

Boise Public Library
Board of Trustees
Regular Meeting Minutes
December 12, 2019

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, December 12, 2019, in the Marion Bingham Room at the Main Library.

Board of Trustees Present:

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

Others Present:

Kevin Booe, 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; Jennifer Villalobos, Collister Branch Supervisor; Carole Stokes, Friends of the Library Representative; Shawn Wilson, Boise City Public Works; Kristine Miller, Boise City Office of Innovation and Performance; Megan McJunkin, Boise City Human Resources Department; Lynette Gould, Boise City Department of Finance and Administration; Kim Nakamura, Boise City Department of Finance and Administration; Heidi Lewis, Main Library Manager; Beth Rosania, Youth Services Supervisor; and Kari Davis, Library Administrative Assistant.

1. Call to Order and Introductions

The meeting was called to order by Healy at 11:32 a.m. and a roll call was conducted.

2. Communications

None

3. Minutes- Action Item

MOTION by Magnuson and seconded by Westenskow that the November 14, 2019, regular meeting minutes be approved as presented. All in favor, motion carried with Healy refraining due to her absence from the November 14, 2019, meeting.

Magnuson inquired about the capital funds carried forward as part of the rebudget and encumbrance request listed in the November 14, 2019 minutes. Staff indicated that they would research the amount and update the Trustees in January.

MOTION by Magnuson and seconded by Westenskow that the December 2, 2019 special meeting minutes be approved as presented. All in favor, motion carried with Healy refraining due to her absence from the December 2, 2019, meeting.

4. Consent Agenda- Action Item

a. Payment of Bills and Payroll

b. Financial Reports

MOTION by Westenskow and seconded by Galaviz to approve the November 2019 bills and payroll, the expenditure and revenue report for the period ending October 31, 2019, and the Gift Fund activity report for October 31, 2019. All in favor, motion carried.

5. Library Trends and Issues

None

6. Reports

a. Friends of the Boise Public Library

Stokes reported that the Friends of the Library were on track to make \$200,000 for the Library and its programs in 2019. Funds raised by the group for the new Main Library will be held in a special account for the future. A meeting between the Friends and Library staff was held to determine options for storage and book sales when the Wilcomb Warehouse is demolished for future development.

b. Boise Public Library Foundation

Booe shared that the Foundation would not meet in December. Donors who have contributed to the Main Library project have been asked how they wish to have their donation handled given the status of the project. Key donors have requested that their funds be returned. The Foundation will hold a social media campaign about loving the Library in December and will focus on normal business going forward. The group will meet again in January.

c. Library Director's Report Including Administration and Management

Booe presented his final report as Library Director and indicated that Boise City Mayor Dave Bieter proclaimed the Library initiative as an ordinance on December 10, 2019. City employees have been advised they will not be able to work on a Main Library project. The ordinance states that before any major library project of \$25 million or more can go before the people, schematic designs have to be presented. The legal question becomes if we can't work on a project how can anything be presented for a vote? The ordinance would need challenged by a private citizen or the Friends of the Boise Public Library or the Boise Public Library Foundation.

Booe stated that during his career he has worked with numerous Library Board members and Mayors. He asked the Board that as they think about a library that they think about a world class library and don't settle.

Fleming left the meeting at 11:46 a.m.

Booe suggested that the Trustees consider forming a library district. As a district the Board could decide their destiny. The Idaho Commission for Libraries can provide consulting services and Booe recommended they research this option and remove the Library from the political arena. Ada Community Library, Kuna Library and Meridian Library are all library districts. Booe stated that twenty years with no progress of a new Main Library is far too long. He will continue to work with the Foundation, Friends, and community groups to see that there is a change for Library community service. He charged the Trustees to become a library district.

Fleming returned to the meeting at 11:48 a.m.

The Trustees thanked Booe for the legacy he has left and hopes that the indelible mark he left will be carried on.

Booe mentioned that Mayor elect McLean will be sworn in on January 7, 2020. He asked that the Trustees bear with senior staff as transitions with the Mayor's Office take place.

7. Old Business

a. Boise Public Library Policy Review:

Section 3.00, Services, Subsection 3.01-3.03- Action Item

Kelley-Chase indicated that a code change needed to be made in subsection 3.03, Services for Schools. The policy states the Area of Impact is defined by Title 11, chapter 15 of the Boise City Code. The Area of Impact is actually defined by Title 11, chapter 1, section 7 of the Boise City Code. It was recommended that the Board add the section number of the code.

MOTION by Magnuson and seconded by Westenskow to change the policy to state Title 11, chapter 1, section 7. All in favor, motion carried.

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

Booe distributed a transition memo to the Trustees and highlighted items from the list. The memo listed items the Library should concentrate on over the next six months which included open access payments to Garden City Public Library and Ada Community District Library; hiring of the Customer Experience Manager position currently frozen by Human Resources; and Wi-Fi filtering to be in place by July 1, 2020.

Booe reminded the Trustees of public meeting rules as it relates to the Board. He indicated that personnel issues may be discussed in executive session. Items listed

in the memo will be brought before the Board in an open meeting unless its related to personnel.

8. New Business

a. Library Closure 2020 Calendar- Action Item

MOTION by Westenskow seconded by Galaviz to accept the Library closure calendar for 2020. All in favor, motion carried.

b. Ebook Embargo

Booe updated the Trustees concerning the eBook embargo by Macmillan Publishing. He indicated that some libraries are boycotting the purchase of eBooks from the publisher. A small portion of Boise Public Library's content comes from Macmillan.

The Trustees discussed the impact to customers concerning a boycott and the impact of the embargo so far. Booe advised the Board to consider drafting a letter to the publisher.

c. Fiscal Year 2019 Year-End Budget Report- Action Item

McNeley reported that the year-end report distributed to Trustees was prepared by Gould and Nakamura from Boise City Department of Finance and Administration. McNeley shared that funds not spent are returned to the City and will be reviewed by City Council to determine how the funds will be spent and if a portion will be returned to departments. Library supervisors were commended for spending their budgets to plan.

MOTION by Westenskow and seconded by Galaviz to accept the Fiscal Year 2019 Year-End Budget Report. All in favor, motion carried.

9. Selection of Trustee to Review Payment Vouchers

Healy was selected to be the next Trustee to review vouchers for December.

10. Selection of Meeting Date

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

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

MOTION by Westenskow and seconded by Magnuson 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: Galaviz, yes; Magnuson, yes; Westenskow, yes; Healy, yes. The Board recessed to an executive session at 12:20 p.m.

MOTION by Westenskow and seconded by Magnuson that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 12:50 p.m.

MOTION by Magnuson and seconded by Westenskow to approve Kristine Miller as the Interim Director of the Boise Public Library starting on December 24, 2019 at the annum salary of \$120,000. The motion carried on the following roll call: Galaviz, yes; Magnuson, yes; Westenskow, yes; Healy, yes.

12. Adjourn

MOTION by Westenskow and seconded by Galaviz to adjourn at 12:51 p.m. All in favor, motion carried.

Approved:

Kristine Miller, Interim Director

Margo Healy, President