

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
May 9, 2019

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, May 9, 2019, in the Marion Bingham Room at the Main Library.

**Board of Trustees Present:**

Denise Baird; Margo Healy; Phil Magnuson; Tonya Westenskow; and Youth Trustee Sage Warner.

**Others Present:**

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; Diana Cross, Friends of the Library Representative; Holly Funk, Library Communications Manager; Joni Hansen, Bown Crossing Branch Supervisor; Shawn Wilson, Boise City Public Works; Beth Rosania, Main Library Youth Services Supervisor; June Meissner, Information Services Library Assistant; Heidi Lewis, Main Library Manager; Lindsay Atkinson, Idaho Freedom Foundation; Ted Isbell, CSHQA; 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.

Healy welcomed new Library Board Trustee Phil Magnuson.

**2. Communications**

None

**3. Minutes- Action Item**

Due to the lack of a quorum from the April 11, meeting approval of the April 11, 2019, regular meeting minutes was deferred to the June 13, 2019, meeting.

**4. Consent Agenda- Action Item**

**a. Payment of Bills and Payroll**

**b. Financial Reports**

MOTION by Westenskow and seconded by Baird to approve the April 2019 bills and payroll, the expenditure and revenue report for the period ending

March 31, 2019, and the Gift Fund activity report for March 31, 2019. All in favor, motion carried.

**5. Library Trends and Issues**

Beth Rosania, Main Library Youth Services Supervisor, shared with the Board how the Library engages and supports families from “cradle to career.” Engagement is creating attitudes, behaviors and motivations so that people want to learn.

**6. Reports**

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

Cross reported that the Friends spring book sale raised \$46,000 and is the largest sale of its kind in Idaho. A \$5,000 donation of comic books was recently received by the Friends. Comic books will be sold at the summer sale in June and the Boise Comic Arts Festival in August. The Friends have a warehouse of unsold items and welcome suggestions for places to donate them. Cross indicated the group is strategizing for the future and preparing to vacate the warehouse.

**b. Boise Public Library Foundation**

Healy shared that the Foundation continues to be positive and supportive of the Main Library project. Donations pledged to the project continue to be received with a goal of \$18 million.

**c. Library Director’s Report Including Administration and Management**

Decker acknowledged staff for a great job at the Spring Celebration held on April 20. The Main Library saw 2,900 customers during the 4-hour event.

Auto renewals for materials started May 1 and customers have begun providing feedback on the change. A mobile circulation trial has started at the Main Library. Customers and staff have been positive about the change. Staff report that customer interactions are improved with this enhancement.

**7. Old Business**

**a. Boise Public Library Policy Review: Section 4.00, Use of the Library, Subsections 4.05-4.07.**

Kelley-Chase reviewed recommended changes to policy 4.07, Confidentiality of Records. The policy refers to Idaho Code sections that were changed from one section of the code to another.

MOTION by Baird, seconded by Westenskow that recommended changes to policy 4.07, Confidentiality of Records be approved. All in favor, motion carried.

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 reported that the project team continues to work on schematic design. Local experts have provided information on the bird interaction, health impact assessment, traffic impact study, and bike advisory.

Wilson shared that Boise City does not know the impact the initiative will have on the project. The Ada County Assessor has 60 days to validate the signatures of those who signed the petition. The County should have the signatures validated by June.

**8. New Business**

**a. Customer Comment Card Statistics, January-March 2019**

Decker addressed customer comments relating to the recent weeding of materials in Youth Services. This was part of the normal weeding process for the Library. However, in anticipation of preparing the collection for removal to a temporary site, a two-year cycle was completed in one year. The Acquisitions Department has received three pallets of new youth materials to place in the collection.

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

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

**10. Selection of Meeting Date**

The next regular Board of Trustees meeting is scheduled for Thursday, June 13, 2019, 11:30 a.m. at the Main Library in the Marion Bingham Room.

**11. Adjourn**

MOTION by Westenskow and seconded by Baird to adjourn at 12:34 p.m. All in favor, motion carried.

**Approved:**

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Shanna Decker, Acquisitions &  
Technical Services Senior Manager

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Margo Healy, Trustee