The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, December 13, 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; Tonya Westenskow; and Youth Trustee 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, Operations and Outreach Manager; Jim James, Friends of the Library Representative; Jennifer Villalobos, Collister Branch Supervisor; Shawn Wilson, Boise City Public Works; Chandra Ford, Boise City Mayor’s Office; Lynette Gould, City Department of Finance and Administration; Sue Lovelace, Step Ahead Idaho Founder; Monique Smith, Learning Lab Executive Director; 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.

Booe presented Cooper with a service award thanking her for her years of service on the Library Board. Coopers resigned from the Library Board effective December 31, 2018. Carver will act as interim president.

2. **Communications**
None

3. **Minutes- Action Item**
MOTION by Carver and seconded by Healy that the October 11, 2018, regular meeting minutes be approved. All in favor, motion carried with Baird abstaining as she was absent from the October meeting, and Cooper abstaining as she was late to the October meeting.

MOTION by Carver and seconded by Baird that the November 8, 2018, regular meeting minutes be approved. All in favor, motion carried with Healy and Westenskow abstaining as they were absent from the November meeting.
4. **Consent Agenda- Action Item**  
   a. **Payment of Bills and Payroll**  
   b. **Financial Reports**  

   MOTION by Westenskow and seconded by Carver to approve the November 2018 bills and payroll, the expenditure and revenue report for the period ending October 31, 2018, and the Gift Fund activity report for October 31, 2018. All in favor, motion carried.

5. **Library Trends and Issues**  

   Lovelace shared that Step Ahead Idaho is a 501 (c) (3) organization that gives advice to high school students and others as they transition to college. The group has five employees and was previously housed in the basement of the Downtown YMCA. They offer one on one advising for free and help students talk through college selection and work through college applications that can take 5 to 25 hours to complete. Additional services are available on a fee-based scale. The founders of Step Ahead saw a need as parents do their best to help students with the college application process and school counselors are overworked in the schools. They looked for organizations to partner with that share its mission. Natural partners were the YMCA and the Boise Public Library. Through donors in the community and in partnership with the Library they were able to create a collaborative space at the Library! at Hillcrest. The new space is “a dream” for the group. They have extended hours, a central location, and a store front with parking in a family-friendly setting. Anyone can walk in and receive help. They also partner with both the school district as well as college representatives.

   Smith reported that the Learning Lab has been going through a strategic planning process by refining its vision and mission. The group changes the lives of adults and families through personalized education. What the Learning Lab offers goes hand in hand with the Library. The group started as the Literacy Lab on the fourth floor of the Main Library and is still located there today. The group was created for individuals wanting to enter the workforce. The Lab now offers family literacy and classes at the Main Library, Library! at Collister, Library! at Cole & Ustick, and Library! at Bown Crossing. The family literacy component was so unique that it demanded a special place. Through a donation by Anna Margaret Jones they were able to have a family literacy center. The Learning Lab provides English language learning, GED classes, basic adult learning skills, and citizenship preparation. The Friends representative, Jim James, added that he would like the Friends and the Learning Lab to have a closer connection.

6. **Reports**  
   a. **Friends of the Boise Public Library**  

   James reported that the Friends are planning operations for 2019. Currently they plan on still using the warehouse for the sale in October, but are unsure if it will still
be available. Book sales planned for next year include the bag sale the first week in April, a small sale in June, sale in September and the fall sale in October. James indicated that sales are projected to be over $250,000 by 2018 year-end. James shared that the Friends hosted its annual holiday party for Library staff and volunteers on December 7.

b. Boise Public Library Foundation
Booe reported that the Foundation did not meet in December. The group did not have their annual fundraiser this year, but instead sent teasers for the upcoming annual capital campaign. Total funds held by the group total $2.1 million and they are the conduit for all donations being received for the campaign. Staff are working on installing a kiosk for donating by the check-out desks with Cara Van Sant leading the project. Donors that are used to giving each year as part of the annual campaign have continued to give.

c. Library Director Report including Administration and Management
Booe shared that a holds locker is launching at City Hall. City employees will be able to pick up holds and return books at the location. A pop-up event will be held for employees and their families to learn about the locker and to get a library card.

Funk is working on a relevancy campaign for the Library. Stories are being requested from staff and customers on how the Library is relevant.

Booe reported that the budget process will begin in January. Revenue projections were shared with the Executive Management Team on Wednesday. The budget process will be simple with only a small increase for maintenance and operations. City economists are projecting a downturn in the next couple of months. The City is also creating capacity for the new Main Library.

Booe shared that he has been contacted by other libraries curious about our curbside pick-up service. Other libraries are looking at offering this and the personal shopper service to its own customers. The Library! at Cole and Ustick will be launching the personal shopper service soon and the Library! at Bown Crossing will be launching the curbside pick-up on December 18.

Baird asked if the Library offers courses for the community on how to access library resources. She noticed in the customer survey individuals commented how to download resources to a device. Staff reported that the process is usually one on one with customers. Anyone can visit the Library and staff will help them determine how to use their device with our resources. It was noted that Baird brought up a good point that customers don’t know how to use some of our resources.
7. **Old Business**
   
a. **Boise Public Library Policy Review: Section 3.00, Services, Subsections 3.01-3.03**
   Kelley-Chase reviewed section 3.00, subsections 3.01-3.03 of the policy manual with the Board of Trustees. 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 presented to the Board the same presentation made to the City Council recently. An update on the status of the project and the project goals was given. In July public comment was requested on the project and the top concerns were the cabin, a parking structure, and cost. Options on the cabin were presented to the City Council. The Council also heard from the Cabin representatives and the preservation community. The Council decided to move the cabin and requested that staff look at all possible locations and come back in January.
   
   In December, the design contract for the project was approved by the City Council. Items that will be addressed during the schematic design phase include the parking garage and cost strategies. Changes to the project become costlier the further into the project it is. After schematic design, the team will reach out to the public again for more comments. The bird strike issue noted in the previous public comment phase has been resolved and just needs communicated to the public. Two options were provided by Safdi Architects and need to be costed.
   
   Healy commented that the Council decision still keeps the question on the cabin unresolved. Booe stated that the Council has made the decision to move the structure but not on where. The issue of the cabin has delayed the project six months. The project team continues to work with the Cabin on possible locations. There is a 40-year lease on the building. The team continues to work through the process carefully to make sure that the Council is satisfied, the Cabin is satisfied, and the preservation group is satisfied. The preservation group has stated that they are satisfied with locating the building by the Julia Davis Park bandshell.
   
   Ford added that donations are still being received for the project.
   
   Booe shared that Sven Berg has left his position at the *Idaho Statesman*. There are a number of new reporters in the community and they have been asked to verify their information. Booe requested that Trustees please ask questions if they are not sure about information in an article.
8. New Business
   a. **October Customer Service Survey**
      Booe reminded the Trustees that a customer service survey has been conducted since 2014 and is held every six months. The latest survey was conducted October 29 through November 4 with 365 participants. There is a concern that low participation is because customers are suffering from survey fatigue. Some items to note from the survey are 73% are pleased with their overall library experience; 82% use online services, and would like more user friendly downloads, and faster connections; and 64% would like an emailed newsletter. Most respondents were between the ages of 36 and 64. Booe shared that survey results are used for budgeting and strategic planning.

   b. **Library Closure 2019 Calendar - Action Item**
      MOTION by Baird and seconded by Healy to accept the Library closure calendar for 2019. All in favor, motion carried.

   c. **Fiscal Year 2018 Year-End Budget Report**
      McNeley reported that the Library ended the 2018 Fiscal Year with remaining funds of $430,000. Savings included more donations than anticipated and open staff positions. On December 18, the City Council will decide what remaining funds will be used for citywide.

         Based on the savings, Baird suggested that staff look at increasing open hours as requested in the customer survey.

9. **Selection of Trustee to Review Payment Vouchers**
   Baird was selected to be the next Trustee to review vouchers for December.

10. **Selection of Meeting Date**
    The next regular Board of Trustees meeting is scheduled for Thursday, January 10, 2019, 11:30 a.m. at the Main Library in the Marion Bingham Room.

11. **Adjourn**
    MOTION by Baird and seconded by Healy to adjourn at 1:04 p.m. All in favor, motion carried.

Approved:

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Kevin Booe, Library Director          Elizabeth Cooper, President