

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
October 10, 2019

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Thursday, October 10, 2019, in the Marion Bingham Room at the Main Library.

**Board of Trustees Present:**

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

**Others Present:**

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; Mary Grant, Boise City Legal Counsel; Elizabeth Westenburg, Hillcrest Branch Supervisor; Shawn Wilson, Boise City Public Works; Lynette Gould, Boise City Department of Finance and Administration; Kim Nakamura, Boise City Department of Finance and Administration; Wyatt Schroeder, Boise City Director of Community Partnerships; Wendy Ellestad, Boise City Office of Innovation and Performance; Cara Van Sant, Library Campaign Coordinator; 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.

Healy noted an executive session listed on the agenda would not be occurring.

**2. Communications**

None

**3. Minutes- Action Item**

MOTION by Westenskow and seconded by Carver that the September 12, 2019, annual/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 to approve the September 2019 bills and payroll, the expenditure and revenue report for the period ending August 31, 2019, and the Gift Fund activity report for August 2019. All in favor, motion carried.

## 5. Library Trends and Issues

Schroeder presented to the Trustees a highlight of work currently being done by the City of Boise concerning homelessness. The City is focused on growing housing and is formalizing strategies to accomplish this.

Schroeder recognized the library for offering training to staff on homelessness and encouraged continued training.

## 6. Reports

### a. Friends of the Boise Public Library

No report was presented as a representative from the Friends of the Boise Public Library was unable to attend the meeting.

### b. Boise Public Library Foundation

Healy shared that the Foundation met on Tuesday and that the group was focusing on their role and working on a new mission. The Director's are looking to next year as the 125<sup>th</sup> Anniversary of continuous library service in Boise and the 35<sup>th</sup> Anniversary of the Boise Public Library Foundation will be celebrated.

### c. Library Director's Report Including Administration and Management

Decker reported that year-end for the City is wrapping up. Statistics for Fiscal Year 2019 show an increase in some items over Fiscal Year 2018. A more friendly format for statistics is being developed.

On October 1 the Library became fine free. Customers not returning items will now be blocked from future checkouts until the items are returned. Decker shared it will take time for customers to become familiar with this new process.

Staff in-service will be held on October 14 at the Library! at Hillcrest. The keynote speaker is Daniel Pshock, University of Houston Libraries User Experience Coordinator, whose focus will be user experience.

## 7. Old Business

### a. Boise Public Library Policy Review:

#### Section 14.00, Board of Trustees

Kelley-Chase recommended no changes to section 1.00 of the Boise Public Library Manual.

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

## 8. New Business

None

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

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

**10. Selection of Meeting Date**

The next regular Board of Trustees meeting is scheduled for Thursday, November 14, 2019, 11:30 a.m. at the Main Library in the Marion Bingham Room.

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

None

**12. Adjourn**

MOTION by Carver and seconded by Galaviz to adjourn at 12:16 p.m. All in favor, motion carried.

**Approved:**

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Shanna Decker, Acquisitions and  
Technical Services Senior Manager

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Margo Healy, President