AGENDA AND AGENDA NOTES

DIRECTOR’S REPORT

SUPPORTING DOCUMENTS

- **Library Policy Review: Section 2.00, Personnel**
  - Cover Page
  - Policy 2.01, Personnel
  - Policy 2.02, Continuing Education

- **Library! at Bown Crossing Public Art Memorandum of Agreement Renewal Between Boise Public Library and The Cabin**
  - Memorandum of Agreement

- **Customer Comment Quarterly Report**
  - Customer Comment Card Statistics, July – September, Fiscal Year 2017

- **Library Fiscal Year 2017-2018 Rebudget and Encumbrance Requests**
  - Rebudgets and Encumbrances, Fiscal Year 2017

BOISE PUBLIC LIBRARY STATISTICS

- Boise Public Library Volunteer Statistics

- System Statistics Reports, September 2017 (Will be presented at the meeting.)

- Monthly Self-Checkout Statistics (Will be presented at the meeting.)
AGENDA
BOISE PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Board Meeting/Joint Meeting with Arts & History Commission
November 1, 2017, 11:30 A.M.
715 S. Capitol Blvd.
Main Library, Marion Bingham Room

I. OLD BUSINESS
   A. Main Library and Arts & History Campus Update
   B. Boise Public Library Policy Review: Section 2.00, Personnel
   C. Library! at Bown Crossing Public Art Memorandum of Agreement Renewal Between
      Boise Public Library and The Cabin

II. MINUTES
   A. Approval of the September 6, 2017, Annual/Regular Meeting Minutes
   B. Approval of the October 4, 2017, Regular Meeting Minutes

III. BILLS AND PAYROLL

   Authorization Requested for Payment of Bills and Payroll

IV. COMMUNICATIONS

   None

V. LIBRARY TRENDS AND ISSUES

   None

VI. CONSENT ITEMS

   Upon request of any Trustee, the following consent items may be considered separately:
      A. Acceptance of financial report through September 30, 2017
      B. Gift Fund activity, approval and acceptance of donations and grants
   This information will be available and distributed at the meeting.

VII. FRIENDS OF THE BOISE PUBLIC LIBRARY REPORT

VIII. BOISE PUBLIC LIBRARY FOUNDATION REPORT

IX. DIRECTOR’S REPORT

X. ADMINISTRATION AND MANAGEMENT REPORTS

XI. NEW BUSINESS
AGENDA
November 1, 2017
Page 2

A. Customer Comment Quarterly Report
B. Library Fiscal Year 2017 Rebudget and Encumbrance Requests
C. Hours of Service, December 24, 2017

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Trustee Review for November Vouchers by Healy

XIII. SELECTION OF MEETING DATE

Next Regular Meeting December 6, 2017
OLD BUSINESS:

A. Main Library and Arts & History Campus Update
Library Director Kevin Booe and Project Coordinator Rob Bousfield will provide an update on the Main Library and Arts & History Campus.

Recommended Action: Discussion item only.

Required Action: No action is required.

B. Library Policy Review: Section 2.00, Personnel
Shanna Decker, Interim Public Services Manager, will review section 2.00 of the policy manual. Staff recommends no changes to this section of the manual. This continues the Library Board of Trustees annual policy review for Fiscal Year 2018 as stipulated by the Board’s bylaws.

Recommended Action: Discussion item only.

Required Action: No action is required unless the Trustees direct a change in the presented policy.

C. Library! at Bown Crossing Public Art Memorandum of Agreement Renewal Between Boise Public Library and The Cabin
Boise City legal counsel, Kelley Fleming, will review a memorandum of agreement renewal between the Library and The Cabin related to the partnership for the public art piece “Vox Poplar,” which is the interactive public art piece installed at the Library! at Bown Crossing.

Recommended Action: Approval of the Memorandum of Agreement renewal between The Cabin and Boise Public Library regarding the interactive public art piece “Vox Poplar.”

Required Action: MOTION to approve, revise, or reject the Memorandum of Agreement renewal between The Cabin and Boise Public Library regarding the interactive public art piece “Vox Poplar.”

COMMUNICATIONS:

None

LIBRARY TRENDS AND ISSUES:

None

ADMINISTRATION AND MANAGEMENT REPORTS:

Trustees may ask management questions on items of interest from the written director’s report.
NEW BUSINESS:

A. **Customer Comment Quarterly Report**
Library Director Kevin Booe will review the Customer Comment Card Statistics report for the fourth quarter, July – September for Fiscal Year 2017, and identify trends and issues. The report is included in the supporting document section of the meeting packet.

**Recommended Action:** None, discussion item only.

**Required Action:** No action is required.

B. **Library Fiscal Year 2017 Rebudget and Encumbrance Requests**
The Library is requesting rebudgets and encumbrances totaling $1,411,055 from Fiscal Year 2017 into the Fiscal Year 2018 budget. The requested rebudget funds include gift and donation funds, Major Equipment funds to complete purchase of a laptop kiosk and laser cutters, Major Repair & Maintenance funds for the Hillcrest remodel, Main Library Vision project funds, Bown Crossing project funds, and outstanding purchase order funds. A copy of the Library’s rebudget and encumbrance list is included in the supporting document section of the meeting packet.

**Recommended Action:** Approve the Fiscal Year 2017 rebudget and encumbrance requests with a recommendation to forward to City Council.

**Required Action:** Motion to approve, revise, or reject the Fiscal Year 2017 rebudget and encumbrance requests and direction to forward to City Council for final approval.

C. **Hours of Service, December 24, 2017**
Management is requesting that all Library locations operate 12:00 – 3:00 p.m. on Christmas Eve, December 24, 2017. The original holiday closure list approved by the Board at its December 7, 2016, meeting listed a closure on Saturday, December 24, 2017, of all Library locations.

**Recommended Action:** Approve hours of service for all Library locations on Saturday, December 24, 2017, Christmas Eve, of 12:00-3:00 p.m.

**Required Action:** Motion to approve, revise, or reject hours of service for all Library locations on Saturday, December 24, 2017, Christmas Eve, of 12:00-3:00 p.m.