

**Boise Public Library**  
**Board of Trustees**  
Regular/Annual Meeting Minutes  
September 12, 2019

The Boise Public Library Board of Trustees met for its regular/annual meeting at 11:30 a.m. on Thursday, September 12, 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; and Daisy O'Sullivan and Alekya Tanikella, Youth Trustees.

**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; Bonnie Longstreth, Friends of the Library Representative; Joni Hansen, Bown Crossing Branch Supervisor; Shawn Wilson, Boise City Public Works; Biff Jones, City Department of Finance and Administration; Holly Funk, Library Customer Experience Manager; Cara Van Sant, Library Campaign Coordinator; Heidi Lewis, Main Library Manager; Beth Rosania, Youth Services Supervisor; and Kari Davis, Library Administrative Assistant.

**1. Call to Order and Introductions**

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

**2. Communications**

None

**3. Minutes- Action Item**

MOTION by Westenskow and seconded by Healy that the August 8, 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 Westenskow and seconded by Healy to approve the August 2019 bills and payroll, the expenditure and revenue report for the period ending July 31, 2019, and the Gift Fund activity report for July 2019. All in favor, motion carried.

**5. Library Trends and Issues**

None

## 6. Reports

### a. Friends of the Boise Public Library

Longstreth reported that the Friends had been busy. The group held a comic book sale at the Boise Comic Arts Festival and earned \$4,800. They also held a porch sale during Art in the Park on the front steps of the Main Library.

### b. Boise Public Library Foundation

Healy shared that the Foundation met on Tuesday and that the group was disappointed that the Main Library Project was paused. The meeting helped them refocus on what they do best, supporting purchases and events that the Library is unable to do with regular funds. The October Foundation meeting will be a continuation of brainstorming for the group.

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

Booe thanked the staff team that worked on the Comic Arts Festival this year. This event has become a large signature event in the community.

Daniel the Tiger will be at the Main Library this Saturday in partnership with public television. Customers can sign up to have their picture taken with Daniel.

The Library will end the budget year at net zero or better. A year end report should be available in December. End of the fiscal year is September 30, 2019.

During August, Library staff worked on the workplan. The Library's 2020/2021 plan will be combined into the City's plan and prioritized City wide.

Booe reminded the Board that on October 1 the Library will go fine free. Other libraries across Idaho are also going fine free. This change is intended to improve access to all customers.

## 7. Old Business

### a. Boise Public Library Policy Review:

#### Section 6.00, Gifts & Bequests

Kelley-Chase recommended no changes to section 6.00 of the Boise Public Library Manual.

This concludes 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

The Trustees were updated on the Main Library Vision Project. As the project team wrapped up schematic design it was found that projected costs were trending higher than anticipated. Mayor Bieter decided to pause the project for now.

Booe indicated that the pause would continue until after the November election. If the project were to resume it would begin sometime in January 2020. Booe and Van

Sant have been meeting with donors which have been supportive. Some pledges will be on hold until after the election results are known. To date no donated funds have been spent on the project.

**c. Review of Fiscal Year 2019 Goals and Objectives**

McNeley provided the Board with an update of the Fiscal Year 2019 Goals. Action items for the year totaled 49 with 31 completed, 13 in progress and carried forward to next year, 4 in the planning phase, and 1 on hold pending City Council direction.

Items completed included an assessment of the collection, revamp of the children's area at the Library! at Collister, homeless training for staff, and the elimination of fines starting October 1, 2019.

**8. New Business**

**a. Selection of Meeting Dates for Fiscal Year 2020-Action Item**

A list of meeting dates was presented to the Board for approval. The dates presented were for the second Thursday of each month at 11:30 a.m. It was noted that the date for November was listed as Friday, November 8, 2019 and not Thursday, November 14, 2019.

MOTION by Healy and seconded by Westenskow that for Fiscal Year 2020 the Library Board of Trustees meet the dates presented with the exception that the November meeting date be November 14, 2019. All in favor, motion carried.

**b. Fiscal Year 2020/2021 Goals and Objectives-Action Item**

McNeley presented the Goals and Objectives for Fiscal Year 2020/2021 developed by staff for approval by the Board. The plan contains 36 action items. There are fewer action items in order to leave room for capacity for future items that may need added.

Action items in the plan include a meeting room software package, additional holds kiosk, plans for the 125<sup>th</sup> public library service anniversary, re working of the library website, and digitization of some periodical holdings.

MOTION by Westenskow, seconded by Healy that the Fiscal Year 2020/2021 Goals and Objectives as presented by approved. All in favor, motion carried.

**9. Election of Officers for Fiscal Year 2020-Action Item**

The Library Board of Trustees Bylaws, Article IV, Section 1, states: "The Board shall elect at its annual meeting from its members a President and Vice President who shall serve for a term of one (1) year or until his/her successor is elected. No officer shall serve more than two full consecutive terms."

MOTION by Westenskow and seconded by Magnuson to elect Margo Healy as President for the term October 1, 2019, through September 30, 2020. All in favor, motion carried.

MOTION by Healy and seconded by Magnuson to elect Tonya Westenskow as Vice President for the term October 1, 2019 through September 30, 2020. All in favor, motion carried.

**10. Review, Amend, Repeal or Adopt Bylaws, Policies and Procedures**

Booe suggested the Trustees appoint a subcommittee to review the bylaws for possible changes and present any proposed changes to the whole Board.

MOTION by Healy and seconded by Westenskow that a subcommittee, to be determined, be formed to review the bylaws. All in favor, motion carried.

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

Westenskow was selected to be the next Trustee to review vouchers for September.

**12. Selection of Meeting Date**

The next regular Board of Trustees meeting is scheduled for Thursday, October 10, 2019, 11:30 a.m. at the Main Library in the Marion Bingham Room.

**13. Executive Session: IC 74-206 (1)(a) and (b) Personnel Matters**

MOTION by Healy that under provisions of Idaho Code § 74-206 (1)(a) and (b) 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 12:31 p.m.

MOTION by Westenskow and seconded by Healy that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 12:42 p.m.

**14. Adjourn**

MOTION by Westenskow and seconded by Healy to adjourn at 12:43 p.m. All in favor, motion carried.

**Approved:**

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Kevin Wayne Booe, Library Director

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Dwayne Carver, Acting President