

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

The Boise Public Library Board of Trustees met at Boise City Hall in the Maryanne Jordan City Council Chambers and virtually for their regular meeting at 11:30 a.m. on Thursday, July 9, 2020.

Board of Trustees Present:

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

Others Present:

Elaine Clegg, Boise City Council President (Remote); Lisa Sanchez, Boise City Council Member; 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); Megan McJunkin, Boise City Human Resources Department (Remote); 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

None

3. Minutes- Action Item

MOTION by Magnuson and seconded by Galaviz that the June 11, 2020, regular meeting minutes be approved as presented. All in favor, motion carried.

MOTION by Magnuson and seconded by Galaviz that the June 16, 2020, special meeting minutes be approved as presented. All in favor, motion carried with Westenskow abstaining due to her absence from the June 16 meeting.

4. Consent Agenda- Action Item

a. Payment of Bills and Payroll

b. Financial Reports

MOTION by Magnuson and seconded by Westenskow to approve the June 2020 bills and payroll, the expenditure and revenue report for the period ending May 31, 2020, and the Gift Fund activity report for May 31, 2020. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

Mackey shared that the Friends would continue to hold book sales in the warehouse, safely and within guidelines for COVID-19, provided they have the space. The Friends Board has discussed future location options. The plan is to maintain their presence on the fourth-floor and in the first-floor bookstore of the Downtown Library Branch.

b. Boise Public Library Foundation

Hoffmann reported the Foundation was awarded the 501 c 3 status they were seeking from the Internal Revenue Service. The current focus of the group will be coordinating with the Friends of the Library to deliver a fundraising strategy in preparation for a new library director.

c. Library Director's Report Including Administration and Management

Miller indicated that the Library is holding at stage 3 operations given the COVID-19 status in the area. Library staff are looking to improve services being offered and enhancements to add over the summer. Miller stated that the budget workshop with City Council went well with no strong recommendations for changes from the presentation by the Department of Finance and Administration.

6. Old Business

a. Boise Public Library Policy Review:

Section 7.00, Use of Meeting Rooms

Kelley-Chase reviewed section 7.00, of the Boise Public Library Policy Manual with the Trustees. Kelley-Chase noted no changes to this section of the policy manual.

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

b. Director Search Update

Garcia briefed the Trustees on her approach to the search for a new director. She reviewed the approximate timeline and current stage of the process. Garcia anticipates three to four months to identify a potential offer and a new director on staff by year end.

7. New Business

None

8. Selection of Trustee to Review Payment Vouchers

Westenskow was selected to be the next Trustee to review vouchers for July.

9. Selection of Meeting Date

The next regular Board of Trustees meeting is scheduled for Thursday, August 13, 2020, 11:30 a.m.

10. Adjourn

MOTION by Westenskow and seconded by Galaviz to adjourn at 12:47 p.m. All in favor, motion carried.

Approved:

Kristine Miller, Interim Director

Margo Healy, President