AGENDA AND AGENDA NOTES

DIRECTOR'S REPORT

SUPPORTING DOCUMENTS

- Boise Public Library Policy Review: Section 4.00, Use of the Library (Excluding Subsection 4.04, Security)
  o Cover Page
  o Policy 4.01, Use of the Library
  o Policy 4.02, Circulation
    - Regulation 4.02a, Library Cards
    - Regulation 4.02b, Limits on Borrowing Services
  o Policy 4.03, Fines and Fees
  o Policy 4.05, Use of Technology
    - Regulation 4.05a, Hardware and Software
    - Regulation 4.05b, Prohibited Uses
  o Policy 4.06, Internet Use and Safety
    - Regulation 4.06a, Wireless Access
  o Policy 4.07, Confidentiality of Records

- Customer Comment Quarterly Report
  o Customer Comment Card Statistics for October – December

- Five-Year Statistical Review
  PowerPoint Statistical Review FY2013 - FY2017

BOISE PUBLIC LIBRARY STATISTICS

- System Statistics Reports, December 2017
- Monthly Self-Checkout Statistics
AGENDA
BOISE PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Board Meeting
February 7, 2018, 11:30 A.M.
715 S. Capitol Blvd.
Main Library, Marion Bingham Room

I. MINUTES
Approval of the January 3, 2018, Regular Meeting Minutes

II. BILLS AND PAYROLL
Authorization Requested for Payment of Bills and Payroll

III. COMMUNICATIONS
None

IV. LIBRARY TRENDS AND ISSUES
Library Partnership Inventory

V. CONSENT ITEMS
Upon request of any Trustee, the following consent items may be considered separately:
   A. Acceptance of financial report through December 31, 2017
   B. Gift Fund activity, approval, and acceptance of donations and grants
This information will be available and distributed at the meeting.

VI. FRIENDS OF THE BOISE PUBLIC LIBRARY REPORT

VII. BOISE PUBLIC LIBRARY FOUNDATION REPORT

VIII. DIRECTOR’S REPORT

IX. ADMINISTRATION AND MANAGEMENT REPORTS

X. OLD BUSINESS
   A. Boise Public Library Policy Review: Section 4.00, Use of the Library (Excluding Subsection 4.04, Security)
   B. Main Library Vision Project Update
      a. Update on Architect Selection Process
Required Action: Motion to approve, amend or reject the authorization of the expenditure of capital funds for architectural services.

NEW BUSINESS:

A. Customer Comment Review for First Quarter
   Kevin Booe will review the Customer Comment Card Statistics report for the first quarter Fiscal Year 2018, October-December 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. Five-Year Statistical Review
   Library staff will review library statistical outcomes between Fiscal Year 2013 and Fiscal Year 2017.

   Recommended Action: Accept the five-year statistical report for Boise Public Library.

   Required Action: Motion to accept the five-year statistical report for Boise Public Library as presented by staff.
AGENDA NOTES
February 7, 2018

COMMUNICATIONS:
None

LIBRARY TRENDS AND ISSUES:

Library Partnership Inventory
Library staff member Jennifer Redford will review the partnership inventory with the Trustees and explain the process and desired outcome for the project.

ADMINISTRATION AND MANAGEMENT REPORTS:

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

OLD BUSINESS:

A. Boise Public Library Policy Review: Section 4.00, Use of the Library (Excluding Subsection 4.04, Security)
Interim Library Public Services Manager Shanna Decker will review section 4.00, Use of the Library, with the exception of subsection 4.04, Security, which was reviewed in November. Staff recommends changes to section 4.03, Fines and Fees, of the policy manual. Recommended changes are included in the supporting documentation section of the meeting packet. This continues the Library Board of Trustees annual policy review for Fiscal Year 2018 as stipulated by the Board’s bylaws.

Recommended Action: Approval of the recommended changes.

Required Action: Motion to approve recommended changes to section 4.00, Use of the Library, subsection 4.03, of the Boise Public Library policy manual.

B. Main Library Vision Project Update
Project Coordinator Rob Bousfield will provide an update on the Main Library Vision Project including the architect selection process.

a. Update on Architect Selection Process
Staff will give an update on contract negotiations for architectural services.

Recommended Action: Authorize expenditure of capital funds for architectural services.
XI. NEW BUSINESS

   A. Customer Comment Quarterly Report
   B. Five-Year Statistical Review

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

   Trustee Review for January Vouchers by Cooper

XIII. SELECTION OF MEETING DATE

   Next Regular Meeting March 7, 2018