

Boise Public Library
Board of Trustees
Regular Meeting Minutes
January 10, 2019

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, January 10, 2019, in the Marion Bingham Room at the Main Library.

Board of Trustees Present:

Dwaine Carver, Acting President; Denise Baird; Margo Healy; Tonya Westenskow; and Youth Trustees Mae Davis and Sage Warner.

Others Present:

Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Counsel; Sarah Kelley-Chase, Public Services Manager; Denise McNeley, Operations and Outreach Manager; Jim James, Friends of the Library Representative; Joni Hansen, Bown Crossing Branch Supervisor; Shawn Wilson, Boise City Public Works; Chandra Ford, Boise City Mayor's Office; Lynette Gould, City Department of Finance and Administration; Beth Rosania, Youth Services Supervisor; Heidi Lewis, Main Library Manager; Holly Funk, Library Communications Manager; Margaret Carmel, *Idaho Press Tribune* reporter; Diane Ronayne, community member; and Kari Davis, Library Administrative Assistant.

1. Call to Order and Introductions

The meeting was called to order by Carver at 11:32 a.m. and a roll call was conducted.

Booe introduced Beth Rosania, the new Youth Services Supervisor at the Main Library. Rosania commented that she has had a warm welcome and is excited to be in this community.

2. Communications

None

3. Minutes- Action Item

MOTION by Westenskow and seconded by Healy that the December 13, 2018, regular meeting 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 Carver to approve the December 2018 bills and payroll, the expenditure and revenue report for the period ending November 30, 2018, and the Gift Fund activity report for November 30, 2018. All in favor, motion carried.

5. Library Trends and Issues

The Library Trends and Issues of placemaking in libraries is postponed to a future meeting.

6. Reports

a. Friends of the Boise Public Library

James shared that the Friends revenues for 2018 should reach \$250,000. The group is currently planning for next year with the assumption that the Main Library building will be on its current site as well as the warehouse on River Street. Volunteers for the Friends are busy processing books on the fourth floor for future sales. James invited the Trustees to stop by the Tree City Books store on the first floor of the Main Library.

b. Boise Public Library Foundation

Booe reported the Foundation met in January. The financials for the group are approaching \$2.3 million dollars and continue to climb. Donations can be made on the Library's website and are being tracked by Cara Van Sant, Library Campaign Coordinator. Booe and Ford continue to work on the fundraising/finance side of the Main Library project. The Directors are working on communication strategies and will continue for the next month or two.

c. Administration and Management

Booe shared that most of the reports are centered around the Main Library project. The Lynx! Consortium Directors approved adding Kuna to the Consortium, pending approval by the respective Library Boards. Boise Public Library will be the final group to approve the addition. The approval has to be unanimous across all consortium members. The Kuna migration is expected to occur by mid-summer.

Booe mentioned that the Meridian Library District is no longer charging fines, effective January 1, 2019. Borrowers in the Consortium will be charged based on the fee structure of the library the item belongs to. If Boise Public Library decides to change its fines and fees structure, it will need to do so by March to be included in the next budget cycle.

Safdie Architects are scheduled to be in Boise next Thursday and Friday to continue work on the Main Library project. Booe informed the Trustees that all Library Supervisors will be attending training for the City's new performance system, Connect Boise, the following Monday and Tuesday.

7. Old Business

a. **Boise Public Library Policy Review: Section 3.00, Services, Subsection 3.04, Interlibrary Loan**

Kelley-Chase reviewed section 3.00, subsection 3.04 of the policy manual with the Board of Trustees. Staff recommended a clarification to the current policy by stating that software items are not part of the Interlibrary Loan program.

MOTION by Baird and seconded by Westenskow that the recommended changes to subsection 3.04 of the Boise Public Library policy manual be approved. All in favor, motion carried.

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 shared that the project team received approval to start the schematic design phase of the Main Library project in December. The team continues to reconcile the estimate to the budget.

Wilson reported that the City Council gave direction to move the cabin structure and the team continues to evaluate all location options. Further design work for the cabin is being done to ensure the building remains on the National Historic Register. A presentation to the Mayor and Council on possible location sites will occur in the future.

Negotiations continue for the parking structure. Wilson stated that the City would purchase the parking spaces from the developer. The project team is looking at options for sequencing and phasing of the current Main Library or moving the entire facility offsite during construction.

The project timeline has changed with the duration of 2019 being devoted to schematic design. More information on the timeline should be available in the near future.

8. New Business

a. **Certification of the Idaho Commission for Libraries Annual Report- Action Item**

Booe informed the Trustees that under state code they are required to certify the annual data report for the Idaho Commission for Libraries. This report is a survey used by the American Library Association to award star libraries. A star library indicates that a library is serving above the natural norm in their service area. Boise Public Library is below average for circulation as our collection isn't large and our borrowing policy is liberal. Booe added that the collection will be able to increase

with the new Main Library, it would actually double. Booe's goal is to put 15% of the Library's maintenance and operating budget toward the collection.

MOTION by Healy and seconded by Westenskow to certify the 2018 Idaho Public Library Survey as prepared and forward it to the Idaho Commission for Libraries. All in favor, motion carried.

9. Selection of Trustee to Review Payment Vouchers

Healy was selected to be the next Trustee to review vouchers for January.

10. Selection of Meeting Date

The next regular Board of Trustees meeting is scheduled for Thursday, February 14, 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 12:00 p.m. All in favor, motion carried.

Approved:

Kevin Booe, Library Director

Dwaine Carver, Acting President