

Boise Public Library
Board of Trustees
Regular Meeting Minutes
February 9, 2022

The Boise Public Library Board of Trustees met at the Main Library in the Marion Bingham Room for their regular meeting at 11:30 a.m. on Wednesday, February 9, 2022.

Board of Trustees Present:

Tonya Westenskow, President; Phil Magnuson, Vice President (Remote); Sonia Galaviz (Remote); Brian Klene; Nicole Trammel Pantera (Remote).

Others Present:

Jessica Dorr, Director; Jill Johnson, President of Friends of the Boise Public Library (Remote); Brian Manship, Chair of the Boise Public Library Foundation (Remote); Kathleen Stalder, Acquisitions and Technical Services Manager (Remote); Heidi Lewis, Library Division Manager; Sarah Kelley-Chase, Public Services Manager; Ed Jewell, Boise City Legal Counsel; Lynette Gould, Finance Manager at Boise City Department of Finance and Administration (Remote); Joni Hansen, Library! at Bown Crossing Branch Supervisor (Remote); Chloe Ross, Strategic Initiative Program Manager (Remote); Yorrick de Tassigny, Facilities Services and Operations Manager (Remote); Rob Bousfield, Municipal Facility Program Manager Senior (Remote); Brian Murphy, BERK Consulting Inc. (Remote); Vivien Savath, BERK Consulting Inc. (Remote); Susan Hildreth, BERK Consulting Inc. (Remote); Luis Herrera, BERK Consulting Inc. (Remote); Jimmy Hallyburton, Boise City Council member (Remote); Kari Davis, Library Administrative Assistant (Remote); Lian Taylor, Library Administrative Specialist Senior.

1. Call to Order and Introductions

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

Council member Hallyburton made a brief introduction as the Board's new City Council Liaison. Council member Lisa Sánchez will act as an alternate.

2. Communications

None.

3. Minutes – Action Item

MOTION by Klene and seconded by Pantera to approve the January 12, 2022 regular meeting minutes as presented. All in favor, motion carried.

4. Consent Agenda – Action Item

a. Payment of Bills and Payroll

b. Financial Reports

MOTION by Magnuson and seconded by Galaviz to approve the January bills and payroll, the expenditure and revenue report for the period ending December 31, 2022, and the Gift Fund activity report for December 2021. All in favor, motion carried.

To understand financial reporting better, Trustees discussed the possibility of a financial training session.

5. Reports

a. Friends of the Boise Public Library

Johnson reported that the Friends of the Boise Public Library printed bookmarks for patrons that shows sale dates for 2022, allowing easy access to their event calendar. In addition to this, Johnson stated that they have started the process to create and design the Friends of the Boise Public Library website.

b. Boise Public Library Foundation

Manship reported that the Foundation held its annual meeting on January 13, 2022. In this meeting, the Foundation held elections in which there was one seat change. Manship also told the Board about opportunities in 2022 to help purchase books and public materials using allocated donation funds. Trustees asked about an update for the administrative manager position presented in January's Board meeting. Manship stated that a committee in the Foundation continues to search for the right candidate, and an update for the process will be reported to the Board in the March meeting.

c. Library Director's Report Including Administration and Management

Dorr started her report with recent Covid-19 related staff shortages. She reported that because of this, the Library! at Cole and Ustick had reduced hours in one week of January, adjusting to cover the busiest times with staff available. These changes were communicated to the public via social media, the Library! website, and were posted on the Library! at Cole and Ustick.

Dorr spoke on the high amount of job vacancies in both the Library! and the city. Dorr told Trustees that the Library! is focusing on vacancy rate and turnover retention rate to better fill positions. Trustees asked Dorr questions concerning applicant and vacancy rate.

Dorr gave an update on the Lynx Consortium Assessment. Contracted consultants recommended that meetings between the Board and other library directors in the consortium wait until they refine their preliminary recommendations.

6. New Business

a. Facilities Management

Ross, from the mayor's office, and Bousfield, from public works, presented changes coming to the Library! facilities maintenance management. Ross and Bousfield explained the context and overview of the new management in addition to asking the Board for feedback and questions. The new facilities management hopes to help ensure more efficient and proactive maintenance for the Library! and its branches. Trustees asked questions about budgeting, maintenance responsibilities, and library employees' role. Ross and Bousfield indicated that the Board's March meeting will revisit the Trustees' questions and feedback, and the Board's April meeting will have the Board finalize and approve facilities management changes.

7. Old Business

a. Strategic Planning

Lewis introduced the BERK Consulting Inc. team to the Board and made an update on strategic planning. Murphy, Savath, Herrera, and Hildreth introduced themselves to the Board, highlighting their years of library experience and their roles in the strategic planning. BERK Consulting Inc. and Lewis will be reviewing past library projects and community involvement in their planning. Emphasis was made on the plans main goal – to engage in people, programs, and services. Next steps for the strategic plan are to finalize the strategic planning framework, create staff work groups, and establish branding for the project. Trustees expressed their desire to be involved in early steps of the strategic planning. In addition to this, Trustees made comments on the importance of the project's community accessibility. Lewis will bring the Board another update in the March meeting.

b. Boise Public Library Policy Review:

Section 3.00, Services, Subsection 3.04 Interlibrary Loan

Kelley-Chase presented Section 3.00, Services (Subsections 3.04, Interlibrary Loan; Regulation 3.04a, Limits on Interlibrary Loan Service) of the Boise Public Library Policy Manual. These were a discussion item only as no changes to the policy were presented to the Board, and Board approval is unnecessary for regulation changes.

c. Library Director Performance Evaluation – Action Item

Westenskow led the conversation about the process for the Library Director Performance Evaluation. Westenskow presented evaluation worksheets, created with Pantera, meant for Dorr's self-evaluation, an evaluation given by the Board, an evaluation given by the Mayor's Office, and an evaluation by direct reports/leadership under Dorr. A timeline was also included.

MOTION by Klene and seconded by Galaviz to accept the documents created and use them in the Library Director Performance Evaluation. All in favor, motion carried.

MOTION by Magnuson and seconded by Pantera to appoint Westenskow and Galaviz as subcommittee members in the Library Director Performance Evaluation. All in favor, motion carried.

8. Selection of Trustee to Review Payment Vouchers

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

9. Selection of Meeting Date

- a. The next regular Board of Trustees meeting is scheduled for Wednesday, March 9, 2022 at 11:30 a.m.

b. Council Member Hallyburton Welcoming and Trustee Introductions

Westenskow welcomed Hallyburton again. Each Trustee then gave brief introductions to Hallyburton.

10. Adjourn

MOTION by Galaviz and seconded by Klene to adjourn at 1:04 p.m. All in favor, motion carried.

Approved:

Jessica Dorr, Director

Tonya Westenskow, President