

Boise Public Library
Board of Trustees
Regular Meeting Minutes
August 13, 2020

The Boise Public Library Board of Trustees met at Boise City Hall in the Maryanne Jordan City Council Chambers for their regular meeting at 11:30 a.m. on Thursday, August 13, 2020.

Board of Trustees Present:

Margo Healy, President (Remote); Tonya Westenskow, Vice President; Sonia Galaviz (Remote); Rachel Goochey; and Phil Magnuson (Remote).

Others Present:

Kristine Miller, Interim Director; Megan Mackey, Friends of the Library Representative (Remote); Lynn Hoffmann, Boise Public Library Foundation Representative (Remote); Shanna Decker, Acquisitions and Technical Services Manager (Remote); Denise McNeley, Operations and Outreach Manager (Remote); Sarah Kelley-Chase, Public Services Manager (Remote); Heidi Lewis, Main Library Manager (Remote); Kelley Fleming, Boise City Legal Counsel (Remote); Lynette Gould, Boise City Department of Finance and Administration (Remote); June Garcia, consultant (Remote); and Kari Davis, Library Administrative Assistant.

1. Call to Order and Introductions

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

2. Communications

None

3. Minutes- Action Item

MOTION by Magnuson and seconded by Healy that the July 9, 2020, regular meeting minutes be approved as presented. All in favor, motion carried.

MOTION by Magnuson and seconded by Goochey that the July 29, 2020, special meeting minutes be approved as presented. All in favor, motion carried with Westenskow abstaining due to her absence from the July 29 meeting.

4. Consent Agenda- Action Item

a. Payment of Bills and Payroll

b. Financial Reports

MOTION by Goochey and seconded by Magnuson to approve the July 2020 bills and payroll, the expenditure and revenue report for the period ending June 30, 2020, and the Gift Fund activity report for June 30, 2020. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

Mackey reported that the Friends would be relocating items from the warehouse to a low-cost storage unit. The group will monitor the progress of COVID and its impact on their revenue since the majority is based on book sales. The Board will continue to meet via Zoom.

b. Boise Public Library Foundation

Hoffmann shared that the Foundation would be holding its annual campaign, \$20 for '20. A subcommittee is in planning stages, including developing a theme and messaging. The event will commence Thanksgiving weekend.

c. Library Director's Report Including Administration and Management

Miller reported that summer at the Library is going well. Feedback on curbside has been positive and homebound services have resumed. Computer appointments are also being used. Staff are looking into fall and how to expand services and programming. Miller announced that the public services team would be under the direction of Sarah Kelley-Chase.

6. Old Business

a. Boise Public Library Policy Review:

Section 8.00, Displays & Exhibits

Kelley-Chase reviewed section 8.00 of the Boise Public Library Policy Manual with the Trustees. Kelley-Chase noted no changes to this section of the policy manual.

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

b. Fiscal Year 2021 Budget Workshop Review

McNeley updated Trustees on the budget workshop review with Boise City Council held on June 30, 2020. Highlights noted were the move of the Library Gift Fund and the Integrated On-line Library System Fund from the operating budget to the Heritage Fund and the consolidation of budget for computer purchases to the City's Information Technology department. Budgeting for personnel was moved to a position-based budget which did impact the amount of funding for this item compared to recent years. Overall the Library's Fiscal Year 2021 budget amounted to \$12.9 million. Items discussed accounted for a decrease over the previous years' budget.

McNeley thanked City Department of Finance and Administration staff for their assistance in developing the budget, specifically Lynette Gould and Kim Nakamura.

c. Review of Fiscal Year 2020 Goals and Objectives

Trustees were briefed on the status of all goals and objectives for Fiscal Year 2020. Of thirty-one planned projects, five were completed, eight were active, and eighteen were on hold or canceled pending future strategic planning with a new director.

McNeley reported Library Board development was removed from the list as this was a continuous process and did not need to be called out. Trustees requested that future funds be invested in board development with so many new members and a new director.

d. Director Search Update

Garcia shared that she has completed all preliminary sessions with library staff, community members, and partners and has used that information to draft the recruitment brochure for the new director. Trustees were impressed with the brochure and its highlight of the

community and the library. Garcia informed the Trustees advertising would last 4 weeks with final applications due on September 14, 2020.

Healy reminded Trustees that this would be the most important decision they would make and that she would like all five members of the Board to be involved in final interviews for the selection. Final interviews are planned for the week of October 5, 2020.

7. New Business

None

8. Selection of Trustee to Review Payment Vouchers

Galaviz was selected to be the next Trustee to review vouchers for August.

9. Selection of Meeting Date

The next regular Board of Trustees meeting is scheduled for Thursday, September 10, 2020, 11:30 a.m.

10. Adjourn

MOTION by Magnuson and seconded by Healy to adjourn at 12:50 p.m. All in favor, motion carried.

Approved:

Kristine Miller, Interim Director

Margo Healy, President