the DOS Grants System, which is the Department's online grant management system.

As of this meeting, some of the fields within the DOS Grants System have been locked – this means that you will no longer be able to add anything into the Initial Comments fields or the

Initial Scores fields. When you announce your recommendation (funding or score) Division staff will record that information. They will update the DOS Grants System with this information.

As a Council Member you will have until Friday, May 28th at 3 p.m. to enter any final comments in the system. After that time the comments will be locked, meaning they cannot be edited.

Meeting protocol

As the Meeting facilitator, I will not score, comment or vote on any of the applications before the Council. My role is to facilitate this meeting and make certain that business moves along efficiently.

There will be specific times when the applicant might participate in the meeting:

- the first time is prior to discussing an individual project as the applicant has had the opportunity to provide a written update for the application,
- the second time is **if** the Council decides to ask any questions of the applicant,
- and the third time is at any point when there is an opportunity for public comment.

A bit more about Council members' questions of applicants - the Council is reminded that you are making funding recommendations based on the application as **written, submitted and reviewed**. Applicant representatives have been invited to attend this meeting. They are not required to attend. In order to provide a fair review process, specific questions of applicants need to be reserved for items that would be deemed to be absolutely critical in order for the process to continue. The applicant should not be asked to provide missing or vague application information.

Council members certainly may have questions about any aspect of an application. Questions should first be asked of the Council as a whole. You all have a wealth of knowledge and a deep measure of experience regarding library services.

If the facilitator deems that a question must be asked of the applicant during this review meeting it must be noted that the Council may not negotiate with the applicant during this question period. The Applicant may respond to questions asked; however they may not provide other comments nor may they make a presentation. The facilitator will ensure that any questions asked are to be addressed by the applicant, as Council members may ask rhetorical questions or questions that can be answered by other members. I would ask all Council members to help me facilitate this process – if you feel that a

member is negotiating with an applicant OR if you feel that an applicant is verging on a presentation please speak up.

The third and final time for applicant participation is during any of the public comment periods which are associated with each vote of the Council and at the end of the meeting. The Comment Policy is available on our webpage and requires that each person requesting to speak fill out a Meeting Appearance Record Form. You will email the form to David Beach. David's email address is found as part of the Meeting agenda.

Public Comment statements are to be directed to the group as a whole and not to specific individuals. Public comment is not intended to require a Council member to provide an answer to the speaker. Discussions between those making public comment, Council members, and others will not be allowed. Any action on items brought up during the public comment period will be at the discretion of the members of the Council. The Council will not take any action on subject matter for which it has not had the opportunity to fully investigate and gather complete information.

There has been and will be a public comment period associated with each official action and a separate time at the end of the meeting – as evidenced on the agenda.

In preparation for this meeting, each application was subject to two rounds of eligibility review by Division staff. The first was related to the applicant organization eligibility and the second was related to the proposed project activities. The Council should not take any time discussing whether an organization or activity is eligible.

I would now like to review some information in the Handbook so that applicants and interested folks know the guidance given to Council members as they are reviewing projects.

When making funding recommendations, Council members should review applications based on four factors:

- First, the need for the project.
- Second, the benefits of the project for the target audience.
- Third, the quality of planning for the project as demonstrated by the application. And
- Fourth, the clarity, completeness and appropriateness of the information provided in the application.

Council members, now I will describe the Conflict of Interest process related to any grant application. If you have any association with an applicant organization, you need to voice

this conflict as we begin the discussion on that application. You will not be permitted to discuss or voice a recommendation for a specific application with which you have a Conflict. You will also need to consider whether your participation gives the appearance of a conflict. Ask yourself, the following two questions:

- Can I be impartial in your decision? and
- Will I or my organization have an economic gain personally, for a relative or a significant other?

If in answering either of those questions you still have a Conflict of Interest, you will be required to fill out a form stating the conflict. This form will be on file as part of the proceedings of this meeting.

If in answering the questions you do not have a Conflict of Interest, you can participate in the discussion and you can voice a recommendation.

A Council Member can choose to abstain from the discussion and recommendations for any grant application. If this is the case, please voice this when I announce the application.

After completing the grant reviews and funding recommendations but before meeting adjournment there will be a time for Council members to discuss topics of interest. At that time, we will discuss the grant system as well as other topics.

As a point of order, I will provide instruction as we enter each phase of the meeting. As a note, I have been involved with the LSTA application process review for my entire tenure at the Division, which is 20.5 years.

Questions up to this point?

VI. Statewide Project Application Review

Per the Rule currently in effect, the Statewide Projects will be considered for funding recommendation first. In this category each applicant was told the maximum amount of funding they could request. Grantees do not have to apply for the maximum amount. In addition, per the Rule the Council cannot recommend more than a 5% cut from the cap amount for any of these statewide applications.

Statewide applications are those that directly support a statewide program or service, including the regionally-administered training programs.

Council members: you should have before you your initial comments which will lead you to a decision based on how much funding to recommend for an individual application. In the Council member discussion of individual applications, I will

require that you explain your rationale and thinking when reviewing the written application. Your constructive and helpful remarks are useful to the applicants as they are considering future program changes.

The specific statewide project review will be as follows:

Statewide Application Reviews

- I will announce the organization name, project name, and requested amount.
- I will ask if any Council members have conflicts or wish to abstain from the discussion of the announced organization or grant.
- I will recognize applicant representatives as named on the application.
- I will read into the record any pertinent updates since application submission as provided by the applicant.
- Council Discussion (might include Questions of applicants, if applicable).
- Voice funding recommendations – funding at a specific level and the rationale for the recommendation – we will go in alphabetical order by last name with staggered Council members going first.

After the application discussion is concluded there will be a break for DLIS staff to average your voiced funding recommendations. After the break, I will read into the record

the funding recommendations for each of the projects so that the Council can take action on these projects as a whole. At that time the Council will vote to finalize the funding recommendations for the statewide projects.

Council members are there any questions on anything reviewed up until now or the process in general?

[wait]

Process of statewide application review and voiced recommendations and rationale

Statewide Application Reviews

- Announce the organization name, project name, and requested amount.
- Ask for Conflict of Interest or if Council member wishes to abstain.
 - What is the nature of your conflict?
 - Can you be impartial in your decision?
 - Will you or your organization have an economic gain personally, for a relative or a significant other?
- Recognize applicant representatives as named on the application.
- Read into the record any pertinent updates since application submission as provided by the applicant.
- Council Discussion (might include questions of applicants, if applicable).
- Voice funding recommendations and rationale – fund at certain level – we will go in alphabetical order by last name with staggered Council members going first.

[Proceed with statewide application reviews.]

[BREAK]

Through review and discussion, the Council has made the following funding recommendations based on averaging the funding levels.

[Amy reads the list]

[Can revisit any or all to revise funding recommendations – until a vote is take in VII.]

VII. Adoption of the Recommendations for Statewide Project Applications

Motion

Second

Call for Public Comment

Discussion

Vote

VIII. Competitive Project Application Review, Scoring

Council members have reviewed and scored each application prior to the meeting. The scoring is as follows:

Project Need 30

Project Impact 30

Project Implementation 30

For a grand total maximum of 90 points.

Each application will be discussed just as the statewide applications were. Remember your comments both verbal as well as written in the system will be used by the applicants to improve their applications in the future.

Council members will have an opportunity to modify and/or finalize scores during the discussion. After the end of the discussion of each project, each member will voice their final score and rationale for the application. DLIS staff will be recording these official scores for each member.

At the end of the scoring round, each application's scores will be averaged. The average score will be rounded to a whole number. Competitive projects that score at or above **60 points** will be considered by the Council for funding recommendations. Please bear this in mind as you are voicing your final score. The average score must be a 60 or above to be eligible to be considered in the funding round. An application

receiving a 60 or above does not guarantee funding. It only guarantees consideration in the funding round.

Once we finish the scoring round, we will take a break to allow DLIS staff to average the scores. Once the average score for each application is calculated, the Internet Safety education points will be added as applicable. Then a project list in ranked order will be developed.

Here is the process for this round:

Competitive Application Scoring Round

- I will announce the organization name, project name, and requested amount.
- I will ask if any Council members have conflicts with the announced organization or grant or wish to abstain from the discussion and scoring.
- I will recognize applicant representatives as named in the application.
- I will read into the record any pertinent updates as submitted by the applicant.
- Council Discussion (might include Questions of applicants, if applicable).
- Voice final score and rationale for each application – we will proceed to capture scores by going in alphabetical order by last name with staggered Council members going first.

Questions?

Proceed with review of each application as follows:

Competitive Application Scoring Round

- Announce the organization name, project name, and requested amount.
- Ask if conflict of interest or wish to abstain based on the announced organization or grant.
 - What is the nature of your conflict?
 - Can you be impartial in your decision?
 - Will you or your organization have an economic gain personally, for a relative or a significant other?
- Recognize applicant representatives as named in the application.
- Read into the record any pertinent updates as submitted by the applicant.
- Council Discussion (might include Questions of applicants, if applicable).
- Voice final score and rationale for each application.

At least a 45 minute BREAK

Amy reads list in score (modified) order.

IX. Competitive Project Application Review, Funding

The list is in ranked order by score. The Council can decide which applications on the ranked list to recommend for funding.

The Council can decide to go through the list of applications in score order. Alternatively, the Council can offer other methods of consideration.

[Allow Council discussion on process to use]

[BREAK to make all the staff who were keeping up with decisions agree.]

[Read projects and amounts into record prior to taking next vote.]

X. Adoption of the Funding Recommendations for Competitive Project Applications

Motion

Second

Call for Public Comment

Discussion

Vote

XI. Discussion of Grant Application Review Process

Council members: we are now through with the review process for the applications submitted in early April.

The next step for the Division is to provide the funding recommendations to the Secretary for her approval. Once that is complete, the applicants will be notified of the status of their project.

- What feedback do you have about the process used this year?
- What feedback do you have about the DOS grants system?
- Improvements?
- Additional training?

[Planning for additional funding opportunities for FY2021-22

DLIS will develop application guidelines and criteria for both the additional federal authority and the ARPA Act program.

The Division will plan as far in advance as possible to make sure that the Council is available for a virtual meeting for application review and funding recommendations.]

XII. Business Items / Division Updates

The federal Grants to States program, which is the program which provides the LSTA funds, requires each state and territory to complete a five-year evaluation in preparation and to guide the development of a new five-year plan. FY2021-22 is the year that this work will be completed. So new Council members coming on board and continuing members: you will be involved in the process. DLIS is in the process of hiring a consultant to complete this work. Council member traditional roles have been to participate in surveys and focus groups as well as review final draft documents prior to Division submission to IMLS. More information will be forthcoming.

Planning is in process for the Public Library Directors Meeting to be held in Tallahassee on December 7th and 8th.

Topical DLIS Discussions are held virtually each month.

The Resource Sharing Platform called FLIN SHAREit was launched this fiscal year. We have XX participating libraries who have shared XX items.

Statewide Digital Platform investigation is currently ongoing. Active ITN process presently. There may be more information about the outcome of this process at a future meeting.

Other Questions?

[Amy turns meeting back over to Linda.]

XIII. Public Comment

Call for public comment (ask David Beach if any Public Comment).

XIV. Adjourn

DLIS staff will make note of date and time.

Motion

Second

**Call for Public Comment (ask David Beach if any
Public Comment)**

Discussion

Vote

BREAK, LUNCH and end of day (but not adjourned)

As a reminder, we remain in the midst of a publicly-noticed meeting – Panelists, applicants and DLIS staff may not discuss the process, applications, or applicants outside of this meeting until all application voting is complete and the meeting is adjourned.

We will reconvene in XX minutes at XX:XX.

[mute phone line]

Coming back together

[make sure phone line is no longer muted]

I will reconvene the 2021 LSTA Panel meeting. As a reminder we are currently

APPLICATION REVIEW

- Announce the organization name, project name, and requested amount.
- Ask if any Panelists have conflicts with the announced organization or grant or if they would like to abstain from the discussion or the voiced funding level or score.
 - What is the nature of your conflict?
 - Can you be impartial in your decision?
 - Will you or your organization have an economic gain personally, for a relative or a significant other?
- Recognize applicant representatives as named in application.
- Read application updates into the record.
- Council discussion (including questions of applicants, if applicable).
- Voice ACTION and rationale [funding recommendation or score] – in alpha order by last name in staggered order.

Order for any official business

Motion

Second

Call for Public Comment

Discussion

Vote