The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, April 4, 2018, in the Marion Bingham Room at the Main Library.

BOARD OF TRUSTEES PRESENT:
Dwaine Carver, President; Elizabeth Cooper, Vice President; Denise Baird; 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, Acquisitions & Technical Services Manager; Sarah Kelley-Chase, Public Services Manager; Denise McNeley, Library Building Operations and Outreach Manager; Jim James, Friends of the Library Representative; Shawn Wilson, Boise City Public Works; Linda Brilz, Youth Services Supervisor; Jennifer Villalobos, Collister Branch Supervisor; Heidi Lewis, Main Library Manager; Lynette Gould, Boise City Finance Manager; 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
MOTION by Healy and seconded by Cooper that the February 7, 2018, regular minutes be approved as written. All in favor, motion carried.

MOTION by Healy and seconded by Westenskow that the March 7, 2018, regular minutes be approved as written. All in favor, motion carried.

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

III. COMMUNICATIONS
None

IV. LIBRARY TRENDS AND ISSUES
None

V. CONSENT ITEMS
MOTION by Cooper and seconded by Healy to approve the expenditure and revenue report for the period ending February 28, 2018, Gift Fund activity report for February 28, 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 begin at 4:00 p.m. today with preview night and continue through the weekend. The Friends look forward to raising funds for their one million dollar pledge for the new Main Library. As part of that campaign they have created the slogan “Let’s make a million for the Main!”

Westenskow stated that the Friends contributions are incredible. It was asked that the Friends report back at the May meeting about the projects that have been funded through their donations to Boise Public Library.

VII. BOISE PUBLIC LIBRARY FOUNDATION REPORT
Booe reported that the Foundation will contribute one million dollars to the new Main Library. The Foundation holds funds from a trust that stipulates print materials be purchased with the money. These funds will also be used to support materials for the new Main Library.

VIII. DIRECTOR’S REPORT
Booe reported that staff have been developing the Fiscal Year 2019 budget and priority based budgeting (PBB). An update on PBB will be presented to the Board at the May meeting.

Booe shared his conference experience at the Public Library Association (PLA) in Philadelphia, PA in March. Booe learned that Boise Public Library is tackling the same issues that public libraries in general are tackling. The Library would like to track human touch initiatives and question customers on how the Library changed their life or how a program changed their life.

The City of Boise is looking at a citywide statistics/metrics report. Over two hundred libraries nationwide have developed metrics and are sharing them through PLA. A future trends and issues topic for the Board will cover metrics.

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

X. OLD BUSINESS
A. Boise Public Library Policy Review: Subsection 4.03, Fines and Fees and Subsection 6.01, Gifts
Decker reviewed changes to subsection 4.03, Fines and Fees, of the policy manual. Fees for booking a room at all library locations will be discontinued on October 1, 2018. Revenue received from the bookings is minimal and eliminating the fees should make the rooms available to more people. Baird indicated she could see a potential for last minute cancellations or no shows with this change. Baird requested that no shows be tracked following the change.
MOTION by Baird seconded by Healy to approve the recommended changes to subsection 4.03 of the Boise Public Library policy manual. All in favor, motion carried.

There were no changes recommended by staff to subsection 6.01, Gifts.

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

Wilson provided an update on the work plan for the project. The project is evolving daily and costs are being estimated as it progresses. All partner groups including the Anne Frank Memorial and The Cabin have been included in discussions. Steps are being taken to preserve two art pieces and two light fixtures from the existing building.

Ford presented a campaign timeline for fundraising. Dates and deadlines will slide depending on changes to the project. The top 20 donors should be approached by December 2018. A committee will be developing a list of items for donors to support when being approached. Ford welcomes any suggestions of donor names from the Board.

Ford mentioned an author gala event is being planned as a fundraiser. Individuals would pay to sit at a table with an author. A partnership with The Cabin for the event was suggested. Westenskow mentioned a diverse group of authors would be a reflection of the community.

XI. NEW BUSINESS

A. Fiscal Year 2019 Budget

MOTION by Healy and seconded by Westenskow to adopt the Fiscal Year 2019 Library Budget Narrative as presented and forward to City Council for approval. All in favor, motion carried.

McNeley presented the 2019 Maintenance and Operating budget. The budget equals the target of $12,139,868.

MOTION by Baird and seconded by Cooper to adopt the Fiscal Year 2019 Library Maintenance and Operating Budgets as presented and forward to City Council for approval. All in favor, motion carried.

McNeley presented the five-year Major Equipment plan submittal for Fiscal Year 2019. The 2019 request for the Library amounts to $35,000 for laptop kiosks.

MOTION by Baird and seconded by Cooper to adopt the Fiscal Year 2019-2023 Major Equipment plan as presented and forward to City Council for approval. All in favor, motion carried.
MeNeley presented the five-year Major Repair and Maintenance plan submittal for Fiscal Year 2019. Included in the plan are safety upgrades, lighting improvements, carpet replacement, painting, and HVAC replacements amounting to $379,310. Cooper indicated she would be willing to help with the lighting project.

MOTION by Baird and seconded by Westenskow to adopt the Fiscal Year 2019-2023 Library Repair and Maintenance plan as presented and forward to City Council for approval. All in favor, motion carried.

B. Ada Community Library 2018 Open Access-Annexation Agreement

Booe introduced the Open Access Agreement with Ada County Free Library District (Ada Community Library) for payment of $544,000. The payment compensates for lost revenue due to Boise’s annexation of Ada County properties over time.

MOTION by Cooper and seconded by Westenskow to approve the 2018 Ada Community Library Open Access-Annexation Agreement payment as presented and submit to City Council for final approval.

XII. SELECTION OF TRUSTEE FOR PAYMENT VOUCHER REVIEW

Baird was selected to be the next Trustee to review vouchers for April.

XIII. SELECTION OF MEETING DATE

The next regular Board of Trustees meeting is scheduled for Wednesday, May 2, 2018, 11:30 a.m. at the Main Library in the Marion Bingham Room.

ADJOURNMENT:

MOTION by Baird and seconded by Westenskow to adjourn at 12:49 p.m. All in favor, motion carried.

APPROVED:

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Kevin Booe, Library Director    Dwaine Carver, President