

Boise Public Library
Board of Trustees
Regular Meeting Minutes
October 8, 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, October 8, 2020.

Board of Trustees Present:

Margo Healy, President; Tonya Westenskow, Vice President (Remote); Sonia Galaviz (Remote); and Rachel Goochey (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); Denise McNeley, Operations and Outreach Manager (Remote); Sarah Kelley-Chase, Public Services Manager (Remote); Heidi Lewis, Main Library Manager (Remote); Jamie Lundergreen, Customer Experience Manager (Remote); Lynette Gould, Boise City Department of Finance and Administration (Remote); Kim Nakamura, Boise City Department of Finance and Administration (Remote); Mary Grant, Boise City Legal Counsel (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.

2. Communications

None

3. Minutes- Action Item

MOTION by Westenskow and seconded by Goochey that the September 10, 2020, 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 Goochey and seconded by Westenskow to approve the September 2020 bills and payroll, the expenditure and revenue report for the period ending August 31, 2020, and the Gift Fund activity report for August 31, 2020. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

Mackey updated the Board on the progress of the Friends move from the warehouse. Items are being moved to storage units for now. The annual meeting of the Friends will be Wednesday, October 21 at 1:00 p.m. The meeting will be virtual.

b. Boise Public Library Foundation

Hoffmann shared that the Foundation continues to work on policies in preparation for a new Director. Several policies have been passed by the group and they continue to work on others.

c. Library Director's Report Including Administration and Management

Miller reported a successful second week of limited in person services. Capacity limits were approached only once or twice across the system. Many customers are still using curbside services. Interfaith Sanctuary has secured a spot for a warming day shelter during the cold weather months. The current agreement with the Library will expire at the end of October.

6. Old Business

a. Boise Public Library Policy Review:

Section 1.00, Board of Trustees

Library Public Services Manager Sarah Kelley-Chase will review section 1.00 of the Boise Public Library Policy Manual with the Trustees. The staff recommends no changes to this section of the policy manual. This is a discussion item only and requires no action unless the Trustees direct a change in the presented policies.

This begins the Library Board of Trustees annual policy review for Fiscal Year 2021 as stipulated by the Board's bylaws.

At 11:41 a.m. Galaviz joined the meeting.

b. Director Search Update

Garcia shared that 26 applications were received for the Director position. The search committee consisted of Healy, Magnuson, and Doug Holloway from City of Boise Parks and Recreation Department. The search committee narrowed the applications down to seven for interviews and from there to the three finalists currently engaged in the process. Each finalist participated in five feedback panels this week consisting of library staff, senior library staff, city staff and city council, community leaders/partners, and friends/foundation/state library/consortium groups. All panel participants were asked to complete a survey which will be summarized and shared with the Board for use in their decision-making process. Each candidate will be brought to Boise for one day tours of facilities and interview with the Board. Healy gave an overview of the one-day tour of facilities and interviews schedule.

Garcia complimented library staff and noted that they asked very thoughtful and deep questions. She was impressed with the way staff handled the responsibility.

7. Selection of Trustee to Review Payment Vouchers

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

8. Selection of Meeting Date

Special meetings of the Board of Trustees will be held on October 13, 2020, at 3:30 p.m. and October 14, 2020 at 4:00 p.m. and October 15, 2020 at 4:00 p.m. for Library Director candidate interviews. A special meeting will also be scheduled for the selection of the next Library Director.

The next regular Board of Trustees meeting is scheduled for Thursday, November 12, 2020, 11:30 a.m.

9. Executive Session: IC 74-206 (1)(a) Personnel Matters and IC 74-206 (1)(f) Current or Pending Litigation

MOTION by Westenskow and seconded by Galaviz that under provisions of Idaho Code § 74-206 (1)(a), and 74-206 (1)(f) the Board recess to an executive session for the purpose of discussing personnel matters and current or pending litigation and that a roll call vote be taken on the motion. Motion carried on the following roll call: Galaviz, yes; Goochey, yes; Westenskow, yes, Healy, yes. The Board recessed to an executive session at 11:54 a.m.

At 1:05 p.m. Garcia left the meeting.

At 1:09 Galaviz left the meeting.

MOTION by Westenskow and seconded by Goochey that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 1:16 p.m.

10. Adjourn

MOTION by Westenskow and seconded by Goochey to adjourn at 1:20 p.m. All in favor, motion carried.

Approved:

Kristine Miller, Interim Director

Margo Healy, President