The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, August 1, 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; and Tonya Westenskow.

Others Present:  
Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Counsel; Sarah Kelley-Chase, Public Services Manager; Denise McNeley, Library Building Operations and Outreach Manager; Jim James, Friends of the Library Representative; Holly Funk, Library Communications Manager; Heidi Lewis, Main Library Manager; Jennifer Villalobos, Collister Branch Supervisor; Huda Shaltry, Bown Crossing Librarian; Lynette Gould, Boise City Finance Manager; David Klinger, Vanishing Boise member; and Kari Davis, Library Administrative Assistant.

1. **Call to Order and Introductions**  
The meeting was called to order by Carver at 11:31 a.m. and a roll call was conducted.

2. **Communications**  
None

3. **Minutes- Action Item**  
Carver requested that the drafted minutes in section c, second paragraph, be revised to state “Carver stated that he thought some members of the Cabin Board were in favor of moving the Cabin.”

MOTION by Cooper and seconded by Westenskow that the July 11, 2018, regular minutes be approved as amended. All in favor, motion carried.

4. **Consent Agenda- Action Item**  
a. **Payment of Bills and Payroll**

b. **Financial Reports**  
MOTION by Cooper and seconded by Westenskow to approve the July 2018 bills and payroll, the expenditure and revenue report for the period ending June 30, 2018, and the Gift Fund activity report for June 30, 2018. All in favor, motion carried.
5. **Library Trends and Issues**

Bown Crossing Librarian, Huda Shaltry, presented information on numeracy and financial literacy. Shaltry explained that financial literacy is having financial means and skills while numeral literacy is the understanding of numbers and their meaning. Numeral literacy is how to read a chart or an address. The Library offers programs and materials for both.

6. **Reports**

a. **Friends of the Boise Public Library**

James shared that as of the end of June the Friends have made $126,000, which is well on the way to their goal of $250,000. Upcoming book sales for the Friends include the Boise Comic Arts Festival on August 25 and 26 as well as a porch sale at the warehouse on September 8 and 9. The annual fall book sale will occur in early November. James added that he is continually amazed at the generosity of the community and their donations.

b. **Boise Public Library Foundation**

Booe reported that the Foundation has started to receive gifts for the Main Library project. Total funds currently held amount to over $2 million.

Westenskow and Healy will sit on the Naming Committee along with Foundation member, Kellie Gough, and will develop a naming policy for the Library. The final naming policy will be presented to the Library Board for approval.

The Foundation’s $18 for '18 campaign will have a different focus this year. The group is discussing what the campaign will look like at their next meeting. Healy stated that the Foundation Board is focusing on their role for the Main Library project.

c. **Library Director Report including Administration and Management**

Booe shared that the Lynx! Consortium is working on two projects. The first is a brochure for new parents to register for a library card. The card would be temporary and encourage parents to visit their library to get a permanent card and a free book. The Consortium is also working on providing every student of the Boise and West Ada school districts with a library card. The group will seek a grant to pay for costs associated with this project.

Booe reported that statistics for this fiscal year will set records in circulation, program attendance, etc. A recent Forbes article indicated that libraries are obsolete, but statistics for Boise Public Library show otherwise. When the Forbes article was published the American Library Association counteracted and Forbes
issued an apology. Booe indicated he would be writing a responding editorial and asked for approval from the Board. Cooper indicated she was fine with the editorial. Carver stated he was more than fine with the editorial. Healy indicated she felt it was an opportunity to let people know what the Library offers.

Booe mentioned the recent ruling concerning designs for the production of a 3D gun. Staff indicate that the printers owned by the Library can’t support a functioning gun. Booe will keep the Board posted on the legal issue.

7. Old Business
   a. Main Library Vision Project Update
      Staff provided a quick update of the project. The first round of open houses were held July 16-20 with 360 individuals attending. The Library received 152 comment cards and 69 digital comments. There were many questions and lots of excitement about the project. The top concerns were the Cabin, parking, and the cost. The open houses were great and staff are looking forward to the next round in the fall.

      Wilson shared an update on the project timeline. Currently the team is taking the public input and incorporating suggestions into the design process. The team is also evaluating the scope of the contract and aligning it with the budget. Qualifications for the Automated Storage Retrieval System (ASRS) are being set as the component has to be worked into the construction of the building. The ASRS will allow additional square footage for future growth. The project team is still looking at the parking situation as well as sequencing and phasing of the project.

      Booe indicated that Moshe Safdie will be in Boise on September 21 for a few speaking events. The Board will receive invitations to events surrounding his visit.

      Ford reported that the fundraising is still in the quiet phase and is halfway to the goal. A community announcement about the fundraising will happen at a later date. The Library Foundation supported the creation of a case statement. Each case statement will be personalized for the potential donor and the covers will be made on the Library’s 3D printers.

8. New Business
   a. Customer Comment Review
      Booe shared that no trends were noticed in the third quarter customer comments received April – June 2018. Ongoing comments were received about odors, computers, bacteria, and parking. Staff have noticed the volume of comments are declining and are researching an alternative to traditional comment cards.
James added that the airport installed a kiosk for individuals to deposit loose change. The kiosk provides an opportunity to donate to one of three nonprofits. The Friends of the Library are one of the nonprofits people can choose to donate to.

9. **Selection of Trustee to Review Payment Vouchers**
   Healy was selected to be the next Trustee to review vouchers for August.

10. **Selection of Meeting Date**
    The next regular/annual Board of Trustees meeting is scheduled for Wednesday, September 5, 2018, 11:30 a.m. at the Main Library in the Marion Bingham Room.

11. **Executive Session: IC 74-206 (1)(b) Personnel Matters**
    MOTION by Westenskow and seconded by Baird that under provisions of Idaho Code § 74-206 (1)(b) this Board recess to an executive session for the purpose of discussing personnel matters and that a roll call vote be taken on the motion. Motion carried on the following roll call: Baird, yes; Cooper, yes; Healy, yes; Westenskow, yes; and Carver, yes. The Board recessed to an executive session at 12:35 p.m.

    MOTION by Westenskow and seconded by Cooper that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 12:40 p.m.

12. **Adjourn**
    MOTION by Healy and seconded by Baird to adjourn at 12:44 p.m. All in favor, motion carried.

**Approved:**

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Kevin Booe, Library Director    Dwaine Carver, President