The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, November 8, 2018, in the Marion Bingham Room at the Main Library.

Board of Trustees Present:
Elizabeth Cooper, President; Dwaine Carver, Vice President; Denise Baird; Margo Healy; and Youth Trustee Mae Davis.

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; Donna Cross, Friends of the Library Representative; Heidi Lewis, Main Library Manager; Lindsay Zamara, Cole and Ustick Branch Supervisor; Shawn Wilson, Boise City Public Works; Chandra Ford, Boise City Mayor’s Office; Lynette Gould, City Department of Finance and Administration; Dustin Robinson, Boise Police Officer; and Kari Davis, Library Administrative Assistant.

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

2. Communications
None

3. Minutes- Action Item
Due to the lack of a quorum from the October 11 meeting approval of the October 11, 2018, regular meeting minutes was deferred to the December 13, 2018, meeting.

4. Consent Agenda- Action Item
a. Payment of Bills and Payroll
b. Financial Reports
MOTION by Carver and seconded by Healy to approve the October 2018 bills and payroll, the expenditure and revenue report for the period ending September 30, 2018, and the Gift Fund activity report for September 30, 2018. All in favor, motion carried.

5. Library Trends and Issues
Officer Robinson shared information on his role as the Refugee Liason Officer. An officer has been assigned this role since 2006. Robinson will end his role in January with Officer Jessica Parker assuming his duties. Robinson stated that the role was created
because of conflicts between cultures and a lack of understanding of refugees by police and by the community. The position provides education in the refugee community on laws and enforcement, and gathers information/intelligence in the community.

Refugees being received have decreased in recent years with 246 arriving in 2018 and 170 scheduled to arrive in 2019. Boise has been receiving refugees since 1974. Robinson informed the group that refugees are people who have fled their country because of fear of race, religion, or political affiliation and their country is unwilling to protect them.

Baird asked if there was an increase in hostility in the community. Robinson indicated that leading up to the Presidential election there was an increase. Hate crimes were at a low level but there was an increase in hate speech. Refugees had to be educated on the freedom of speech.

Carver asked how the partnership with the Library might be improved. Robinson stated advertising in languages other than English would be helpful. The police worked with Hillcrest Library staff to develop a pamphlet for refugee parents concerning library rules. The Library had seen kids being dropped off and left and the pamphlet helped communicate expectations to the parents.

Healy left the meeting at 12:28 p.m.

6. Reports
   a. **Friends of the Boise Public Library**
      Cross shared that the Friends made $42,865 at its fall book sale. Cross also mentioned that the bookstore has earned $48,000 this year and should reach $60,000 by year-end. The group has over 100 volunteers who make all this possible.

   b. **Boise Public Library Foundation**
      Booe reported that the Foundation has been working on their $18 for ’18 campaign. This year the group will focus on a social media campaign, not a request for funds as they prepare for the Main Library fundraising campaign. The Foundation currently has $2.8 million in assets.

   c. **Library Director Report including Administration and Management**
      Booe and Decker attended a conference in Wichita, Kansas and toured the city’s new library. Booe met with a trustee of the Advanced Learning Library and discussed their fundraising efforts for their new building. One statistic shared during the conference was that Americans love their libraries, but translated to financial support is low. In a survey 80% of Americans love their libraries, but only 30% would support an increase in cost.
Booe thanked the Trustees for allowing the Library to close on October 8 for the staff in-service day. Employees viewed the overall quality of the day at 91%. Staff enjoyed being with other employees for the day. Overall staff engagement and morale is at an all-time high. Booe thanked Lewis and her team for their work on making the day a success.

7. Old Business
   a. **Boise Public Library Policy Review: Section 2.00, Personnel**
      Kelley-Chase reviewed section 2.00, Board of Trustees, of the policy manual. There were no changes recommended by staff. This continues the Library Board of Trustees annual policy review for Fiscal Year 2019 as stipulated by the Board’s bylaws.
   
   b. **Main Library Vision Project Update**
      Wilson updated the Trustees on the timeline of the project. The team is preparing for the schematic design process. A contract with Moshe Safdie for this phase of the project is being drafted. The project team is reviewing information from public comments for inclusion in the design. A contract is also being drafted for a contract manager for the project.

      The City is working on rezoning the Library area for a higher density zoning in the 8th Street corridor. The new zoning would work for the project and is good for the City. Wilson shared that the procurement of the ASRS (Automated Storage Retrieval System) is more complicated than originally thought. A team of Library staff has been chosen to help with the procurement of an ASRS system. The team is analyzing data and the collection to understand how the ASRS might be used.

      Wilson stated that alternatives for the cabin will go before the Boise City Council on November 27. The project team hopes to have a solution at the meeting. The Cabin Board has voted to move to one of the options being presented. Once the decision is made concerning the cabin the project can move into schematic design.

8. New Business
   a. **Customer Comment Quarterly Report**
      Booe reviewed the July-September 2018 customer comments report. Booe noted a comment concerning wheelchair access in a Main Library restroom. All restrooms are ADA (American Disability Association) compliant. No trends in the comments were noticed.

   b. **Library Fiscal Year 2018 Rebudget and Encumbrances**
      Gould presented the Fiscal Year 2018 Rebudget and Encumbrance list for the Library. A request of $4,736,494 is being made to carry funds from Fiscal Year 2018 into
2019. 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.

MOTION by Carver and seconded by Baird to accept the Fiscal Year 2018 rebudget and encumbrance list and forward to City Council for final approval. All in favor, motion carried.

c. Five-Year Statistical Review
   Davis reviewed the Library’s statistical outcomes between Fiscal Year 2014 and Fiscal Year 2018.

   MOTION by Baird and seconded by Carver to accept the five-year statistical report for Boise Public Library. All in favor, motion carried.

9. Selection of Trustee to Review Payment Vouchers
   Carver was selected to be the next Trustee to review vouchers for November.

10. Selection of Meeting Date
    The next regular Board of Trustees meeting is scheduled for Thursday, December 13, 2018, 11:30 a.m. at the Main Library in the Marion Bingham Room.

11. Adjourn
    MOTION by Carver and seconded by Baird to adjourn at 1:17 p.m. All in favor, motion carried.

Approved:

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Kevin Booe, Library Director        Elizabeth Cooper, President