

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
February 14, 2019

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, February 14, 2019, in the Marion Bingham Room at the Main Library.

**Board of Trustees Present:**

Dwaine Carver, Acting President; Margo Healy; Tonya Westenskow; and Youth Trustee Sage Warner.

**Others Present:**

Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Counsel; Sarah Kelley-Chase, Public Services Manager; Denise McNeley, Operations and Outreach Manager; Shanna Decker, Acquisitions and Technical Services Manager; Jim James, Friends of the Library Representative; Elizabeth Westenburg, Hillcrest Branch Supervisor; Shawn Wilson, Boise City Public Works; Lynette Gould, City Department of Finance and Administration; Aaron Branahl, Hillcrest Branch Librarian; Myndie Petersen, Cole and Ustick Branch Librarian; Margo Taylor, Library Page Supervisor; Heidi Lewis, Main Library Manager; Lindsay Atkinson, Idaho Freedom Foundation; Diane Ronayne, Community Member; and Kari Davis, Library Administrative Assistant.

**1. Call to Order and Introductions**

The meeting was called to order by Carver at 11:34 a.m. and a roll call was conducted.

Carver called for a motion to amend the agenda to add an executive session.

MOTION by Healy and seconded by Westenskow that an executive session be added between existing items 10 (selection of meeting date) and 11 (adjournment), and that in good faith this item was not included in the original agenda posting because the matters to be discussed were not known at the time the agenda for today's meeting was originally posted.

**2. Communications**

None

**3. Minutes- Action Item**

Carver stated there was a correction in the drafted January 10, 2019, meeting minutes. Under item 4, Consent Agenda, section b, Financial Reports, in the Motion to approve the financial reports, the motion was seconded by Healy and not Carver as originally reported.

MOTION by Healy and seconded by Westenskow that the January 10, 2019, meeting minutes be approved as presented with the noted correction. 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 January 2019 bills and payroll, the expenditure and revenue report for the period ending December 31, 2018, and the Gift Fund activity report for December 31, 2018. All in favor, motion carried.

**5. Library Trends and Issues**

Branch Librarian Myndie Petersen and Page Supervisor Margo Taylor presented to the Trustees information on the Library's Personal Shopper service. The service, which has been well received by customers, was launched eight months ago and is available at the Main Library and the Library! at Cole and Ustick.

Aaron Branahl, Branch Librarian at the Library! at Hillcrest presented information on the Camas Create Space recently created at the Hillcrest branch library. With grant funds from Andeavor the branch was able to provide a space for 3D print sessions and has plans to expand its offerings by the end of April.

**6. Reports**

**a. Friends of the Boise Public Library**

James shared that the Friends of the Library are preparing for their spring book sale. The sale will be held the first weekend in April with members only and library staff invited to preview night. Books can be purchased by the bag. Bookmarks are available for distribution in the community.

**b. Boise Public Library Foundation**

Booe reported that the Foundation has \$2.5 million in assets and is working on its goal for the capital campaign. In December 2018, \$209,000 was raised by the group and payment commitments have started to be received. Healy added that the Foundation brainstormed ways to support the library project at its last meeting. The group is engaging with the media and reaching out to the City Council.

**c. Library Director Report including Administration and Management**

Booe briefed the Board on recent geothermal issues at the Main Library. The geothermal system is old and has experienced breaks this winter.

Supervisors finished a two-day training for the City's new performance system, ConnectBoise. A new rewards system will be implemented as part of the change.

Booe shared that the budget process for Fiscal Year 2020 has begun. City departments have been asked to look for ways to increase revenues. The Library is looking at eliminating some fines and fees, which would increase maintenance and operation costs for the department. Staff will present a full report at a future meeting.

Holly Funk, Library Communications Manager, has kicked off the relevancy campaign for the Library. The relevancy campaign is part of an American Library Association initiative being implemented nationwide. Five points of relevancy will be communicated through the media including libraries are economic drivers, centers for the community and open to everyone.

## **7. Old Business**

### **a. Boise Public Library Policy Review: Section 3.00, Services, Subsection 3.05, Homebound Services**

Kelley-Chase reviewed section 3.00, subsection 3.05 of the policy manual with the Board of Trustees. Staff recommended no changes to the policy, but did recommend changes to regulation 3.05a. Regulation changes do not require the Board's approval and are included for information purposes only.

Healy questioned why the language of caregiver was added. McNeley responded that a caregiver might handle a transaction for a customer and the new wording gives them approval to do that.

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**

The project team continues to look at matching costs with the scope of the project. Wilson presented a cost comparison on recently constructed libraries. He indicated that it was challenging to compare given so many variables for each project. The team is also working on sequencing and phasing of the project.

## **8. New Business**

### **a. Kuna Library District Lynx! Consortium Joinder Agreement**

Booe reviewed the Kuna Library District joinder agreement and stated that the agreement did not require a vote by the Trustees.

### **b. Customer Comment Quarterly Report**

Booe reviewed the quarterly customer comments and noted comments about the library, homeless, and receipts at the self-checkout units. A number of comments were made concerning great customer service and staff. Booe mentioned that the semi-annual customer survey will be held in April. Staff are working on ways to boost the number of survey responses.

**9. Selection of Trustee to Review Payment Vouchers**

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

**10. Selection of Meeting Date**

The next regular Board of Trustees meeting is scheduled for Thursday, March 14, 2019, 11:30 a.m. at the Main Library in the Marion Bingham Room. Discussion about attendance at the March meeting concluded that a quorum would not be present on March 14.

MOTION by Healy and seconded by Westenskow that the regular March meeting be moved to Thursday, March 21, 2019. All in favor, motion carried.

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

MOTION by Healy that under provisions of Idaho Code § 74-206 (1)(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: Carver, yes; Healy, yes; Westenskow, yes. The Board recessed to an executive session at 12:29 p.m.

MOTION by Healy and seconded by Westenskow that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 12:41 p.m.

**12. Adjourn**

MOTION by Healy and seconded by Westenskow to adjourn at 12:44 p.m. All in favor, motion carried.

**Approved:**

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Kevin Booe, Library Director

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Dwaine Carver, Acting President