

Boise Public Library
Board of Trustees
Regular Meeting Minutes
August 8, 2019

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, August 8, 2019, in the Marion Bingham Room at the Main Library.

Board of Trustees Present:

Dwaine Carver, Acting President; Sonia Galaviz; Margo Healy; Phil Magnuson; and Tonya Westenskow.

Others Present:

Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Counsel; Denise McNeley, Operations and Outreach Manager; Shanna Decker, Acquisitions and Technical Services Manager; Diana Cross, Friends of the Library Representative; Jennifer Villalobos, Collister Branch Supervisor; Shawn Wilson, Boise City Public Works; Lynette Gould, City Department of Finance and Administration; Cara Van Sant, Library Campaign Coordinator; June Meissner, Information Services Library Assistant; and Kari Davis, Library Administrative Assistant.

1. Call to Order and Introductions

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

2. Communications

New Board Trustee Sonia Galaviz was welcomed to the Board and introductions were made.

Milton Coffman was scheduled to address the Board but did not appear for the meeting.

3. Minutes- Action Item

MOTION by Magnuson and seconded by Westenskow that the July 11, 2019, 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 Healy to approve the July 2019 bills and payroll, the expenditure and revenue report for the period ending June 30, 2019, and the Gift Fund activity report for June 2019. All in favor, motion carried.

5. Library Trends and Issues

June Meissner, Information Services Library Assistant, presented information on recent programming about emerging adulthood at the Library. Programs are designed for millennials, but appeal to different generations. In 2018 a series of programs entitled Adulting 101 were held. Staff felt that the programs were well received, but the scale was too large. Ongoing programs will continue on a smaller scale.

6. Reports

a. Friends of the Boise Public Library

Cross shared that the Friends are preparing for the book sale at the upcoming Boise Comic Arts Festival. Bookmarks advertising the fall book sale were available and attendees were encouraged by Cross to distribute in the community. Current assets for the Friends stand at approximately \$900,000.

b. Boise Public Library Foundation

Healy commented on the Library newsletter and how well done and informative it is. She asked that all Trustees receive a copy.

c. Library Director's Report Including Administration and Management

Booe invited the Trustees to the August 20 City Council work session. An update on the Main Library Project will be presented to the Council, Arts & History Commission, and the Library Board Trustees. A public hearing on the special ordinance by the City will take place at the City Council meeting that same evening.

The Associate for Rural and Small Libraries is looking at Boise for the site of their 2021 conference. McNeley will coordinate with the Boise convention. Six other cities are being reviewed as possible locations for the conference.

Mayor Bieter has appointed two new youth members to the Library Board. Their appointments will be confirmed by the City Council at the August 20 City Council meeting.

Booe shared that staff have been interviewed by various news outlets over the fine free initiative. The Library is excited to bring this service to the public starting October 1, 2019.

Boise Public Library was chosen for the Grow with Google program being offered by Google. Boise and Idaho Falls were the only two cities in Idaho selected by the company. Google offered this program exclusively at public libraries throughout the country. Attendance for the day exceeded normal capacity.

Booe reviewed the June statistics and noted the increase in programs, registered borrowers, and patron count.

The summer reading program was successful this year. Staff modeled the program after several libraries across the country. Activities by participants were up by 2,000.

7. Old Business

a. Boise Public Library Policy Review:

Section 4.00, Use of the Library, Subsection 4.04 Security

Decker reviewed changes to regulation 4.04a, Rules of Conduct. Regulation changes do not require the Board's approval and are presented for information purposes only. Magnuson questioned the reason for the change and was informed that it was brought about due to a change in Idaho State Law.

Section 7.00, Use of Meeting Rooms

Decker reviewed section 7.00, subsection 7.01-7.01a of the Boise Public Library Manual with the Trustees. Changes for the elimination of fines and fees for meeting rooms to regulation 7.01a, Meeting Room Rules and Guidelines, were presented last year but were not removed from the wording of the regulation.

Section 8.00, Displays & Exhibits

Decker recommended no changes to section 8.00 of the Boise Public Library Manual.

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 indicated a more robust update would be given at the City Council meeting on August 20. Schematic design is approaching completion and the architects are preparing for the update at the Council meeting.

Magnuson asked how the new building compared to the existing one. The new library would be an increase of 33% in public space.

The Wassmuth Center approached the City concerning the congestion around the Anne Frank Memorial. The project provided an opportunity to re-route the greenbelt to provide better traffic flow and lessen congestion.

The health impact assessment (HIA) for the project has been completed through phase I. A HIA helps the architect determine how to structure the building to improve areas of health for customers. The HIA is mandated by the City of Boise.

The project team is ensuring that public input is incorporated into the project. Comments made through the public input process have been incorporated by the architects.

8. New Business

a. Customer Comment Review

McNeley reviewed the customer comments received April-June 2019. A Main Library comment indicated that a recent upgrade to the computer system provided better security, but has slowed the system. McNeley indicated that the Library works constantly with City's Information Technology staff to ensure fast Internet for customers and staff.

A comment concerning security needs at the Library! at Collister was noted. Police were called for an incident and customers were upset. Issues needing security are occasional at that location. Healy inquired why the Library! at Bown Crossing has security, but the Library! at Collister does not. McNeley explained that the demographics are different for each branch and funding needs limit the cost.

9. Selection of Trustee to Review Payment Vouchers

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

10. Selection of Meeting Date

The annual/regular Board of Trustees meeting is scheduled for Thursday, September 12, 2019, 11:30 a.m. at the Main Library in the Marion Bingham Room.

11. Executive Session: IC 74-206 (1)(a) and (b) Personnel Matters

MOTION by Westenskow that under provisions of Idaho Code § 74-206 (1)(a) and (b) 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: Galaviz, yes; Healy, yes; Magnuson, yes; Westenskow, yes; Carver, yes. The Board recessed to an executive session at 1:07 p.m.

MOTION by Westenskow and seconded by Healy that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 1:41 p.m.

12. Adjourn

MOTION by Westenskow and seconded by Healy to adjourn at 1:45 p.m. All in favor, motion carried.

Approved:

Kevin Wayne Booe, Library Director

Dwaine Carver, Acting President