AGENDA AND AGENDA NOTES

DIRECTOR’S REPORT

SUPPORTING DOCUMENTS

- Boise Public Library Policy Review: Section 2.00, Personnel
  - Policy Review Coversheet
  - Policy 2.01, Personnel
  - Policy 2.02, Continuing Education

- Customer Comment Quarterly Report
  - Customer Comment Card Statistics, July – September Fiscal Year 2018

- Library Fiscal Year 2018 Rebudget and Encumbrance Requests
  - Rebudgets and Encumbrances, Fiscal Year 2018 Report

MISSCELLANEOUS

- “From Awareness to Funding,” relating to statistical data that is referred to in the Director’s Report

- Power Point presentation from Staff In-Service Day 2018, “Think Relevance!”

BOISE PUBLIC LIBRARY STATISTICS

- System Statistics Reports, September 2018

- Monthly Self-Checkout Statistics

- Boise Public Library Volunteer Statistics
Boise Public Library Board of Directors Regular Meeting Agenda  
Thursday, November 8, 2018, 11:30 a.m. • Main Library, 715 S. Capitol Blvd, Boise, ID 83702

BOARD OF TRUSTEES  
Elizabeth Cooper, President  
Dwayne Carver, Vice President  
Denise Baird  
Margo Healy  
Tonya Westenskow  
Mae Davis, Youth member  
Sage Warner, Youth member

MISSION  
The Boise Public Library improves community members’ quality of life by supporting their efforts to enhance knowledge, realize creative potential, and share ideas and stories.

AGENDA

1. Call to Order and Introductions

2. Communications
   None

3. Minutes—Action Item
   October 11, 2018, Regular Meeting

4. Consent Agenda—Action Item
   All matters on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately.
   a. Payment of Bills and Payroll
   b. Financial Reports
      Year-to-Date through September 30, 2018
      Gift Fund activity for September 30, 2018

5. Library Trends and Issues
   Boise Police Officer Dustin Robinson will share how the Boise Police Department interacts with refugees and other stakeholders in the Boise community.

6. Reports
   a. Friends of the Boise Public Library
   b. Boise Public Library Foundation
   c. Library Director including administration and management
7. Old Business
   a. Boise Public Library Policy Review: Section 2.00, Personnel
      Library Public Services Manager Sarah Kelley-Chase will review section 2.00 of the Boise Public Library Policy Manual with the Trustees. The staff recommends no changes to this section of the policy manual. This continues the Library Board of Trustees annual policy review for Fiscal Year 2019 as stipulated by the Board’s bylaws. This is a discussion item only and requires no action unless the Trustees direct a change in the presented policies.
   b. Main Library Vision Project Update
      Staff will provide an update on the Main Library Vision Project. This is a discussion item only and requires no action.

8. New Business
   a. Customer Comment Quarterly Report
      Staff will review the fourth quarter customer comments received July-September 2018.
   b. Library Fiscal Year 2018 Rebudget and Encumbrance Requests-Action Item
      The Library is requesting rebudgets and encumbrances totaling $4,736,494 from Fiscal Year 2018 into the Fiscal Year 2019 budget. The requested rebudget funds include gift and donation funds, Major Equipment funds to complete purchase of a holds kiosk and van, Major Repair & Maintenance funds for the Hillcrest remodel and restroom remodels, Capital Project funds for the Main Library Vision project and the Bown Crossing project, and other outstanding purchase order funds. A copy of the Library’s rebudget and encumbrance list is included in the supporting document section of the meeting packet. Motion to approve, revise, or reject the Fiscal Year 2018 rebudget and encumbrance requests and direction to forward to City Council for final approval.
   c. Five-Year Statistical Review-Action Item
      Library staff will review library statistical outcomes between Fiscal Year 2014 and Fiscal Year 2018. Motion to accept the five-year statistical report for Boise Public Library as presented by staff.

9. Selection of Trustee to Review Payment Vouchers
   Trustee review for November vouchers by Carver.

10. Selection of Meeting Date
    Next regular meeting December 13, 2018.

11. Adjourn

Any person needing special accommodations to participate in the above notice meeting should contact the library administration office at 208-372-6238 no later than three working days before the scheduled meeting.