

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
September 10, 2020

The Boise Public Library Board of Trustees met at Boise City Hall in the Maryanne Jordan City Council Chambers for their regular meeting at 11:30 a.m. on Thursday, September 10, 2020.

**Board of Trustees Present:**

Margo Healy, President; Tonya Westenskow, Vice President (Remote); Sonia Galaviz (Remote); Rachel Goochey (Remote); and Phil Magnuson (Remote).

**Others Present:**

Kristine Miller, Interim Director; Megan Mackey, Friends of the Library Representative (Remote); Lynn Hoffmann, Boise Public Library Foundation Representative (Remote); Shanna Decker, Acquisitions and Technical Services Manager (Remote); Sarah Kelley-Chase, Public Services Manager (Remote); Heidi Lewis, Main Library Manager (Remote); Joni Hansen, Library! at Bown Crossing Supervisor (Remote); Kelley Fleming, Boise City Legal Counsel; Lynette Gould, Boise City Department of Finance and Administration (Remote); June Garcia, consultant (Remote); 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.

MOTION by Westenskow seconded by Goochey to move agenda item Library Director Update with June Garcia to the first item of business. All in favor, motion carried.

**2. Director Search Update**

Garcia shared that applications for the Director position have been received. She reminded Trustees that final applications are due on September 14, 2020 and would expect the number received to increase in the last few days of the deadline.

Healy shared that the search committee will then review all applications and complete first interviews.

**3. Communications**

None

**4. Minutes- Action Item**

MOTION by Westenskow and seconded by Magnuson that the August 27, 2020, special meeting minutes be approved as presented. All in favor, motion carried.

MOTION by Westenskow and seconded by Goochey that the August 13, 2020, regular meeting minutes be approved as presented. All in favor, motion carried.

**5. Consent Agenda- Action Item**

**a. Payment of Bills and Payroll**

**b. Financial Reports**

MOTION by Magnuson and seconded by Goochey to approve the August 2020 bills and payroll, the expenditure and revenue report for the period ending July 31, 2020, and the Gift Fund activity report for July 31, 2020. All in favor, motion carried.

**At 11:40 a.m. Galaviz joined the meeting.**

**6. Reports**

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

Mackey updated the Trustees on progress in moving from the warehouse location. Friends volunteers and board members have reached out to community groups to receive excess inventory. The board has decided to forgo a fall book sale.

**b. Boise Public Library Foundation**

Hoffmann shared that the Foundation has decided not to hold its annual fundraiser. The group is working on policies and processes until a new Director is in place.

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

Miller reported that the Library would be opening for limited in-person services on September 28. Details of reopening were provided in the agenda packet. Miller noted that opening protocols and limits were developed to increase the probability of maintaining service levels going forward.

Miller shared with Trustees a follow up regarding the expansion of the airport library. Expansion was placed on hold until Fiscal Year 2022 budget planning process. The existing airport library had an upfront investment of approximately \$25,000 and no ongoing costs. Motion counters tracked usage for July 2020 at 2,300 individuals.

**7. Old Business**

**a. Second Renewal of Temporary Agreement with Interfaith Sanctuary Housing Services, Inc. Action Item**

Trustees discussed continuing the agreement with Interfaith Sanctuary for use of the Hayes Auditorium at the Main Library for members of the public experiencing exposure. Miller provided an update on progress for other solutions. The renewal extends the agreement through October 27, 2020.

MOTION by Westenskow and seconded by Galaviz to renew the temporary non-exclusive agreement with Interfaith Sanctuary Housing Services, Inc. as described in the agreement

**8. New Business**

**a. Selection of Meeting Dates for Fiscal Year 2021- 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.

MOTION by Westenskow and seconded by Goochey that for Fiscal Year 2021 the Library Board of Trustees meet on the dates presented. All in favor, motion carried.

**9. Election of Officers for Fiscal Year 2021- 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 Magnuson and seconded by Westenskow to elect Margo Healy as President for the term October 1, 2020, through September 30, 2021. All in favor, motion carried.

MOTION by Magnuson and seconded by Goochey to elect Tonya Westenskow as Vice President for the term October 1, 2020 through September 30, 2021. All in favor, motion carried.

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

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

**11. Selection of Meeting Date**

The next regular Board of Trustees meeting is scheduled for Thursday, October 8, 2020, 11:30 a.m.

**12. Adjourn**

MOTION by Westenskow and seconded by Galaviz to adjourn at 12:17 p.m. All in favor, motion carried.

**Approved:**

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Kristine Miller, Interim Director

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Margo Healy, President