

Boise Public Library
Board of Trustees
Regular Meeting Minutes
July 11, 2019

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, July 11, 2019, in the Marion Bingham Room at the Main Library.

Board of Trustees Present:

Dwaine Carver, Acting President; Margo Healy; Phil Magnuson; and Tonya Westenskow.

Others Present:

Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Counsel; Sarah Kelley-Chase, Public Services Manager; Denise McNeley, Operations and Outreach Manager; Shanna Decker, Acquisitions and Technical Services Manager; Jo Anne Michaels, Friends of the Library Representative; Lindsay Zamara, Cole and Ustick Branch Supervisor; Shawn Wilson, Boise City Public Works; Lynette Gould, City Department of Finance and Administration; Cara Van Sant, Library Campaign Coordinator; Kathy Stalder, Assistant Acquisitions and Technical Services Supervisor; Heidi Lewis, Main Library Manager; Lorna Thorne, Circulation Supervisor; and Kari Davis, Library Administrative Assistant.

1. Call to Order and Introductions

The meeting was called to order by Carver at 11:30 a.m. and a roll call was conducted.

2. Communications

None

3. Minutes- Action Item

MOTION by Magnuson and seconded by Healy that the June 13, 2019, regular meeting minutes be approved as presented. All in favor, motion carried.

MOTION by Westenskow and seconded by Healy that the June 20, 2019, special meeting minutes be approved as presented. All in favor, motion carried.

4. Consent Agenda- Action Item

- a. Payment of Bills and Payroll**
- b. Financial Reports**

MOTION by Healy and seconded by Westenskow to approve the June 2019 bills and payroll, the expenditure and revenue report for the period ending May 31, 2019, and the Gift Fund activity report for May 2019. All in favor, motion carried.

5. Library Trends and Issues

Kathy Stalder, Acquisitions and Technical Services Assistant Supervisor, reviewed with the Trustees the intellectual freedom issues seen in the library community today. Trends and issues seen in the court system are often seen in libraries. Challenges are generally about physical content in the collection, but libraries are starting to see challenges to programming as well.

6. Reports

a. Friends of the Boise Public Library

Michaels reported that the Friends have finished packing the remaining book donations from the spring sale. The group is now preparing for the Boise Comic Arts Festival sale in August.

b. Boise Public Library Foundation

Healy shared that the Foundation is advocating for the new Main Library project and distributing facts for building the new Library. The major goal of the group is to educate the public and correct misstatements.

Van Sant reported that frequently asked question (FAQ) sheets are being consolidated with updates in real time that link back to the Library's website. CoUrbanize is being removed and a different feedback process put in its place.

Booe informed the Trustees that the Foundation continues to receive donations with receipts nearing \$11,000 last month. The Foundation also formed an investment committee and adopted an investment policy.

c. Library Director's Report Including Administration and Management

Booe helped kick off the tenth anniversary celebration for the Library! at Cole & Ustick in June. The branch supervisor, Lindsay Zamara and her staff were commended for a wonderful celebration attended by approximately 500 individuals.

Circulation is increasing across the system and should exceed last years numbers, except for the Collister branch. Collister circulation has been declining due to the ongoing road construction in the area.

Healy left the meeting at 11:58 a.m.

Library leadership is working on year end activities and will bring to the Trustees an update in September or October. This is the last quarter of the current fiscal year. Gould and her team are working on ending the current fiscal year and opening Fiscal Year 2020. The public budget hearing will be held at the next City Council meeting and will include fee increases. Booe reminded the Trustees that they approved some fee increases when they adopted the new budget.

Healy rejoined the meeting at 12:00 noon.

Booe shared that he continues to be asked to visit local civic groups about the Main Library project. The responses are enthusiastic and supportive.

7. Old Business

a. Boise Public Library Policy Review:

Section 5.00, Collection Development and Maintenance

Kelley-Chase reviewed section 5.00 of the Boise Public Library Policy Manual with the Trustees. The staff recommended no changes to this section and was presented as a discussion item only.

The Trustees questioned staff on the process for challenged materials. It was noted that requests for reconsideration of materials are researched by staff. A response is sent to the requestor. A requestor can appeal to the Library Director and if, unsatisfied with the Director's decision, the customer can appeal to the Board of Trustees.

Decker shared with the Trustees an issue with publishing companies and digital materials. The Library recently received notice from some publishers that an embargo would be placed on digital titles for 90 days. Notice was also received from some publishers that they would begin a metered process. Titles could be purchased and could be accessed for two years. The title would have to be re purchased if the Library wished to keep it in the collection. This practice could make it difficult to build a collection and develop depth of subject matter and formats.

Decker explained that pay-per-use systems are also an issue. Paying for this type of system becomes problematic as the Library discovered when it tested Hooplah. Periodicals are changing currently and may go to a pay per use or pay-per-view system.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2019 as stipulated by the Board's bylaws.

b. Main Library Vision Project Update

Wilson shared the presentation given to the Boise City Council on June 25 with the Trustees. Included in the presentation was an estimated impact on the project if it is placed on hold until after the November election.

Schematic design is nearing completion and will provide a plan for the project should it move forward after the election. Cost to pause the project until January 2020 is estimated at \$1 million.

Wilson reviewed the cost of the project and financing. A cost of \$85 million for the project with financing strategy of \$18 in philanthropy, \$15 million from Capital City Development Corporation (CCDC), \$22 million from the City's Capital Fund, and \$30 million from lease financing. The City is reviewing alternatives to the lease financing, which would provide savings in interest costs.

Healy mentioned frustration that the cost of the parking structure continues to be included in the cost for the project. Wilson indicated that the approach to the parking structure has shifted and will be owned by CCDC instead of the City. The \$15 million cost for the structure would include site work for the library.

c. Fiscal Year 2020 Budget Workshop Review

McNeley reviewed the outcome of the 2020 budget workshop held on June 25, 2019, with the City Council. A copy of the full City budget is available online. The Fiscal Year 2020 budget for the City is \$746 million with the Library's portion being \$13.1 million. It was noted that capital funds are one time only funds for one-time expenditures/projects. The new fiscal year will start on October 1, 2019.

8. New Business

a. March/April Customer Experience Survey

Surveys were conducted during Tree Fort in March and at the Library Celebration in April. Decker shared that feedback from customers called out a need to improve computers, online services and electronic resources, and expanding operating hours. The expansion of operating hours is often mentioned in surveys that requires more operating budget to fulfill.

Booe noted that the Library has a great customer satisfaction rate. People are satisfied with the service and certain aspects of the service.

**b. Garden City Public Library 2019 Open Access Compensation Agreement-
Action Item**

Fleming informed the Trustees that the agreement with Garden City Public Library is compensation for services Boise Public Library customers receive from Garden City Public Library. Boise City will compensate Garden City \$55,000 plus in-kind compensation in the form of access to the Overdrive e-book service.

MOTION by Westenskow and seconded by Healy to approve the Garden City 2019 Open Access Compensation Agreement payment as presented and submit to City Council for final approval. All in favor, motion carried.

9. Selection of Trustee to Review Payment Vouchers

Carver was selected to be the next Trustee to review vouchers for July.

10. Selection of Meeting Date

The next regular Board of Trustees meeting is scheduled for Thursday, August 8, 2019, 11:30 a.m. at the Main Library in the Marion Bingham Room.

11. Executive Session: IC 74-206 (1)(a) Personnel Matters

MOTION by Healy that under provisions of Idaho Code § 74-206 (1)(a) this Board recess to an executive session for the purpose of discussing personnel matters and that a roll call vote be taken on the motion. Motion carried on the following roll call: Healy, yes; Magnuson, yes; Westenskow, yes; Carver, yes. The Board recessed to an executive session at 1:03 p.m.

MOTION by Healy and seconded by Magnuson that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 1:21 p.m.

12. Adjourn

MOTION by Healy and seconded by Magnuson to adjourn at 1:22 p.m. All in favor, motion carried.

Approved:

Kevin Booe, Library Director

Dwaine Carver, Acting President