

Boise Public Library
Board of Trustees
Regular Meeting Minutes
November 14, 2019

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, November 14, 2019, in the Marion Bingham Room at the Main Library.

Board of Trustees Present:

Tonya Westenskow, Vice President; Dwaine Carver; Sonia Galaviz; and Phil Magnuson; and Daisy O’Sullivan and Alekya Tanikella, Youth Trustees.

Others Present:

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; Trisha Mick, Cole and Ustick Interim Branch Supervisor; Shawn Wilson, Boise City Public Works; Lynette Gould, Boise City Department of Finance and Administration; Kim Nakamura, Boise City Department of Finance and Administration; Tom Laws, Boise City Planning and Development Services; Wayne Rysavy, Boise City Community Engagement; 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 Westenskow at 11:30 a.m. and a roll call was conducted.

2. Communications

None

3. Minutes- Action Item

MOTION by Carver and seconded by Galaviz that the October 10, 2019, regular 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 Galaviz and seconded by Carver to approve the October 2019 bills and payroll, the expenditure and revenue report for the period ending September 30, 2019, and the Gift Fund activity report for September 30, 2019. All in favor, motion carried.

5. Library Trends and Issues

Laws and Rysavy briefed the Trustees on the Library’s role in the upcoming census count. The Library is being asked to be an advocate for this census. The census count

provides funds to the state for everyone who takes it. Everyone needs to be counted once and in the proper place.

This year the census will be digital and available online. In addition to the online option a phone in option available in 15 different languages will be available. In person counts will only be done if necessary. Phase one of the process will be about promoting awareness such as what's new, safety of data being gathered and how the data will be used. Phase two will inform the public on where they can complete their form.

Magnuson joined the meeting at 11:46 a.m.

The census count will be online nation-wide. A post card will be sent to each household informing the public that they can complete the census online until the end of April.

Carver left and returned to the meeting at 11:51 a.m.

6. Reports

a. Friends of the Boise Public Library

Stokes reported that the Friends of the Library holiday book sale was a record-breaking sale. Thursday-Saturday were each record-breaking days. The group made \$46,000, which is the largest amount taken in for a holiday sale.

b. Boise Public Library Foundation

Booe shared that the Foundation Directors have directed letters be sent to donors inquiring how they wish their donation to the new main library be handled. The group is also adopting a new mission statement which will be discussed at their next meeting. The Foundation is brainstorming ideas on how they can join in the 125th continuous library service celebration for Boise Public Library in 2020. 2020 is also the Foundation's 35th anniversary and the Friends of the Library's 50th anniversary.

The Foundation has decided not to hold an annual fundraiser this year but will instead do a positive promotion of the Library on social media in December. The group has moved most of its held funds to an investment account that has earned \$10,000 in interest this past quarter. All financial preparation for the Foundation will be handled by Eide Bailly going forward. The group will not meet in December.

c. Library Director's Report Including Administration and Management

Booe reported that this week the annual dinner and a book event will be held. This event was started by Marilyn Howard over 17 years ago to encourage family reading. Customers register for an evening of reading and dinner. Support for the event is provided through in kind and monetary donations.

The Main Library project was given an official reset by Mayor Bieter on Monday. Architectural firms are starting to show an interest with this announcement.

The statistics for October are not available yet, but Booe is interested to see how the fine free policy change might have impacted the numbers. Supervisors at the Library are hearing positive comments from customers regarding this change.

7. Old Business

a. **Boise Public Library Policy Review: Section 2.00, Personnel**

Kelley-Chase recommended no changes to section 2.00 of the Boise Public Library Manual.

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

Booe suggested that the Board add to their annual review a review of title 33 of the Idaho State Code. This code outlines the duties of a library director and library board.

8. New Business

a. **Customer Comment Quarterly Report**

Kelley-Chase reviewed the fourth quarter customer comments received for July-September 2019. A comment concerning the height of drinking fountains at the Main Library was reviewed with the City's Human Resources department and verified that the fountains meet Americans with Disabilities Act (ADA) requirements. Staff are looking at combination units with one high and one low fountain for a more user-friendly experience.

b. **Library Fiscal Year 2019 Rebudget and Encumbrance Requests**

An overview of the Fiscal Year 2019 rebudget and encumbrance list was presented by McNeley. Total requests amount to \$53,318,557 and include items such as fiber projects, solar panels, carpet replacement, heating, ventilation, and air conditioning (HVAC) repairs, lighting upgrades, and donations. The New Main Library project was also included in the list but will not go forward as planned. Funds will be needed for repair and maintenance on the existing structure. Items such HVAC repair, elevator upgrade, and parking lot repair will need to be addressed.

MOTION by Magnuson, seconded by Carver to accept the list as presented and forward to City Council for final approval.

Booe mentioned that Macmillan Publishing had denied the American Library Associations petition to stop the embargo on ebook titles. As of November 1, 2019 public libraries are only allowed to purchase one copy of newly published titles for the first eight weeks. Macmillan claims public libraries are hurting their profits. There are public libraries across the nation boycotting Macmillan publishing in both electronic and print formats. Trustees inquired what percent of materials purchased

by Boise Public Library come from Macmillan Publishing. Decker will research if this statistic is available. Booe does not like the idea of boycotting as he feels it's a form of censorship. It was requested that this be an agenda item for the December regular meeting.

c. **Five-Year Statistical Review**

Davis presented the five-year statistical review to the Trustees. The review highlighted statistical outcomes between Fiscal Year 2015 and Fiscal Year 2019.

MOTION by Carver and seconded by Galaviz to accept the Five-Year Statistical Review. All in favor, motion carried.

9. Selection of Trustee to Review Payment Vouchers

Galaviz was selected to be the next Trustee to review vouchers for December.

10. Selection of Meeting Date

The next regular Board of Trustees meeting is scheduled for Thursday, December 12, 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 Carver and seconded by Galaviz 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 12:49 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 1:05 p.m.

MOTION by Carver and seconded by Galaviz that a special meeting occur on December 2, 2019 at 11:30 a.m. All in favor, motion carried.

12. Adjourn

MOTION by Carver and seconded by Galaviz to adjourn at 1:07 p.m. All in favor, motion carried.

Approved:

Kevin Wayne Booe, Director

Tonya Westenskow, Vice President