

Boise Public Library
Board of Trustees
Special Meeting Minutes
December 2, 2019

The Boise Public Library Board of Trustees met for a special meeting at 11:30 a.m. on Monday, December 2, 2019, in the Marion Bingham Room at the Main Library.

Board of Trustees Present:

Tonya Westenskow, Vice President; Dwain Carver; Sonia Galaviz; and Phil Magnuson; and Daisy O’Sullivan, Youth Trustee.

Others Present:

Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Counsel; Denise McNeley, Operations and Outreach Manager; Shanna Decker, Acquisitions and Technical Services Manager; Sarah Kelley-Chase, Public Services Manager; Jim James, Friends of the Library Representative; Diana Cross, Friends of the Library Representative; Kristine Miller, Boise City Office of Innovation and Performance; Megan McJunkin, Boise City Human Resources; and Kari Davis, Library Administrative Assistant.

1. Call to Order and Introductions

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

2. New Business

a. Library Director Search Process

Booe asked the Trustees for an affirmation of the Executive Search firm concept for the search for a new director. Booe explained that Davis and McNeley would contact firms who specialize in this process. A list of firms provided to the Trustees listed over 100 vendors. Booe recommended the following four firms: Bradbury Miller Associates, PSI (Partners for Success and Innovation), Witt/Keiffer, and Wood-Snodgrass, Inc. The cost for the services of a firm should be under \$50,000 and are structured as a flat fee or percentage of the vacant library director’s salary.

MOTION by Carver seconded by Magnuson that the Board proceed with an executive search for a new director using a professional executive recruiter with assistance from the Boise City Human Resources Department. Motion carried on the following roll call: Carver, yes; Galaviz, yes; Magnuson, yes; Westenskow, yes.

The Trustees confirmed that the four firms mentioned by Booe were a good starting place. Booe indicated that information about the firms would be available at the January board meeting.

The process for contracting with an executive search firm will be handled by Davis and McNeley with assistance from McJunkin and HR. Schedules and communications during

the process will be handled by Davis. Interviews and discussions may be during an executive session, but all voting has to occur during the open section of the meeting. Booe suggested the Board hold public and staff meet and greets with the final candidates and that each one interview with the Mayor. He also recommended media interviews to determine how the candidates interact with the media. Individual interviews with candidates were suggested with staff and leadership at the Library.

Booe indicated that the hired firm will seek out individuals to interview. The job should be posted on the Library's website and on the City's website. The firm will also post the position and will publish the job opening in professional library journals. The firm works for the Board and will do what the Board directs.

Trustees were encouraged to review the job description again and work with McJunkin on any needed revisions. Revisions to the job description would need to be vetted against Idaho State Code.

Westenskow thanked Booe for all his hard work and for the incredible legacy he is leaving.

James requested that the Friends of the Library be involved in the selection process for a new director. The group feels they have a strong interest and would like to be included. Westenskow indicated the Board will be mindful of the request as they navigate the process.

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

MOTION by Carver and seconded by Magnuson 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: Carver, yes; Galaviz, yes; Magnuson, yes; Westenskow, yes. The Board recessed to an executive session at 12:16 p.m.

MOTION by Carver and seconded by Magnuson that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 1:27 p.m.

4. Adjourn

MOTION by Carver seconded by Magnuson to adjourn at 1:28 p.m. All in favor, motion carried.

Approved:

Kevin Wayne Booe, Library Director

Tonya Westenskow, Vice President