

**Boise Public Library**  
**Board of Trustees**  
Special Meeting Minutes  
May 14, 2020

The Boise Public Library Board of Trustees met for a special virtual meeting at 11:30 a.m. on Thursday, May 14, 2020.

**Board of Trustees Present:**

Margo Healy, President; Dwaine Carver, Sonia Galaviz, Phil Magnuson, and Tonya Westenskow; and Daisy O'Sullivan, Youth Trustee.

**Others Present:**

Kristine Miller, Interim Director; Shanna Decker, Acquisitions and Technical Services Manager; Denise McNeley, Operations and Outreach Manager; Sarah Kelley-Chase, Public Services Manager; Kelley Fleming, Boise City Legal Counsel; Megan Mackey, Friends of the Library Representative; Megan McJunkin, Boise City Human Resources Department; Shawn Wilson, Boise City Public Works Department; and Kari Davis, Library Administrative Assistant.

**1. Call to Order and Introductions**

The meeting was called to order by Healy at 11:31 a.m. and a roll call was conducted.

**2. Communications**

None

**3. Minutes- Action Item**

MOTION by Westenskow and seconded by Galaviz that the February 27, 2020, special meeting minutes be approved as presented. Three in favor, motion carried. Carver and Magnuson abstaining due to their absence from the February 27, 2020, meeting.

MOTION by Magnuson and seconded by Galaviz that the March 11, 2020, regular meeting minutes be approved as presented. Three in favor, motion carried. Carver and Westenskow abstaining due to their absence from the March 11, 2020 meeting.

MOTION by Galaviz and seconded by Magnuson that the March 16, 2020, special meeting minutes be approved as presented. All in favor, motion carried.

MOTION by Magnuson and seconded by Carver that the March 26, 2020, special meeting minutes be approved as presented. Four in favor, motion carried. Westenskow abstaining due to her absence from the March 26, 2020 meeting.

**4. Consent Agenda- Action Item**

**a. Payment of Bills and Payroll**

**b. Financial Reports**

MOTION by Magnuson and seconded by Galaviz to approve the March 2020 bills and payroll, the expenditure and revenue report for the period ending March 31, 2020, and the Gift Fund activity report for February 1, 2020 - March 31, 2020. All in favor, motion carried.

## 5. Reports

### a. Friends of the Boise Public Library

Mackey shared that the Friends have been paused and have not been accepting donations or processing books. The group has been planning on various aspects for when operations continue and for vacating the warehouse.

### b. Boise Public Library Foundation

Healy reported the Foundation is also in a holding pattern. Virtual events being held by the Library are being shared by the group on social media. The members are thinking of the Library and continue to be good advocates and supporters.

### c. Library Director's Report Including Administration and Management

Miller shared an update on services being offered by the Library during the shutdown due to COVID-19 pandemic. Virtual program offerings have expanded and gift funds have been used to purchase additional digital materials. Steps being taken during the next phase of re-opening include limited offerings of curbside delivery, computer appointments, and book drops for material returns.

Miller briefed the Trustees on the upcoming budget process. Library budget information will be presented at the June 11 Library Board meeting. The discussion will include a five-year capital plan and next steps for the Master Library Facility Plan. The Trustees will meet with the City Council for further discussion as part of the Citywide plan on June 16.

## 6. Old Business

### a. Boise Public Library Policy Review:

#### Section 5.00, Collection Development and Maintenance- Action Item

Kelley-Chase reviewed section 5.00, Collection Development and Maintenance, of the Boise Public Library Policy Manual with the Trustees. Kelley-Chase noted no changes to this section of the policy manual but did note a correction to the date of the American Library Association Library Bill of Rights reaffirmation.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2020 as stipulated by the Board's bylaws.

## 7. Library Director Search- Action Item

Trustees were briefed on reference check responses on the two final firms for the Library Director Search. A discussion on both firms and their qualifications was had.

Motion by Westeskow, seconded by Galaviz to hire June Garcia LLC. for the director recruitment as a good representation of the Northwest United States, pending additional reference check responses.

Healy and Magnuson will serve as a subcommittee and work with McJunkin to further the process along between meetings.

**8. New Business**

**a. Resuming Regular Board Meetings- Action Item**

Motion by Westenskow and seconded by Galaviz to resume regular Library Board meetings. All in favor, motion carried.

**b. FY20 Ada Community Library Annexation Compensation Agreement- Action Item**

Motion by Magnuson and seconded by Carver to approve the FY20 Ada Community Library Annexation Compensation Agreement as presented and submit to City Council for final approval. All in favor, motion carried.

At 1:06 p.m. Trustees took a five-minute break.

**c. Main Library Condition Assessment and FY21 budget implications**

Wilson shared that an assessment of the Main Library was recently conducted. General opinion on the condition of the building is the structure is in good shape. Additional details on the assessment will be discussed at the June 11 meeting after staff have been able to review the document in further detail.

At 1:38 p.m. Trustee Magnuson left the meeting.

**9. Selection of Trustee to Review Payment Vouchers**

Healy was selected to be the next Trustee to review vouchers for May.

**10. Selection of Meeting Date**

The next regular Board of Trustees meeting is scheduled for Thursday, June 11, 2020, 11:30 a.m. The meeting will most likely be virtual.

**11. Adjourn**

MOTION by Carver and seconded by Galaviz to adjourn at 1:38 p.m. All in favor, motion carried.

**Approved:**

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Kristine Miller, Interim Director

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Margo Healy, President