

Boise Public Library
Board of Trustees
Regular Meeting Minutes
November 12, 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, November 12, 2020.

Board of Trustees Present:

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

Others Present:

Kristine Miller, Interim Director; Jill Johnson, 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); 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); Shawn Wilson, Boise City Public Works (Remote); Kelley Fleming, Boise City Legal Counsel (Remote); and Kari Davis, Library Administrative Assistant.

1. Call to Order and Introductions

The meeting was called to order by Healy at 11:33 a.m. and a roll call was conducted.

2. Communications

None

3. Minutes- Action Item

MOTION by Westenskow and seconded by Goochey that the October 8, 2020, regular meeting minutes be approved as presented. All in favor, motion carried.

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

MOTION by Westenskow and seconded by Galaviz that the October 14, 2020, regular meeting minutes be approved as presented. All in favor, motion carried.

MOTION by Westenskow and seconded by Galaviz that the October 15, 2020, regular meeting minutes be approved as presented. All in favor, motion carried.

MOTION by Westenskow and seconded by Galaviz that the October 16, 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 October 2020 bills and payroll, the expenditure and revenue report for the period ending September 30, 2020, and the Gift Fund activity report for September 30, 2020. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

Johnson updated the Trustees on the status of the memorandum of understanding being drafted between the Friends and the City of Boise. A final version should be ready soon. The group is deciding how to proceed with future book sale space when they resume.

b. Boise Public Library Foundation

Hoffmann shared that the Foundation continues to work on administrative items including director insurance, 2019 tax return, and donation software. The group is looking for new members due to some recent vacancies.

c. Library Director's Report Including Administration and Management

Miller reported that curbside services and computer appointments continue to go well. Number of individuals accessing digital materials continues to increase. Miller thanked the Board of Trustees and the Library Management Team for their leadership during her time as the Interim Director. Trustees in turn thanked Miller for her leadership during her tenure.

6. Old Business

a. Boise Public Library Policy Review:

Section 2.00, Personnel

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

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

b. Main Library Condition Assessment

Wilson shared that a five-year plan on needed repairs to the Main Library had been prepared. The plan will be studied and prioritized based on available budget. This fiscal year one million dollars was allocated in the capital fund to start work on identified repairs.

c. Director Search Update- Action Item

Motion by Magnuson, seconded by Westenskow to appoint Jessica Dorr as the new Library Director of the Boise Public Library system. All in favor, motion carried.

7. New Business

a. Library Fiscal Year 2020 Rebudget and Encumbrance Requests- Action Item

McNeley presented the Fiscal Year 2020 rebudget and encumbrance list request to the Trustees. Total requests amounted to \$283,797 and included funds for strategic planning, a courier van, and consultant costs for the director search.

Motion by Westenskow and seconded by Goochey to approve the Fiscal Year 2020 rebudget and encumbrance requests as presented and forward to City Council for final approval. All in favor, motion carried.

8. Selection of Trustee to Review Payment Vouchers

Goochey was selected to be the next Trustee to review vouchers for November.

9. Selection of Meeting Date

The next regular Board of Trustees meeting is scheduled for Thursday, December 10, 2020, at 11:30 a.m.

10. Adjourn

MOTION by Westenskow and seconded by Galaviz to adjourn at 12:20 p.m. All in favor, motion carried.

Approved:

Kristine Miller, Interim Director

Margo Healy, President