The Boise Public Library Board of Trustees met for its annual/regular meeting at 11:30 a.m. on Wednesday, September 5, 2018, in the Marion Bingham Room at the Main Library.

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

Others Present:
Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Counsel; Sarah Kelley-Chase, Public Services Manager; Denise McNeley, Library Building Operations and Outreach Manager; Shanna Decker, Acquisitions and Technical Services Manager; Jim James, Friends of the Library Representative; Holly Funk, Library Communications Manager; Heidi Lewis, Main Library Manager; Jennifer Villalobos, Collister Branch Supervisor; Brandon Records, Boise City Finance; Shawn Wilson, Boise City Public Works; Lynette Gould, Boise City Finance Manager; Chandra Ford, Boise City Mayor’s Office; Margaret Carmel, *Idaho Press Tribune* reporter; Vicki Morrison, community member; 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. Cooper introduced Youth Trustees Mae Davis and Sage Warner.

2. **Communications**
None

3. **Minutes- Action Item**
MOTION by Healy and seconded by Westenskow that the August 1, 2018, regular minutes be approved. All in favor, motion carried.

4. **Consent Agenda- Action Item**
   a. **Payment of Bills and Payroll**

   b. **Financial Reports**
MOTION by Westenskow and seconded by Healy to approve the August 2018 bills and payroll, the expenditure and revenue report for the period ending July 31, 2018, and the Gift Fund activity report for July 31, 2018. All in favor, motion carried.
5. **Library Trends and Issues**

   None

6. **Reports**

   a. **Friends of the Boise Public Library**
      
      James complimented Library staff working at the Boise Comic Arts Festival. He reported that the Friends book sale amounted to $3,800, which was almost double the previous years’ total. September 7 and 8 the Friends will hold a porch sale at the warehouse.

   b. **Boise Public Library Foundation**
      
      Booe reported that the Foundation’s assets are currently around $2 million, which includes a gift from the Laura Moore Cunningham Foundation. The next Foundation meeting will be an information session where Booe will give an update on the Main Library project. Westenskow and Brian Manship are currently working on different financial strategies for the campaign funds being held by the Foundation.

   c. **Library Director Report including Administration and Management**
      
      Booe complimented the Boise Comic Arts Festival Team for their work on the event. Booe also thanked JUMP (Jack’s Urban Meeting Place) for donating the event space. Between 6,500 and 7,500 individuals attended the weekend activities. Guest artists and vendors commented that it was the best event they have attended.

      Library managers have spent August working on employee annual performance reviews. Booe is currently reviewing and submitting final reviews to Human Resources. This is the last year the City of Boise will conduct annual reviews with the GACR (Goal Achievement and Competency Review) process. The City is moving to a new performance system known as ConnectBoise. Heidi Lewis and Shanna Decker will provide the Board with an update on the new system in the future.

      Booe shared an update on City projects such as a review on growth and priority based budgeting. Growth ties into the City’s strategic goals and budget. Internal service departments in the City will meet with library management to review the Library’s strategic plan and prepare for needed support.

      Booe requested that McNeley share information on the closure of River Street from Capitol Boulevard to 9th Street. McNeley stated that the City does not control road projects and that the Ada County Highway District (ACHD) has indicated it will do its best to ensure people can visit the Library. Flaggers will be on the project and will allow access, but it may be restricted. It was also mentioned that some street
parking may be eliminated although loading and unloading on River Street will still exist.

7. Old Business

a. Main Library Vision Project Update

Wilson provided an update on the project. The team will kick off the schematic design in October. Review of the budget and estimate reconciliation continues. The team continues to ensure that they are designing within budget. An environmental benchmark was performed and will be part of the next public input session. Several City and Library staff members will meet with two Automated Storage Retrieval System (ASRS) suppliers in Utah to fully understand the equipment and how it functions. The ASRS will help manage the collection in a small space. Boise Public Library would be the first public library using this technology.

Booe indicated that $5.3 million has been approved for the capital project in the Fiscal Year 2019 budget by the City Council. Vicki Morrison inquired about the budget and if the project was a done deal. Booe offered to address Morrison’s questions in further detail at another time.

Funk shared that Moshe Safdie will give a public lecture at JUMP on September 21. Tickets for the public will soon be available for the event. Safdie will also speak at the Idaho American Institute of Architects private luncheon.

Ford mentioned that Trustees were invited to the Mayor’s State of the City Address.

b. Review of Fiscal Year 2018 Goals and Objectives

Booe shared that Library staff completed 60% of the goals and objectives for 2018. Nineteen incomplete action steps were partially completed and will be finished in 2019. Some of the incomplete items were due to time constraints or budgetary constraints.

Some items noted were STEAM (Science, Technology, Arts, Math) programs attended by over 14,000 individuals and supported from donations by the Andeavor Foundation and the Micron Foundation. Circulation of materials increased and the Collection Development Team continues to review and refine the collection. A holds kiosk has been purchased and will be placed at City Hall.

Booe gave kudos to staff for such a large number of accomplishments this year. Goals are staff driven and accomplished. Westenskow also commended library staff and mentioned there’s 48 action steps so keeping focus can be a challenge. Cooper added that staff did an excellent job.
8. New Business
   a. Selection of Meeting Dates for Fiscal Year 2019- Action Item
      The Trustees discussed selection of a new meeting date and time. It was decided that the current time of 11:30 a.m. worked for everyone. A new meeting date was suggested as Wednesdays no longer work for Trustee Carver. The group decided for Fiscal Year 2019 Board meetings will be the second Thursday at 11:30 a.m.

      MOTION by Westenskow and seconded by Healy that for the Fiscal Year 2019 the Library Board of Trustees meet the second Thursday of each month at 11:30 a.m. All in favor, motion carried.

   b. Fiscal Year 2019 Goals and Objectives- Action Item
      Booe introduced the goals and objectives for Fiscal Year 2019 and 2020. Focus areas remain the same but the goals within those areas change. Some items in the plan include expanded curbside pickup, a community engagement two-year plan, responsiveness to the homeless population, holds kiosks throughout the City, priority based budgeting, and more full time employment opportunities at the Library.

      Booe mentioned discussions of expanded hours, which does come with an increased cost. Booe has asked staff to think of the impact of eliminating fine charges and what it would mean for the Library, what would the impact be on the budget, and on recovering materials.

9. Election of Officers for Fiscal Year 2019- Action Item
   The Library Board of Trustees Bylaws, Article IV, Section 1, states: “The Board shall elect at its annual meeting from its members a President and Vice President who shall serve for a term of one (1) year or until his/her successor is elected. No officer shall serve more than two full consecutive terms.”

   MOTION by Westenskow and seconded by Healy to elect Elizabeth Cooper as President and Dwaine Carver as Vice President for the term October 1, 2018, through September 30, 2019. All in favor, motion carried.

10. Review, Amend, Repeal or Adopt Bylaws, Policies and Procedures- Action Item
    Fleming explained that the Board needs to review, amend, repeal, or adopt its bylaws, policies and procedures each year. The Board reviewed the bylaws and no action was taken.

11. Selection of Trustee to Review Payment Vouchers
    Cooper was selected to be the next Trustee to review vouchers for September.
12. 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.

13. Executive Session: IC 74-206 (1)(b) Personnel Matters
   MOTION by Westenskow and seconded by Baird 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: Baird, yes; Healy, yes; Westenskow, yes; and Cooper, yes. The Board recessed to an executive session at 12:44 p.m.

   MOTION by Healy and seconded by Cooper that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 12:50 p.m.

14. Adjourn
   MOTION by Westenskow and seconded by Baird to adjourn at 12:51 p.m. All in favor, motion carried.

Approved:

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Kevin Booe, Library Director    Elizabeth Cooper, Vice President