AGENDA AND AGENDA NOTES

DIRECTOR'S REPORT

SUPPORTING DOCUMENTS

- Boise Public Library Policy Review: Section 3.00, Services, Subsections 3.01 – 3.03
  - Policy Review Coversheet
  - Policy 3.01, Service Priorities
  - Policy 3.02, Service Hours
  - Policy 3.03, Services for Schools

- October Customer Service Survey
  - Customer Satisfaction Survey – Fall 2018 Report

- Library Closure 2019 Calendar
  - Proposed Closures for Calendar Year 2019

- Fiscal Year 2018 Year-End Budget Report
  - FY 2018 EOY Savings/Revenue Calculation Worksheet

BOISE PUBLIC LIBRARY STATISTICS

- System Statistics Reports, October 2018

- Monthly Self-Checkout Statistics
Boise Public Library Board of Directors Regular Meeting Agenda
Thursday, December 13, 2018, 11:30 a.m. • Main Library, 715 S. Capitol Blvd, Boise, ID 83702

BOARD OF TRUSTEES
Elizabeth Cooper, President
Dwaine 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
   November 8, 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 October 31, 2018
      Gift Fund activity for October 31, 2018

5. Library Trends and Issues
   Step Ahead Idaho Founder and Advisor Sue Lovelace and Learning Lab Executive Director Monique Smith will share the relevance of their partnerships with Boise Public Library.

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 3.00, Services, Subsections 3.01-3.03
      Library Public Services Manager Sarah Kelley-Chase will review section 3.00, Services
      (subsections 3.01, Service Priorities, 3.02, Service Hours, and 3.03, Services for Schools)
      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. October Customer Service Survey
      Holly Funk, Library Communications Manager, will review the semiannual, in-house
      customer service survey taken October 29-November 4. The survey was conducted
      at all Boise Public Library locations and available on the Library’s website. A copy of
      the report is included in the supporting document section of the meeting packet.
   b. Library Closure 2019 Calendar-Al eon Item
      The list of Library recommended closures and reduced hours in 2019 is included in the
      supporting document section in the meeting packet. The closure list includes a
      request to close the Main Library on Monday, October 14, for staff in-service day.
      Motion to approve, reject, or change the recommended closures and reduced
      hours for calendar year 2019.
   c. Fiscal Year 2018 Year-End Budget Report
      Staff will review the Library’s Fiscal Year 2018 budget outcomes. A copy of the year-
      end report is included in the supporting document section of the meeting packet.
      This is a discussion item only and requires no action.

9. Selection of Trustee to Review Payment Vouchers
   Trustee review for December vouchers by Baird.

10. Selection of Meeting Date
    Next regular meeting January 11, 2019.

11. Adjourn

Any person needing special accommodations to participate in the above notice meeting should
contact the library administration office at 208-972-8258 no later than three working days before
the scheduled meeting.