

Boise Public Library
Board of Trustees
Regular Meeting Minutes
March 11, 2020

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, March 11, 2020, in the Greenbelt Room at Boise City Hall.

Board of Trustees Present:

Margo Healy, President; Sonia Galaviz, and Phil Magnuson; and Daisy O’Sullivan and Alekya Tanikella, Youth Trustees.

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; Megan Mackey, Friends of the Library Representative; Kim Nakamura, Boise City Department of Finance and Administration; Megan McJunkin, Boise City Human Resources Department; Heidi Lewis, Main Library Manager; Trisha Mick, Cole and Ustick Branch Supervisor; Joshua Shapel, Event Coordinator; 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 February 13, 2020, regular meeting minutes be approved as presented. All in favor, motion carried.

Due to the lack of a quorum from the February 27 meeting, approval of the February 27, 2020, special meeting minutes was deferred.

4. Consent Agenda- Action Item

a. Payment of Bills and Payroll

b. Financial Reports

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

5. Reports

a. Friends of the Boise Public Library

Mackey shared that the Friends annual spring booksale will be April 1-5. Posters and bookmarks advertising the event are available for distribution. Library Day with Mayor McLean went well and the Mayor was well versed on the Friends group and its role at the Library. The group has contributed \$20,000 to help with programs celebrating the Boise

Public Library's 125 years of continuous library service and the 50th Anniversary of the Friends.

b. Boise Public Library Foundation

Healy reported the Foundation will be holding a celebration in the fall for the Library's 125th Anniversary of continuous library service. The event will involve local celebrities and will be used as a fundraiser with proceeds to benefit the Library. The Foundation will spend future meetings planning the event.

c. Library Director's Report Including Administration and Management

Miller directed the Board to the World Languages Report in their packet. Decker reviewed the report and provided background to the recent assessments of the Library's World Languages collection. Staff continue to research vendors and determine customer wants and needs. Staff were asked to make sure audio options for adults and children are part of the selection.

Miller reported that Administration continues to recruit a Library Administrative Specialist Senior. The position was offered to a candidate that has since declined. The Customer Experience Manager position recruitment is in process.

Miller shared that the City is being proactive in planning for the coronavirus or COVID-19. An emergency team has been formed for preparedness planning. Currently the Library Board has to meet and vote to close the Library. Miller expressed concern that this could delay a closure during an emergency. Trustees were asked to consider updating current policy to give emergency closure authority to the Library Director.

A special meeting of the Library Board of Trustees for Monday, March 16, 2020 at 11:30 a.m. at the Main Library will be posted for consideration of an emergency closure policy.

6. Old Business

a. Boise Public Library Policy Review:

Section 4.00, Use of the Library, Subsection 4.04-4.07- Action Item

Kelley-Chase reviewed section 4.00, Use of the Library, specifically subsections 4.04-4.07 of the Boise Public Library Policy Manual with the Trustees.

Kelley-Chase reported that section 4.06 went through a complete rewrite to comply with new legislation that goes into effect on July 1, 2020. All internet access at the library will be filtered. Trustees were briefed on the recommended changes to regulation 4.06a, Wireless Access and the addition of regulation 4.06b, Internet Access via Library Device. Regulation changes do not require the Board's approval and were presented for information purposes only.

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

MOTION by Magnuson, seconded by Galaviz to accept the proposed policy changes. All in favor, motion carried.

b. Library Director Search

Trustees discussed the search firms that submitted proposals. Consensus was to wait until the full board could be present to decide which firm to choose. McJunkin suggested the group form a subcommittee to help with the search. The committee would keep the process going and present to the full board their suggestions. A subcommittee would consist of two board members, two city managers, and two staff members. This would allow the process to progress between board meetings. Trustees were asked to come prepared to make decisions on the search firm and the subcommittee at the April meeting.

7. New Business

a. Library Day with Mayor McLean

Trustees discussed Library Day held by Mayor McLean. The Mayor met with different groups about the Library, including the Library Board. McLean indicated that she is interested in improving the Main Library facility but not sure how that looks going forward.

8. Selection of Trustee to Review Payment Vouchers

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

9. Selection of Meeting Date

The next regular Board of Trustees meeting is scheduled for Thursday, April 9, 2020, 11:30 a.m. at the Main Library in the Marion Bingham Room.

10. Adjourn

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

Approved:

Kristine Miller, Interim Director

Margo Healy, President