

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
April 11, 2019

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

**Board of Trustees Present:**

Dwaine Carver, Acting President; Denise Baird; Tonya Westenskow; and Youth Trustee Mae Davis.

**Others Present:**

Kevin Booe, Library Director; Rob Lockward, Boise City Legal Counsel; Sarah Kelley-Chase, Public Services Manager; Denise McNeley, Operations and Outreach Manager; Shanna Decker, Acquisitions and Technical Services Manager; Carole Stokes, Friends of the Library Representative; Holly Funk, Library Communications Manager; Jennifer Villalobos, Collister Branch Supervisor; Shawn Wilson, Boise City Public Works; Lynette Gould, City Department of Finance and Administration; Biff Jones, City Department of Finance and Administration; Cara Van Sant, Boise City Mayor's Office; Joni Hansen, Bown Crossing Branch Supervisor; Hailey Roberts, Bown Crossing Branch Librarian; Heidi Lewis, Main Library Manager; Lindsay Atkinson, SMART Boise; and Kari Davis, Library Administrative Assistant.

**1. Call to Order and Introductions**

The meeting was called to order by Carver at 11:30 a.m. and a roll call was conducted.

**2. Communications**

None

**3. Minutes- Action Item**

MOTION by Westenskow and seconded by Baird that the March 21, 2019, meeting minutes be approved as presented. 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 Baird to approve the March 2019 bills and payroll, the expenditure and revenue report for the period ending

February 28, 2019, and the Gift Fund activity report for February 28, 2019. All in favor, motion carried.

## **5. Library Trends and Issues**

Joni Hansen, Bown Crossing Branch Supervisor, and Hailey Roberts, Bown Crossing Librarian, presented an overview of the health-related programming and partnerships based on the evaluation of the health impact assessment at the Library! at Bown Crossing. The health impact assessment (HIA) focuses on seven dimensions of health: economic, emotional, environmental, intellectual, physical, social, and spiritual health. Bown staff evaluated how the HIA is performing and how to move forward. The evaluation included a patron survey, bike rack count, local business engagement, student feedback, and a program evaluation. During the program evaluation staff learned that Bown Crossing is surrounded by a community middle to higher income and a mix of families and senior citizens. The evaluation also indicated that target audiences may not be getting the attention they need and programming needed to focus on each HIA dimension.

## **6. Reports**

### **a. Friends of the Boise Public Library**

Stokes reported that \$45,000 was raised at the Friends spring book sale. Over 80 volunteers contributed time and 100 new members were registered.

### **b. Boise Public Library Foundation**

Booe provided an update on the Foundation, which currently holds \$2.5 million in assets. The group is researching investment strategies and has started a communication campaign with Atlas Strategic Communications. The Foundation is working on an advocacy campaign for the Library.

### **c. Library Director's Report Including Administration and Management**

Booe shared with the Trustees his media appearances recently including ViewPoint, Idaho Matters, and an interview with the Idaho Press Editorial Board. He is scheduled for two more radio interviews.

Booe pointed out the recent article in the Idaho Statesman featuring Sarah Kelley-Chase on the elimination of fines. The Public Library Association has called on libraries to eliminate fines and Booe is pleased that Boise Public Library will be a part of that effort.

National Library Week is currently happening. The Library will hold a celebration next weekend with Mayor Bieter scheduled to attend. The celebration will include music, food, celebrating what a library does for the community. The event is free of charge and will be held from 12:00-4:00 p.m. at the Main Library. Trustees are invited to attend.

Booe announced the 10-year celebration for the Library! at Cole and Ustick will be held in June. Booe also shared that Trustee Healy will be presenting at the South West Idaho Library Association conference the end of April.

Customer Service surveys were conducted during TreeFort and another survey will be conducted during the Library Celebration on April 20. Information from the surveys helps guide the Library in strategic planning.

Booe reported that the Idaho Legislature passed a wifi internet filtering bill that will take effect in July 2020. Library staff will work closely with the City's Information Technology staff to implement changes. Also passed by the Legislature was a bill impacting the use of urban renewal funds in government projects. The City is analyzing this bill and is unsure of the effect the bill will have on capital projects in the City. Booe will keep the Board informed of the impact.

## **7. Old Business**

### **a. Boise Public Library Policy Review: Section 4.00, Use of the Library, Subsections 4.02b-4.03.**

Kelley-Chase updated the Board on regulation 4.02b. Ten items of this regulation were updated on the website and shared with the board for informational purposes.

Kelley-Chase reviewed staff recommended changes to policy 4.03, Fines and Fees to be effective October 1, 2019. Staff are recommending the elimination of fines and an increase in select fees. Libraries across the nation are adopting a fine free model. Fees being recommended for a 5% increase include library card replacement fee and document fee. If approved by the Trustees, the fee increases submitted through the budget proposal will go through the City's fees and taxation increase process.

MOTION by Westenskow, seconded by Baird that staff recommended changes to policy 4.03, Fines and Fees be approved and effective October 1, 2019. 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 reported that a schematic design team workshop was completed. The team is reviewing large scale items currently focusing on floorplans and

adjacencies to meet program goals. Construction schedules and options are being evaluated

## **8. New Business**

### **a. Fiscal Year 2020 Budget**

McNeley presented the Fiscal Year 2020 proposed narrative, major equipment, major repair and maintenance, and maintenance and operating budgets to the Board. McNeley highlighted the revenue section of the maintenance and operating budget, indicating the removal of overdue book revenue due to the elimination of fines. The decrease in revenue was covered by reductions in program cost, travel, and training. Staff will continue to watch revenue accounts and make adjustments in spending, if needed to cover any other declines.

Booe asked City staff what portion of the City's budget is dedicated to the Library. Jones replied that the Library's portion is likely 5 out of 15 departments and close to the level spent on Information Technology.

McNeley reported material accounts were increased by 1%. The Library would like to work toward a material budget of 10% of the total budget. Major equipment items include a courier van, self-checkout updates, and a holds kiosk for City Hall West. Major Repair and Maintenance will focus on the branches as no major upgrades will be planned for the existing Main Library.

Jones was asked to provide an overview of the budget process moving forward. June is the budget workshop where City Council will review submissions by all departments. A public reading of the budget will happen in July and August with the final being certified with the County in September.

MOTION by Westenskow and seconded by Baird to adopt the Fiscal Year 2020 Library Budget Narrative as presented and forward to City Council for approval. All in favor, motion carried.

MOTION by Westenskow and seconded by Baird to adopt the Fiscal Year 2020 Major Equipment plan as presented and forward to City Council for approval. All in favor, motion carried.

MOTION by Westenskow and seconded by Baird to adopt the Fiscal Year 2020 Major Repair and Maintenance plan as presented and forward to City Council for approval. All in favor, motion carried.

MOTION by Westenskow and seconded by Baird to adopt the Fiscal Year 2020 Library Maintenance and Operating Budgets as presented and forward to City Council for approval. All in favor, motion carried.

**9. Selection of Trustee to Review Payment Vouchers**

Baird was selected to be the next Trustee to review vouchers for April.

**10. Selection of Meeting Date**

The next regular Board of Trustees meeting is scheduled for Thursday, May 9, 2019, 11:30 a.m. at the Main Library in the Marion Bingham Room.

**11. Adjourn**

MOTION by Westenskow and seconded by Baird to adjourn at 12:31 p.m. All in favor, motion carried.

**Approved:**

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Kevin Booe, Library Director

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Dwaine Carver, Acting President