



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting Minutes January 11, 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, January 11, 2023.

City Staff, City Council, and Partners Present

Jessica Dorr, Library Director
Kathleen Stalder, Library Acquisitions/Technical Services Senior Manager
Emily Johnson, Library Chief Administrative Officer
Sarah Kelley-Chase, Library Services Senior Manager
Heidi Lewis, Library Division Manager
Joni Hansen, Branch Manager at Library! at Bown Crossing
Kari Davis, Library Administrative Assistant
Lian Taylor, Library Administrative Specialist Senior
Kim Nakamura, Finance Manager at Boise City Finance/Administration
Ed Jewell, Boise City Legal Counsel
Jimmy Hallyburton, Boise City Councilmember
Jill Johnson, President of the Friends of the Boise Public Library (Remote)
Brian Manship, Chair of the Boise Public Library Foundation (Remote)

1. Call to Order and Introductions

The meeting was called to order at 11:35a.m., and a roll call was conducted

Present: Brian Klene, President; Rebecca Lemmons, Vice President; Nicole Trammel Pantera; Natasha Rush (Remote).

Absent: Phil Magnuson

Dorr introduced staff to the Board.

2. Communications

None.

3. Minutes - Action Item

MOTION to approve the December 14, 2022 regular meeting minutes.

Motion: Lemmons

Second: Rush

Result: Motion carried

MAIN LIBRARY
715 S. Capitol Blvd., Boise, Idaho 83702
P: 208-972-8200 | TTY: 800-377-3529

LIBRARY! AT
BOWN CROSSING
P: 208-972-8360

LIBRARY! AT
COLE & USTICK
P: 208-972-8300

LIBRARY! AT
COLLISTER
P: 208-972-8320

LIBRARY! AT
HILLCREST
P: 208-972-8340

BOISE CITY COUNCIL: Holli Woodings (President), Jimmy Hallyburton (President Pro Tem), Patrick Bageant, Elaine Clegg, Lisa Sánchez, Luci Willits

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4. Consent Agenda - Action Item

Both Payment of Bills and Payroll and Financial Reports were taken off the consent agenda for individual discussion.

a. Payment of Bills and Payroll

Trustees discussed specific charges found on the bills and payroll. Stalder and Emily Johnson gave context to these charges, reporting many of them to be for user-centric applications, the upcoming automated book sorter, and new furniture for two library locations.

Phil Magnuson joined the meeting at 11:41a.m.

MOTION to approve the December bills and payroll.

Motion: Pantera

Second: Lemmons

Result: Motion carried

b. Financial Reports

Trustees came with questions regarding the administrative line items such as encumbrances and FY2022 rollover. Nakamura explained these items and assured the Board that all funds requested for rebudget from FY2022 were rolled into FY2023.

MOTION to approve the expenditure and revenue reports for the period ending November 30, 2022 and the Gift Fund activity report for November 2022.

Motion: Lemmons

Second: Magnuson

Result: Motion carried

5. Reports

a. Friends of the Boise Public Library

Jill Johnson reported that the Friends board has not yet met in 2023; however when they do, they will be inducting three new directors. Friends' volunteers have been working on clearing their storage space in the Main Library, preparing for 4th floor construction and remodeling.

Johnson will return next Board meeting with updates on selling options with in-person book sales on hiatus.

b. Boise Public Library Foundation

Manship also reported that the Foundation has not yet met in 2023. The Foundation is gearing up for the fall's Boise Comic Arts Festival as well as a financial investment in the Library's print collection.



c. Library Director’s Report including Administration and Management

Dorr reported that numbers continue to rise for visits and circulated materials in the Library. Staff are looking forward to various 2023 investments including the Main Library’s 4th floor renovations and the automated book sorter.

Staff and Trustees discussed the Library website redesign project. Dorr explained that the platform initially used for the website will need to be stabilized first before the project can continue. Dorr also mentioned an upcoming Library staff visit to Boise High School, hosted by Trustee Rush. Trustees asked questions about the telehealth privacy pod coming to the Main Library and the discontinuation of 3D printing as a library resource.

6. Old Business

a. Boise Public Library Policy Review:

Section 3.00, Services, Subsection 3.03 – Action Item

Kelley-Chase brought Policy 3.03, Services for Schools, to the Board once again. In the previous Board meeting, Trustees asked for more clarification and conciseness in this policy.

MOTION to approve the recommended changes to Policy 3.03, Services for Schools, of the Boise Public Library Policy Manual.

Motion: Pantera

Second: Lemmons

Result: Motion carried

This continues the Library Board of Trustees annual policy review for Fiscal Year 2023 as stipulated by the Board’s bylaws.

b. Strategic Planning

Dorr started the conversation with an update to the final phase 1 summary and upcoming phase 2 timeline. Library staff and consultants are preparing both these pieces and will have them available soon for Board review.

Lewis presented to the Board a strategic plan update. Starting with an overview of the project timeline, she highlighted that phase 1 was coming to an end and gave a reminder of the types of data collected during this phase – community survey, staff survey, stakeholder interviews, listening sessions, outreach and onsite activities, and peer library benchmarking.

From this data, staff and consultants were able to identify 12 key insights involving library-community connection, library role and scope, library resource and facilities, and library staff. Insights included the following: maximizing community centric resources, being inclusive to all Boise residents,



collections, physical space, staff workplaces, and internal system improvement.

Regarding next steps, staff will refine the phase 2 timeline. Trustees discussed the timeline and upcoming phase 1 summary. Trustees also indicated the importance of staff and Board participation in the strategic plan in addition to having a clear focus while implementing the 12 key insights presented.

c. Library Director Performance Evaluation

Trustee Pantera spoke on the 2023 Library director performance evaluation, and the timeline the subcommittee will pursue. In January, a survey evaluating Dorr will be created and sent to city leadership. In February, Dorr will self-report about her time and experience as Library director. The subcommittee will then draft a report for the Board to review, and an executive session will take place in March to discuss. Finalization will be in April. Councilmember Hallyburton and trustees discussed processes for the survey in January.

7. New Business

None.

8. Selection of Trustee to Review Vouchers

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

9. Selection of Meeting Date

The next Board of Trustees meeting is scheduled for Wednesday, February 8, 2023 at 11:30 a.m.

10. Adjourn

MOTION to adjourn the meeting.

Motion: Lemmons

Second: Pantera

Result: Motion carried

The meeting ended at 12:26p.m.

Approved:

Jessica Dorr, Director

Brian Klene, President

