

Boise Public Library
Board of Trustees
Regular Meeting Minutes
January 9, 2020

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, January 9, 2020, in the Marion Bingham Room at the Main Library.

Board of Trustees Present:

Margo Healy, President; Tonya Westenskow, Vice President; Dwaine Carver, Sonia Galaviz, and Phil Magnuson; and Alekya Tanikella, Youth Trustee.

Others Present:

Kristine Miller, Interim Director; Shanna Decker, Acquisitions and Technical Services Manager; Denise McNeley, Operations and Outreach Manager; Sarah Kelley-Chase, Public Services Manager; Kelley Fleming, Boise City Legal Counsel; Diana Cross, Friends of the Library Representative; Lynette Gould, Boise City Department of Finance and Administration; Kim Nakamura, Boise City Department of Finance and Administration; Heidi Lewis, Main Library Manager; Beth Rosania, Youth Services Supervisor; Margo Taylor, Assistant Circulation Supervisor; Stephanie Bailey-White, Idaho Commission for Libraries; Kevin Tomlinson, Idaho Commission for Libraries; and Kari Davis, Library Administrative Assistant.

1. Call to Order and Introductions

The meeting was called to order by Healy at 11:31 a.m. and a roll call was conducted.

2. Communications

Healy read aloud a note of thanks to Library Staff and Trustees by former Director Kevin Booe.

Healy asked that guidewords for the next few months be patience. She indicated she has reached out to the Boise Public Library Foundation and the Friends of the Boise Public Library concerning more communication and shared goals.

3. Minutes- Action Item

MOTION by Westenskow and seconded by Magnuson that the December 12, 2019, regular meeting minutes be approved as presented. All in favor, motion carried with Carver abstaining due to his absence from the December 12, 2019, 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 December 2019 bills and payroll, the expenditure and revenue report for the period ending November 30, 2019, and the Gift Fund activity report for November 30, 2019. All in favor, motion carried.

5. Library Trends and Issues

Bailey-White and Tomlinson from the Idaho Commission for Libraries shared with the Board the role of their organization and information regarding library laws and the Idaho State Code.

Bailey-White gave an overview of the history of the Commission and the services offered through them to libraries throughout the State of Idaho.

Tomlinson explained his role as a Field Consultant for the Commission. Field consultants help libraries with library law, policy, board meeting law, and succession law. Tomlinson reviewed with the Trustees the sections of Title 33, Chapter 26, Idaho Code that pertain to city libraries. Trustees inquired about the differences between a city library and a library district and the process of becoming a district.

City of Boise Attorney Kelley Fleming briefed the Trustees concerning Boise City Code as it relates to library laws. Fleming indicated that most of the City Code pertaining to the library had not been updated since 1952 and that an updated draft would be brought before the Board soon.

6. Reports

a. Friends of the Boise Public Library

Cross reiterated that the Friends would like to be involved in the search for the new director.

b. Boise Public Library Foundation

Healy shared that the Foundation did not meet in December. Healy asked that one of the Trustees consider replacing her as the Library Board Liaison with the Foundation. The group meets on the second Tuesday of the month at 10:30 a.m. but do not meet July, August, or December.

c. Library Director's Report Including Administration and Management

Miller informed the Trustees that an overlap period was provided by Booe before his retirement. Her observation is that staff are phenomenal and things are under control. Miller attended the noon year celebration hosted by Youth Services. Approximately 350 children and parents joined in the event which included a balloon drop!

Miller revisited the question posed by Magnuson at the December 12, 2019 meeting. A thorough explanation was provided in the Director's Report in the meeting packet. The Boise City Council decided at its December 17, 2019 meeting to not rebudget funding for the library project as presented. This resulted in the Fiscal Year 2019 rebudget amount of \$480,105. Deferred maintenance for the Main Library will be part of the budget build for Fiscal Year 2021, set to be completed in March and reviewed by Council in June. Assumption for budget planning is that the Main Library will be in its current building for some time.

7. Old Business

a. Boise Public Library Policy Review:

Section 3.00, Services, Subsection 3.04-3.05

Kelley-Chase reviewed section 3.00, Services, specifically subsection 3.04, Interlibrary Loan and subsection 3.05, Homebound Services of the Boise Public Library Policy Manual with the Trustees. The staff recommends no changes to this section of the policy manual.

Kelley-Chase noted subsection 3.04, Interlibrary Loans included mention of a .25 cent fee that will be removed since the Library is no longer charging for fines.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2020 as stipulated by the Board's bylaws.

b. Library Director Search

Healy stated that this item is put on hold. The process is moving forward but asked that the Trustees be patient. With only one executive search firm response to staff no decision will be made at this time.

8. New Business

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

MOTION by Magnuson seconded by Carver to accept the 2019 Idaho Public Library Survey as prepared and forward to the Idaho Commission for Libraries. All in favor, motion carried.

9. Selection of Trustee to Review Payment Vouchers

Magnuson 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 13, 2020, 11:30 a.m. at the Main Library in the Marion Bingham Room.

11. Executive Session: IC 74-206 (1)(a) Personnel Matters

None

12. Adjourn

MOTION by Carver and seconded by Westenskow to adjourn at 1:14 p.m. All in favor, motion carried.

Approved:

Kristine Miller, Interim Director

Margo Healy, President