

Boise Public Library
Board of Trustees
Regular Meeting Minutes
July 13, 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, July 13, 2022.

Board of Trustees Present:

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

Others Present:

Jessica Dorr, Library Director; Lauren McLean, Mayor of the City of Boise; Jimmy Hallyburton, City Council Member (Remote); Sarah Kelley-Chase, Library Services Senior Manager; Kathleen Stalder, Library Acquisitions/Technical Services Senior Manager; Heidi Lewis, Main Library Division Manager; Jamie Lundergreen, Library Communications & Customer Experience Manager (Remote); Joshua Shapel, Library Events Coordinator (Remote); Jennifer Villalobos, Library Branch Supervisor for Library! at Collister (Remote); Ed Jewell, Boise City Legal Counsel; Jill Johnson, President of the Friends of the Boise Public Library (Remote); Brian Manship, Chair of the Boise Public Library Foundation (Remote); Sonia Galaviz, Former Library Trustee (Remote); Kari Davis, Library Administrative Assistant; Lian Taylor, Library Administrative Specialist Senior.

1. Call to Order and Introductions

Magnuson called the meeting to order at 11:39 a.m., and a roll call was conducted.

With the recent induction of two new Trustees, each Board member introduced themselves and how long they have been serving.

Galaviz, a former Library Trustee, bid her goodbyes and thanks to the rest of the Board and the Library staff.

2. Communications

Mayor McLean addressed the Board. She started by thanking Galaviz for her service to the city. Mayor McLean continued by speaking on the Library's Strategic Planning, emphasizing the importance of the Library staff and thanking them for their proficiency throughout the process. She expressed her excitement about strengthening connection between City departments and sees numerous opportunities to progress the City's

efficiency. Mayor McLean expressed her appreciate for the staff and the Board of Trustees in these efforts.

3. Minutes – Action Item

MOTION by Klene and seconded by Pantera to approve the June 8, 2022 regular meeting minutes. All in favor, motion carried.

4. Consent Agenda – Action Item

a. Payment of Bills and Payroll

b. Financial Reports

MOTION by Pantera and seconded by Klene to approve the June bills and payroll, the expenditure and revenue reports for the period ending May 31, 2022, and the Gift Fund activity report for May 2022. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

Johnson introduced herself to the new Board members. Johnson expressed her thanks to Lewis, Dorr, and the consultants leading the Strategic Planning for including the Friends in the process. Johnson reported that the Friends are preparing for their next sale, taking place August 18th-21st at the Main Library.

b. Boise Public Library Foundation

Manship introduced himself to the new Board members. With their new year's focus on supporting Library programs, Manship reported the Foundation's commitment to contribute funds to this year's Boise Comic Arts Festival. The Foundation hopes to support other programs in the future.

c. Library Director's Report Including Administration and Management

Dorr began by thanking the Foundation for their contribution to the Boise Comic Arts Festival.

Dorr brought attention to the hyperlinks in her report, leading to various news articles and interviews about the Library's new Mental Health Coordinator. She expressed her excitement about the publicity, pointing out that many organizations have reached out to the Library to provide resources in conjunction with the Mental Health Coordinator.

Dorr reported on recent staff challenges. Because of this, the Library! at Bown Crossing have adjusted their hours, making Saturdays in July curbside pick-up only. Trustees asked questions about Library turnover and retention rate with

staff. Councilmember Hallyburton made remarks about the recent cost of living adjustments and city-wide ventures to help combat turnover.

Trustees and staff discussed the May statistics provided in the Board packet.

6. Old Business

a. Boise Public Library Policy Review– Action Item

Section 6.00, Gifts and Bequests and Section 7.00, Use of Meeting Rooms

Kelley-Chase presented Section 6.00, Gifts and Bequests and Section 7.00, Use of Meeting Rooms to the Board. For the new Trustees, Kelley-Chase explained the role the Board has over the Library's policies. A change in Section 7.00, Policy 7.01, Meeting Rooms was presenting to the Board.

MOTION by Pantera and seconded by Klene to approve the recommended change requested. All in favor, motion carried.

b. Strategic Planning

Lewis presented the monthly update to the Board on the Library Strategic Plan. Lewis went over the outcome goals and process goals of the Strategic Plan. She also presented the timeline for the plan, putting emphasis on the phases and implementation period. Lewis provided a Steering Committee update, discussing the high level themes and peer benchmarking they identified. In addition, Lewis gave an update on staff engagement, presenting numbers and data on the staff survey and listening sessions.

Board involvement in the Strategic Planning continues with one-on-one meetings between BERK Consulting Inc. and the new Trustees and upcoming community listening sessions. Lewis gave an overview of next steps.

Being on the Steering Committee, Magnuson gave a report on his perspective. He stated that the Library staff are very capable and found the Steering Committee exceling at adjusting things to be more inclusive. Trustees discussed the Strategic Plan time line and accessibility with remarks from Councilmember Hallyburton.

7. New Business

a. Friends of the Library Memorandum of Understanding (MOU)

Dorr explained the importance of the MOU and the Friends' relationship with the Library. After the Board's July meeting, the Friends' Board of Directors will

review and approve the MOU draft. Then it will be presented to the Trustees once again for a motion to approve.

8. Selection of Trustee to Review Payment Vouchers

Magnuson 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, August 10, 2022 at 11:30 a.m.

10. Adjourn

MOTION by Pantera and seconded by Klene to adjourn at 12:50 p.m. All in favor, motion carried.

Approved:

Jessica Dorr, Director

Phil Magnuson, Vice President