The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, October 11, 2018, in the Teton Room at the Library! at Hillcrest.

Board of Trustees Present:
Elizabeth Cooper, President; Dwaine Carver, Vice President; Margo Healy; Tonya Westenskow; and Youth Trustees Mae Davis and Sage Warner.

Others Present:
Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Counsel; Shanna Decker, Acquisitions and Technical Services Manager; 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; Joshua Chapal, Library Events Coordinator; Elizabeth Westenburg, Hillcrest Branch Supervisor; Aaron Branahl, Hillcrest Branch Librarian; Shawn Wilson, Boise City Public Works; Chandra Ford, Boise City Mayor’s Office; and Kari Davis, Library Administrative Assistant.

1. Call to Order and Introductions
The meeting was called to order by Carver at 11:36 a.m. and a roll call was conducted.

2. Communications
None

3. Consent Agenda- Action Item
   a. Payment of Bills and Payroll
   b. Financial Reports
      MOTION by Healy and seconded by Westenskow to approve the September 2018 bills and payroll, the expenditure and revenue report for the period ending August 31, 2018, and the Gift Fund activity report for August 31, 2018. All in favor, motion carried.

4. Library Trends and Issues
   Joshua Chapal, Library Events Coordinator, provided an overview of the Library’s 2018 Boise Comic Arts Festival (BCAF). Changes from 2017 to 2018 included a new location, less staff hours, and a name change. The event space was moved to Jack’s Urban Meeting Place (JUMP) and was donated by JUMP. Staff support was reduced and volunteers were added for BCAF. The event name changed from Boise ComicCon to Boise Comic Arts Festival for broader appeal.
Shapel shared that going forward the Library will once again work with JUMP for the event location, will activate the BODO neighborhood for the event, and partner to create a children’s activity area.

At 11:52 a.m. Cooper arrived to the meeting.

5. Minutes- Action Item
MOTION by Healy and seconded by Westenskow that the September 5, 2018, regular minutes be approved. All in favor, motion carried with Carver abstaining as he was absent from the September meeting.

6. Reports
   a. Friends of the Boise Public Library
      James indicated that the focus for the Friends at BCAF has been to sell books and write a check. He would like to make a partnership with the Library and offer to help with the volunteer/staff issue for the event.

      James distributed bookmarks for the Fall book sale being held November 1-4. The sale is on a smaller scale than the Spring sale and all items are individually priced. Items sold at this sale are typically higher quality materials.

      The Friends had a group of Boise State University students help out with the sale at BCAF. The students were encouraged by a professor to volunteer in the community. Approximately 8-10 students helped during the event.

   b. Boise Public Library Foundation
      Booe shared that the Foundation’s assets now total 2.1 million. The group received another $200,000 donation for the Main Library campaign and the total donations continue to climb. The Foundation is working on alternate messaging related to its annual campaign as their focus is on a new Main Library.

   c. Library Director Report including Administration and Management
      Booe welcomed the group to the new space at the Library! at Hillcrest and introduced Hillcrest Branch Manager, Elizabeth Westenburg and Hillcrest Branch Librarian Aaron Branahl. Step Ahead Idaho and the Hillcrest Branch held a celebration on September 29 to commemorate the tenth anniversary of the Hillcrest Library Branch and the Open House for Step Ahead. Construction has added three study rooms at the location.

      The City of Boise honored employees who have completed five year milestones with its annual High Five dinner held on October 4. Library employees honored included
two staff members at the Trustee meeting, Aaron Branahl (5 years) and Sarah Kelley-Chase (15 years).

Booe shared that the preliminary year end statistics report is completed. Circulation saw an increase of 1%, reference questions increased 4%, and customer program attendance increased 17%. The five year statistics report will be presented to the Board at the next meeting.

7. Old Business
   a. Boise Public Library Policy Review: Section 1.00, Board of Trustees
      Kelley-Chase reviewed section 1.00, Board of Trustees, of the policy manual. There were no changes recommended by staff. This begins 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 reported that the beginning of schematic design phase of the project will be announced when a contract is in place. The project team continues to work on budget reconciliation. Feedback on the Forestry building that The Cabin resides in has been received and options will be presented to the City Council in the near future. The Foothills School is moving and the owners of the property will be developing the site. Included in that development will be parking, condominiums, etc. Wilson shared that work with the Zoning Commission continues to rezone everything north of the River.

      Ford mentioned that the $200,000 donation mentioned by Booe in his Director’s Report is the first installment of a $1 million donation for the project.

      Booe shared that feedback from the Moshe Safdie lecture and private reception on September 21 has been positive. A public records request has been issued concerning costs for the event which were approximately $4,000. Moshe did not charge a fee for the events as it was included in the contract.

      Carver asked if there were new developments for The Cabin, moving, not moving, site options? Wilson stated there were several options currently under review and will be presented at a future meeting.

8. New Business
   None

9. Selection of Trustee to Review Payment Vouchers
   Westenskow was selected to be the next Trustee to review vouchers for October.
10. Selection of Meeting Date
The next regular Board of Trustees meeting is scheduled for Thursday, October 11, 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 Carver and seconded by Westenskow 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: Carver, yes; Healy, yes; Westenskow, yes; and Cooper, yes. The Board recessed to an executive session at 12:41 p.m.

MOTION by Carver and seconded by Westenskow that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 12:58 p.m.

MOTION by Carver and seconded by Westenskow to approve Library Director Kevin Booe’s performance review for Fiscal Year 2018. All in favor, motion carried.

12. Adjourn
MOTION by Carver and seconded by Westenskow to adjourn at 1:00 p.m. All in favor, motion carried.

Approved:

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Kevin Booe, Library Director    Elizabeth Cooper, President