The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, February 7, 2018, in the Marion Bingham Room at the Main Library.

BOARD OF TRUSTEES PRESENT:
Dwaine Carver, President; Elizabeth Cooper, Vice President; Margo Healy; Tonya Westenskow; and Youth Trustee Isaac Morris.

OTHERS PRESENT:
Kevin Booe, Library Director; Kelly Fleming, Boise City Legal Counsel; James Smith, Boise City Legal Counsel; Denise McNeley, Library Building Operations and Outreach Manager; Shanna Decker, Interim Public Services Manager; Jim James, Friends of the Library Representative; Chandra Ford, Boise City Philanthropy Director; Rob Bousfield, Boise City Public Works; Linda Brilz, Youth Services Supervisor; Holly Funk, Library Communication Manager; Sarah Kelley-Chase, Bown Crossing Branch Supervisor; Elizabeth Westenburg, Hillcrest Branch Supervisor; Heidi Lewis, Main Library Manager; Jennifer Redford, Hillcrest Branch Librarian; and Kari Davis, Library Administrative Assistant.

CALL TO ORDER:
The meeting was called to order by Carver at 11:33 a.m. and a roll call was conducted.

I. MINUTES
MOTION by Westenskow and seconded by Healy that the January 3, 2018, regular minutes be approved as written. All in favor, motion carried.

II. BILLS AND PAYROLL
MOTION by Cooper and seconded by Westenskow that the December 2017 bills and payroll be approved as presented. All in favor, motion carried.

III. COMMUNICATIONS
None

IV. LIBRARY TRENDS AND ISSUES
Library Partnership Inventory
Jennifer Redford shared the Library’s partnership inventory project. Growth in the library system has presented communication issues amongst the locations. In order to deliver services in an efficient way, a database was created. This database makes staff aware of existing and previous partnerships at all locations.

Redford indicated the types of partnerships and how staff are using a Sharepoint site to gather and share information on library partners. The tool can be searched and filtered by staff and the response has been positive.
V. CONSENT ITEMS
MOTION by Cooper and seconded by Westenskow to approve the expenditure and revenue report for the period ending December 31, 2017, Gift Fund activity report for December 31, 2017, and approval and acceptance of donations and grants. All in favor, motion carried.

VI. FRIENDS OF THE BOISE PUBLIC LIBRARY REPORT
James informed attendees that Tree City Books took in over $58,000 in 2017, a $10,000 increase over the previous year. The Friends are preparing for their Spring Book Sale to be April 4-8, 2018. James invited Board members to attend the upcoming sale.

VII. BOISE PUBLIC LIBRARY FOUNDATION REPORT
The Foundation’s ’17 for $17 campaign took in $86,000. Booe indicated that $60,000 from the campaign will be disbursed to the Library. The Foundation also received a $1,000,000 gift for the Main Library Vision Project.

On February 13, 2018 the Foundation will elect officers for 2018, but there will be no changes in leadership.

VIII. DIRECTOR’S REPORT
Booe announced Sarah Kelley-Chase as the new Public Services Manager. Sarah will transition into the role while recruiting her replacement.

A celebration for the tenth anniversary of the Library! at Collister will occur on February 10, 2018. Booe will be speaking at the event. A ten-year anniversary celebration for the Library! at Hillcrest will be planned after the construction is completed for the Step Ahead Idaho project.

Booe shared that the Step Ahead sublease is being drafted. The Library! at Hillcrest will remain open during the construction process.

Booe indicated that he and McNeley are involved in the City’s Priority Based Budgeting (PBB) peer review process. Booe is reviewing all internal services and McNeley is reviewing the financial/economic development services. The Library’s rankings following the peer process will be shared with the Board. PBB will not be used during the FY19 budget build. The process will finish in March and should be ready for the Board in April.

IX. ADMINISTRATION AND MANAGEMENT REPORTS
Decker shared that music compact discs (CDs) were removed from all branch locations on February 1, 2018. The Main Library will continue to carry music CDs. Best Buy and Target recently announced they will discontinue the sale of music CDs.
X. OLD BUSINESS
A. Library Policy Review: Section 4.00, Use of the Library (Excluding Subsection 4.04, Security)
Decker reviewed changes recommended for subsection 4.03, Fines and Fees. The meeting rooms at the Library! at Bown Crossing were added to the policy and the fees charged at the Library! at Cole & Ustick were reduced. This change will result in all branch locations charging the same cost for their meeting rooms.

MOTION by Cooper and seconded by Healy to approve recommended changes to section 4.00, Use of the Library, subsection 4.03, of the Boise Public Library policy manual. All in favor, motion carried.

B. Main Library Vision Project Update
Bousfield reviewed the process of the selection of an architect for the project and the individuals of the review team. The team chose Safdie Architects partnered with local firm CSHQA. Safdie Architects is a distinguished firm with projects completed around the world, including the Salt Lake City Public Library and the famous Vancouver Library Square in Vancouver, British Columbia.

The project will be moving fast with an aggressive schedule. Bousfield and Booe communicated that the Board will be kept informed and will see the final concepts. Interactive sessions with the architect will be planned when the architect team is in Boise. Carver was asked to represent the Board on a team that will also include a commissioner from Arts & History. The Board will be provided updates at monthly meetings. A request for approval will be presented for the end product, tentatively in June. The approval will be for the concept with direction to proceed to detailed design.

MOTION by Cooper and seconded by Westenskow to approve the authorization of the expenditure of capital funds for architectural services. All in favor, motion carried.

Westenskow left the meeting at 12:35 p.m.

A team is working on a naming process as they solicit donation funds for the project. Thirty-five spaces for naming possibilities have been identified in the library section of the project. General guidelines are being developed for all levels of naming spaces. A committee will be formed and a Library Board member and Arts & History Commission member will be asked to participate.

Cooper and Healy indicated they were supportive of Carver serving on the project team and representing the Board. Board members would like the opportunity to participate in additional meetings as well.
XI. NEW BUSINESS
   A. Customer Comment Quarterly Report
      Booe reviewed the customer comment report from October-December 2017. The library has received complaints concerning the absence of a print calendar. Funk will be working on reviving some format of a calendar in the future.

      Customer comments also focused on parking situations at the Library! at Bown Crossing. Kelley-Chase is informing customers concerning areas of approved parking.

      Morris left the meeting at 12:58 p.m.

   B. Five-Year Statistical Review
      Booe presented the five-year statistical review. It was noted that the harsh winter in 2017 effected a number of statistical data. Patron visits were down while digital material circulation was up.

XII. SELECTION OF TRUSTEE FOR PAYMENT VOUCHER REVIEW
   Cooper was selected to be the next Trustee to review vouchers for February.

XIII. SELECTION OF MEETING DATE
   The next regular Board of Trustees meeting is scheduled for Wednesday, March 7, 2018, 11:30 a.m. at the Main Library in the Marion Bingham Room.

ADJOURNMENT:
   MOTION by Healy and seconded by Cooper to adjourn at 1:19 p.m. All in favor, motion carried.

APPROVED:

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Kevin Booe, Library Director    Dwaine Carver, President