The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, May 2, 2018, in the Marion Bingham Room at the Main Library.

BOARD OF TRUSTEES PRESENT:
Dwaine Carver, President; Margo Healy; Tonya Westenskow; and Youth Trustees Abigail Hagen and Isaac Morris.

OTHERS PRESENT:
Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Counsel; Shanna Decker, Acquisitions & Technical Services Manager; Sarah Kelley-Chase, Public Services Manager; Denise McNeley, Library Building Operations and Outreach Manager; Diana Cross, Friends of the Library Representative; Shawn Wilson, Boise City Public Works; Chandra Ford, Boise City Philanthropy Director; Holly Funk, Library Communications Manager; Elizabeth Westenburg, Hillcrest Branch Supervisor; Heidi Lewis, Main Library Manager; Renee Addington, Bown Crossing Librarian; Lynette Gould, Boise City Finance Manager; and Kari Davis, Library Administrative Assistant.

CALL TO ORDER:
The meeting was called to order by Carver at 11:31 a.m. and a roll call was conducted.

I. MINUTES
MOTION by Westenskow and seconded by Healy that the April 4, 2018, regular minutes be approved as written. All in favor, motion carried.

II. BILLS AND PAYROLL
MOTION by Westenskow and seconded by Healy that the April 2018 bills and payroll be approved as presented. All in favor, motion carried.

III. COMMUNICATIONS
None

IV. LIBRARY TRENDS AND ISSUES
Library Services to Refugees and Immigrants
Renee Addington, Bown Crossing Librarian presented information on services the Library offers to refugees and immigrants. The Library partners with the Learning Lab for classes that focus on English and learning basic adult skills. Skills taught include how to open a checking account and obtaining a driver’s license. The Library! at Hillcrest offers an English conversation group and all branches offer a civics and citizenship toolkit. Adult readers are offered system wide in a variety of languages and a variety of databases offer online services and one on one tutoring.

Addington explained that the Library is involved in Neighbors United, a refugee collaborative in Boise. The Library provides education integration for this group. The
partnership with Neighbors United has helped staff be aware of services available to refugees in the community.

V. CONSENT ITEMS
MOTION by Westenskow and seconded by Healy to approve the expenditure and revenue report for the period ending March 31, 2018, Gift Fund activity report for March 31, 2018, and approval and acceptance of donations and grants. All in favor, motion carried.

VI. FRIENDS OF THE BOISE PUBLIC LIBRARY REPORT
Diana Cross reported that the Friends made $44,500 at the Spring Book Sale, the third highest grossing sale. The Friends set a goal to collect one million dollars by 2020, which is also their 50-year anniversary. The next sale is a summer sale being held June 8-9, coinciding with the kick off of summer reading.

VII. BOISE PUBLIC LIBRARY FOUNDATION REPORT
Booe shared that the Foundation received a Main Library Campus Project update at their April meeting. The group will meet in July and August. Booe reported that the group is excited to support the Main Library. Healy will represent the Board and the Foundation on a naming opportunity committee.

VIII. DIRECTOR’S REPORT
Booe communicated that Boise Public Library would celebrate its 125-year anniversary in 2020. A joint celebration between the Friends and the Library is being discussed.

Booe stated that April was the 60-year anniversary of National Library Week started by the American Library Association. Library staff asked customers why the library was important to them. Comments received and podcasts from Boise Speaks will be posted to the webpage. The Library also participated in “snapshot” day as part of National Library Week. Library activity included 758 reference questions answered, 451 program attendees, 5,496 customer visits, 5,349 items circulated, and 50 new cards issued.

IX. ADMINISTRATION AND MANAGEMENT REPORTS
No questions were received regarding the administration and management reports.

X. OLD BUSINESS
A. Boise Public Library Policy Review: Section 7.00, Use of Meeting Rooms
There were no changes recommended by staff to section 7.00, Use of Meeting Rooms. This continues 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 communicated that the project is in week 12 and on schedule. Currently the project is in the review and refining phase. Outreach is scheduled for June-September. The City is Coordinating with the Wassmuth Center and The Cabin and
partnerships have been formed with each. A construction manager for the project was selected early and the vendor was part of the process before the architect selection.

Westenskow mentioned the scope of the Main Library is different than the branches. She indicated that team members of the branch locations provided feedback during those construction processes. She wants to be sure that staff are being able to provide input on this project as well. Booe shared that Moshe Safdie met with a subgroup of staff members to get feedback. Booe also shared that staff are briefed on the project every other week.

Booe presented the Board with copies of a Main Library Campus Project binder. Information concerning the progress of the project was included in the binder with plans for additions as the project progresses. Board members were asked to direct questions to Booe or Arts and History Director Terri Schorzman if they don’t know an answer.

Philanthropy for the project is in the quiet phase. Contact with the top twenty donors should be done by December. Following the first group will be a second group of thirty donors. A public fund-raising project will come later. This project is the largest philanthropic campaign for the City of Boise.

XI. NEW BUSINESS
A. Goals and Objectives Fiscal Year 2018 Progress Report
McNeley shared a progress report on the Library’s goals and objectives for Fiscal Year 2018. The Library has 47 action items with 20 completed, 18 in process, and 9 in the planning phase. Items in process include a new Main Library, expansion of the Library! at Hillcrest, priority based budgeting, and the ConnectBoise performance management system.

B. Fiscal Year 2019 Budget
McNeley presented the 2019 Maintenance and Operating budget update. The budget equals the target of $12,066,268. Items changed from the previous presentation include a reduction in overdue book revenue due to a decline in that revenue. The Wassmuth Center rental was also reduced to bring lease payment consistency with other partnerships with the Library. Overall personnel costs were reviewed and savings identified with a portion covering maintenance accounts.

MOTION by Westenskow and seconded by Healy to adopt the Fiscal Year 2019 Library Maintenance and Operating Budgets as presented and forward to City Council for approval. All in favor, motion carried.

McNeley presented the five-year Major Repair and Maintenance update for Fiscal Year 2019. The update included costs for additional solar panels at the Library! at Bown Crossing. The addition would place panels on the center portion of the building to cover the reading room. This will potentially reduce power dependency for the building.
MOTION by Healy and seconded by Westenskow to adopt the Fiscal Year 2019-2023 Library Repair and Maintenance plan as presented and forward to City Council for approval. All in favor, motion carried.

McNeley indicated that all budget information will be presented to the Boise City Council at their budget workshops on June 26.

C. Garden City Public Library 2018 Open Access Compensation Agreement
Booe introduced the Open Access Agreement with Garden City Public Library for payment of $55,946.44. This payment covers services provided to Boise Public Library customers by Garden City Library for the period of January 1, 2016-December 31, 2016.

MOTION by Westenskow and seconded by Healy to approve the 2018 Garden City Public Library Open Access Agreement payment as presented and submit to City Council for final approval.

D. Customer Comment Card Statistics, January-March 2018
Booe shared that no trends were identified in the last quarter customer comments. Many positive comments were made concerning staff interactions with the public. One comment about a password appears to be concerning another Treasure Valley library. Comments are also received in electronic formats with librarians responding quickly. Booe stated he finds the survey more informational.

XII. SELECTION OF TRUSTEE FOR PAYMENT VOUCHER REVIEW
Healy was selected to be the next Trustee to review vouchers for May.

XIII. SELECTION OF MEETING DATE
The next regular Board of Trustees meeting is scheduled for Wednesday, June 6, 2018, 11:30 a.m. at the Main Library in the Marion Bingham Room.

ADJOURNMENT:
MOTION by Healy and seconded by Westenskow to adjourn at 1:17 p.m. All in favor, motion carried.

APPROVED:

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Kevin Booe, Library Director    Dwaine Carver, President