

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
June 11, 2020

The Boise Public Library Board of Trustees met electronically for their regular meeting at 11:30 a.m. on Thursday, June 11, 2020.

**Board of Trustees Present:**

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

**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; Heidi Lewis, Main Library Manager; Kelley Fleming, Boise City Legal Counsel; Megan Mackey, Friends of the Library Representative; Lynn Hoffmann, Boise Public Library Foundation Representative; Lynette Gould, Boise City Finance and Administration 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.

Miller introduced Lynn Hoffman, Megan Mackey, and Jamie Lundergreen to the Trustees.

**2. Communications**

None

**3. Minutes- Action Item**

MOTION by Westenskow and seconded by Magnuson that the May 14, 2020, 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 Magnuson and seconded by Westenskow to approve the May 2020 bills and payroll, the expenditure and revenue report for the period ending April 30, 2020, and the Gift Fund activity report for April 30, 2020. All in favor, motion carried.

**5. Reports**

**a. Friends of the Boise Public Library**

Mackey shared that the Friends next book sale would be the weekend of June 19. The sale will be conducted in a safe and healthful manner. The Friends continue to work with City staff in locating a new space with operating options.

**b. Boise Public Library Foundation**

Boise Public Library Foundation Chair Bev Harad announced her retirement during the Foundation's June meeting. Lynn Hoffmann was voted to replace Harad. The group is determining how best they can serve the Library going forward.

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

Miller thanked the auxiliary groups for their work and the valuable resource they are to the Library.

Miller shared that the Library continues to provide curbside delivery at all locations, virtual programming, and ask a librarian services via email and phone. Courier services have resumed between participating Lynx Consortium libraries. Staff are preparing all facilities for opening with the move to Stage 4. A target date of Monday, July 6 has been set for re-opening.

**6. Old Business**

**a. Boise Public Library Policy Review:**

**Section 4.03, Fines & Fees- Action Item**

Decker presented recommended changes to policy 4.03 of the Boise Public Library Policy Manual to trustees. The recommended changes allow customers to borrow materials provided they have twenty items or less overdue on their account.

MOTION by Westenskow and seconded by Carver to change the overdue block from zero items to twenty. All in favor, motion carried.

**Section 6.00, Gifts & Bequests**

Decker reviewed section 6.00, of the Boise Public Library Policy Manual with the Trustees. Decker noted no changes to this section of the policy manual.

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

**b. Downtown Branch Condition Assessment**

Wilson reported on the recent condition assessment that was conducted on the Downtown Branch Library. The goal for the assessment was to understand the condition of major systems, develop cost estimates to correct a backlog of deferred maintenance, forecast effective ages and lifespans, and identify code deficiencies. The assessment summary was that the asset is generally in good to fair shape but investments are needed in the structure that are substantial. Items identified as needing replaced: roofing system, grout work, flooring, single paned windows, HVAC on single story, plumbing, electrical switch gear and panels, and site work. Information gathered by the study will be used to coordinate investments in repair and maintenance.

**c. Director Search Update**

Healy updated the Trustees about next steps for the director search with June Garcia. Garcia will use feedback from internal and external stakeholders to create a profile for a desired director. Work with Garcia will start once the contract has been finalized. The process should be completed by November or December of this year.

**7. New Business**

**a. Fiscal Year 2021 Budget Action Item**

Miller, McNeley, and Gould presented to the Trustees the proposed Fiscal Year 2021 budget for the Library. With City projections in flux due to the pandemic staff may revisit the budget with Trustees at a future meeting.

Motion by Galaviz, seconded by Carver to submit proposed Fiscal Year 20201 revenue, personnel, maintenance and operating, gift fund and Integrated Library System, capital, major repair and maintenance and major equipment budget to the City's budget office and forward to City Council for approval.

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

Magnuson was selected to be the next Trustee to review vouchers for June.

**9. Selection of Meeting Date**

The next regular Board of Trustees meeting is scheduled for Thursday, July 9, 2020, 11:30 a.m. The meeting will most likely be virtual.

**10. Adjourn**

MOTION by Carver and seconded by Galaviz to adjourn at 1:30 p.m. All in favor, motion carried.

**Approved:**

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Kristine Miller, Interim Director

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Margo Healy, President