

Boise Public Library
Board of Trustees
Regular Meeting Minutes
March 21, 2019

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, March 21, 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 Trustee 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; Shanna Decker, Acquisitions and Technical Services Manager; Celia Renner, Friends of the Library Representative; Lindsay Zamara, Cole and Ustick Branch Supervisor; Shawn Wilson, Boise City Public Works; Lynette Gould, City Department of Finance and Administration; Chandra Ford, Boise City Mayor's Office; Eliza Krumpe, Information Services Librarian; Heidi Lewis, Main Library Manager; Lindsay Atkinson, Idaho Freedom Foundation; Margaret Carmel, Idaho Press; Phil Magnuson, Community Member; and Kari Davis, Library Administrative Assistant.

1. Call to Order and Introductions

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

2. Communications

Booe corrected a statement from the December 13, 2018, meeting minutes that 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 Safdie Architects and need to be costed." The correct statement should read that two options were provided by Safdie Architects and need to be costed.

MOTION by Westenskow and seconded by Healy that the correction to the December 13, 2018, meeting minutes be approved as presented. All in favor, motion carried.

3. Minutes- Action Item

MOTION by Westenskow and seconded by Healy that the February 14, 2019, meeting minutes be approved as presented. All in favor, motion carried with Baird refraining due to her absence from the February meeting.

4. Consent Agenda- Action Item

a. Payment of Bills and Payroll

b. Financial Reports

MOTION by Healy and seconded by Baird to approve the February 2019 bills and payroll, the expenditure and revenue report for the period ending January 31, 2018, and the Gift Fund activity report for January 31, 2018. All in favor, motion carried.

5. Library Trends and Issues

Eliza Ruby gave an overview of recent staff training on working with customers experiencing homelessness. The trainings were held from November through January and consisted of two parts; part one instilled a better understanding and empathy toward the homeless and part two provided tangible tools for customer service. Ruby has noticed improvements in interactions with the homeless and has watched coworkers building trust and respect with this group of customers.

6. Reports

a. Friends of the Boise Public Library

Renner provided an update on the Friends of the Library. The group is preparing for the spring book sale. Bookmarks were made available for attendees to hand out in the community. A poster service will be employed to distribute posters in the community, but suggestions would be appreciated. In the past, over \$40,000 has been raised at this annual sale. At the conclusion of the sale non-profits are given an opportunity to take remaining stock.

b. Boise Public Library Foundation

Booe reported that the Foundation continues to talk about the fundraising campaign and strategy. Current commitments for the project amount to \$12.5 million. The Directors have formed a communication subcommittee and financial investment subcommittee.

c. Library Director Report Including Administration and Management

Booe shared that Mayor Bieter has kicked off his Boise Kind campaign and will be at TreeFort spreading the message. Booe, Rob Bousfield, and the Mayor, have been doing presentations on the new Main Library throughout the community. The feedback from these interactions has been positive.

Booe reported that the week following the Friends book sale will be National Library Week, April 7-13. Promotional activities are planned at the Library during the week.

Upcoming author visits in the community include Tommy Orange on March 22 and Erin Hunter on May 13. Tommy Orange is the author of *There, There*, this year's Treasure Valley Reads selection, and Erin Hunter is a collective of ten writers who write juvenile fantasy novels.

7. Old Business

a. Boise Public Library Policy Review: Section 4.00, Use of the Library, Subsections 4.01-4.02a.

Booe asked the Trustees if they had any changes to section 4.00, subsections 4.01-4.02a of the policy manual. Staff recommended no changes to the subsections.

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 schematic design on the project is moving forward and a workshop with the design team will occur in April. Floor plans are being refined with the team ensuring they meet program goals.

An update on the retention of the current building during construction was requested by the Trustees. It was reported that an analysis is being conducted to determine costs associated with continuing in the current location or moving to a temporary location. Staff and customer safety are the number one concerns with the main goal being to continue service during construction.

8. New Business

a. Fiscal Year 2019 Strategic Plan Progress Report

Decker reviewed the initiatives and reported on the progress of the Library's Goals and Objectives for Fiscal Year 2019. Staff have completed many of the items from the strategic plan. Trustees inquired about the holds kiosk. Booe indicated only one kiosk is in operation at City Hall as a test with City employees. Discussions on additional locations are on-going. Clarification that statistics from the kiosk count as circulation and not as a customer visit was made.

9. Selection of Trustee to Review Payment Vouchers

Carver was selected to be the next Trustee to review vouchers for March.

10. Selection of Meeting Date

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

11. Adjourn

MOTION by Healy and seconded by Baird to adjourn at 12:23 p.m. All in favor, motion carried.

Approved:

Kevin Booe, Library Director

Dwaine Carver, Acting President