

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

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, February 13, 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 Daisy O'Sullivan; and Alekya Tanikella, Youth Trustees.

Others Present:

Lisa Sanchez, Boise City Council Member; 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; Jim James, Friends of the Library Representative; Megan Mackey, Friends of the Library Representative; Lynette Gould, Boise City Department of Finance and Administration; Kim Nakamura, Boise City Department of Finance and Administration; Megan McJunkin, Boise City Human Resources Department; Heidi Lewis, Main Library Manager; Beth Rosania, Youth Services Supervisor; Lorna Thorne, Circulation Supervisor; 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 Westenskow and seconded by Magnuson that the January 9, 2020, regular 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 Carver to approve the January 2020 bills and payroll, the expenditure and revenue report for the period ending December 31, 2019, and the Gift Fund activity report for December 31, 2019. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

James introduced President Elect Megan Mackey to the Trustees. Mackey will attend meetings in the future. A February fiction book sale is upcoming at the warehouse. No children's items will be sold at this event.

b. Boise Public Library Foundation

The Trustees were briefed on the Foundation's change in tax status from a support organization to a public charity. The change will allow the Foundation to accept donor advised funds and will move the group from support to being more independent.

c. Library Director's Report Including Administration and Management

Miller provided an update on large projects. Kelley-Chase is leading the Library's partnership for the upcoming census. A kick-off event will be held at the Library on April 1.

The Lynx Consortium agreement is currently being analyzed to ensure each partner is paying for their share of the costs to support the consortium. The Consortium agreement is shared between twelve libraries throughout the state with Boise Public Library as the lead. An agreement should be before the Board for approval in the summer.

Budget planning for the City has started. Current tax reforms in the Idaho Legislature may impact the City's budget. Proactive planning and modeling are occurring.

6. Old Business

a. Boise Public Library Policy Review:

Section 4.00, Use of the Library, Subsection 4.01-4.03

Kelley-Chase reviewed section 4.00, Use of the Library, specifically subsections 4.01-4.03 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 section 4.00 is large so the review will span more than one meeting. Trustees should anticipate review of the wi-fi policy next month.

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

Trustees discussed the proposals received to date. McJunkin provided an overview of the City of Boise process for an executive search. The Board requested that additional proposals be sought and a list of representatives for a search committee be presented for the next meeting.

Further action was tabled until future meeting.

7. New Business

a. Customer Comment Quarterly Report

Lewis reviewed the customer comment quarterly report for the first quarter of Fiscal Year 2020. Trustees discussed the offering of foreign language materials at each library location. Decker mentioned that staff are working on language needs for each location and working with vendors that can provide quality materials. Staff are also looking to provide more visibility of the collection.

Comments are received by customers in a variety of formats but this report only lists those received through customer comment cards. Staff will be looking at ways to improve the report.

b. Garden City Public Library Open Access Compensation Agreement- Action Item

Fleming reviewed the compensation agreement for Garden City Public Library with the Board. The agreement states a flat rate of \$55,000 for one year plus OverDrive service. At a future meeting Trustees would like an overview of the Lynx Consortium and information concerning the Lynx agreement.

MOTION by Carver, seconded by Westenskow to approve the Garden City Public Library Open Access Compensation Agreement as presented and submit to City Council for final approval. All in favor, motion carried.

8. Selection of Trustee to Review Payment Vouchers

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

9. Selection of Meeting Date

The next regular Board of Trustees meeting is scheduled for Thursday, March 12, 2020, 11:30 a.m. at the Main Library in the Marion Bingham Room. Trustees discussed a change in meeting date due to schedule conflicts.

MOTION by Westenskow, seconded by Carver that the next regular Board of Trustee meeting be held Wednesday, March 11, 2020, at 11:30 a.m. at a location to be determined. All in favor, motion carried.

February 27, 2020 a Special Library Board meeting will be held with Mayor McLean. The Mayor is hosting meetings throughout the day with Library stakeholders.

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

MOTION by Carver and seconded by Galaviz that under provisions of Idaho Code § 74-206 (1)(a) this Board recess to an executive session for the purpose of discussing personnel matters and that a roll call vote be taken on the motion. Motion carried on the following roll call: Carver, yes; Galaviz, yes; Magnuson, yes; Westenskow, yes; Healy, yes. The Board recessed to an executive session at 1:00 p.m.

MOTION by Carver and seconded by Westenskow that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 1:09 p.m.

11. Adjourn

MOTION by Westenskow and seconded by Magnuson to adjourn at 1:10 p.m. All in favor, motion carried.

Approved:

Kristine Miller, Interim Director

Margo Healy, President