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

BOARD OF TRUSTEES PRESENT:
Dwaine Carver, President; Margo Healy; Tonya Westenskow; and Youth Trustees Abigail Hagen and Isaac Morris.

OTHERS PRESENT:
Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Counsel; Shanna Decker, Interim Public Services Manager; Jim James, Friends of the Library Representative; Shawn Wilson, Boise City Public Works; Linda Brilz, Youth Services Supervisor; Holly Funk, Library Communication Manager; Sarah Kelley-Chase, Bown Crossing Branch Supervisor; Lindsay Zamara, Cole and Ustick Branch Supervisor; Heidi Lewis, Main Library Manager; Ellen Druckenbrod, Collection Development Librarian; Tully Gerlach, Collection Development Librarian; Debra Sklenar, Collection Development Librarian; Elaine Sloan, Cataloging Librarian; Kathy Stalder, Assistant Acquisitions and Technical Services Supervisor; Lynette Gould, Boise City Finance Manager; Kent Hanway, CSHQA; and Kari Davis, Library Administrative Assistant.

CALL TO ORDER:
The meeting was called to order by Carver at 11:34 a.m. and a roll call was conducted.

I. MINUTES
Approval of the February 7, 2018 regular meeting minutes was deferred to the April 4, 2018, meeting due to a lack of a quorum from the February 7 meeting to approve the minutes.

II. BILLS AND PAYROLL
MOTION by Westenskow and seconded by Healy that the February 2018 bills and payroll be approved as presented. All in favor, motion carried.

III. COMMUNICATIONS
None

IV. LIBRARY TRENDS AND ISSUES
Collection Assessment Project
Collection Development Librarian Tully Gerlach presented information related to the Library’s collection. The Collection Development Team has used data from the new system, Polaris, to critically evaluate the collection. Statistics are being used to help the team build collections at each library site based on the interests of customers who frequent the site. The Library! at Hillcrest and the Library! at Bown Crossing collection reviews are complete. All locations should be completed by the end of March.
V. CONSENT ITEMS
MOTION by Westenskow and seconded by Healy to approve the expenditure and revenue report for the period ending January 31, 2018, Gift Fund activity report for January 31, 2018, and approval and acceptance of donations and grants. All in favor, motion carried.

VI. FRIENDS OF THE BOISE PUBLIC LIBRARY REPORT
James shared that the Friends spring book sale will be April 4-8, 2018. Extra flyers and bookmarks were available to distribute. The Friends look forward to raising funds for their one million dollar pledge for the new Main Library.

VII. BOISE PUBLIC LIBRARY FOUNDATION REPORT
Booe reported that the Foundation lacked a quorum at its February 13, 2018, meeting. Those in attendance received an update on the Main Library Project from Booe. The Foundation has also pledged a one million dollar donation to the new Main Library.

VIII. DIRECTOR’S REPORT
Booe shared that a wifi filtering bill was before the Idaho State Legislature but did not pass. Smaller libraries stated they could not accommodate the changes without additional funding so the bill died in committee. Booe believes the issue will be revisited next year.

Boise City and the surrounding metropolitan area was listed in Forbes magazine as the fastest growing city in the U.S.

Booe attended the Idaho Public Library Director’s Summit March 1-2, 2018. Futurist Carson Block presented trends for libraries at the summit. Booe indicated that most of the trends are currently being addressed with at Boise Public Library. Trends will be shared during a future trends and issues session for the Board of Trustees.

Priority Based Budgeting is complete and peer review ratings will be shared with departments on March 14, 2018. Over 7,000 programs were reviewed citywide. Results will be brought to the Board of Trustees at a later date.

An offer for the Campaign Coordinator position has been extended to Cara Van Sant. Van Sant will coordinate all donor receipts for the new Main Library.

IX. ADMINISTRATION AND MANAGEMENT REPORTS
No questions were received regarding the administration and management reports.

X. OLD BUSINESS
A. Library Policy Review: Section 5.00, Collection Development and Maintenance
Decker reviewed section 5.00, Collection Development and Maintenance, of the policy manual. There were no changes recommended by staff. This continues the Library Board of Trustees annual policy review for Fiscal Year 2018 as stipulated by the Board’s bylaws.
B. Main Library Vision Project Update
Shawn Wilson and Kent Hanway presented an update on the Main Library project and timeline. The concept development process will continue with the workplan currently spanning February-May. Different teams are involved in the process. A small group of influencers/stakeholders will be meeting with Moshe Safdie and the Safdie Architect team on March 15, 2018. Two days of workshops with different team members and groups will take place March 15 and 16. Healy will represent the Board of Trustees at one meeting on March 15.

Booe and Carver reminded the group that the design concept changes rapidly. Designs are constantly under revision at this stage and change instantly during discussions. Challenges to overcome during the process are traffic flow, parking, and site limitations.

Carver added that he has confidence in the project team to navigate the process.

XI. NEW BUSINESS
A. Step Ahead Idaho Sublease
A sublease with Step Ahead Idaho was presented for approval by the Board of Trustees. The sublease is a month to month lease with an annual fee and subject to the existing lease for the Library! at Hillcrest.

MOTION by Healy and seconded by Westenskow to approve the Step Ahead Idaho sublease and recommend City Council approval.

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

XIII. SELECTION OF MEETING DATE
The next regular Board of Trustees meeting is scheduled for Wednesday, April 4, 2018, 11:30 a.m. at the Main Library in the Marion Bingham Room.

ADJOURNMENT:
MOTION by Westenskow and seconded by Healy to adjourn at 12:48 p.m. All in favor, motion carried.

APPROVED:

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Kevin Booe, Library Director    Dwaine Carver, President