

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

Board of Trustees Present:

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

Others Present:

Jessica Dorr, Library Director; Emily Johnson, Library Chief Administrative Officer; Heidi Lewis, Library Division Manager; Kathleen Stalder, Library Acquisitions/Technical Services Senior Manager; Joni Hansen, Branch Supervisor at Library! at Bown Crossing; Logan Weis-Hurzeler, Boise City Legal Council; Kim Nakamura, Finance Manager at Boise City Department of Finance/Administration; Kathy Griesmyer, Boise City Government Affairs Director; Rob Bousfield, Assistant Facility Program Manager at Boise City Public Works; Jill Johnson, President of the Friends of the Boise Public Library (Remote); Brian Manship, Chair of the Boise Public Library Foundation (Remote); Kari Davis, Library Administrative Assistant; Lian Taylor, Library Administrative Specialist Senior.

1. Call to Order and Introductions

The meeting was called to order by Klene at 11:31 a.m., and a roll call was conducted.

Dorr introduced staff presenters to the Board.

2. Communications

None.

3. Minutes – Action Item

MOTION by Pantera and seconded by Magnuson to approve the October 12, 2022 regular meeting minutes. All in favor, motion carried.

4. Consent Agenda – Action Item

a. Payment of Bills and Payroll

Trustees and staff discussed line items on the Bills and Payroll.

MOTION by Magnuson and seconded by Pantera to approve the October Bills and Payroll. All in favor, motion carried.

b. Financial Reports

Trustees and staff discussed year-end numbers presented on the Financial Reports.

MOTION by Klene and seconded by Rush to approve the expenditure and revenue reports for the period ending September 30, 2022, and the Gift Fund activity report for September 2022. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

Jill Johnson reported the elections from the recent Friends' annual meeting. She will be continuing her role as president for fiscal year 2023. Johnson also reflected on the recent fall sale and revenue for the year.

b. Boise Public Library Foundation

Manship had nothing to report to the Board this meeting.

c. Library Director's Report Including Administration and Management

Dorr reported on Lemmons and Rush's recent visit to the Library branches and divisions. She thanked them for spending the day touring locations and talking to staff and believes the day helps Trustees understand the Library structure and staff more.

6. Old Business

a. Boise Public Library Policy Review

Section 2.00, Personnel

Hansen presented the policy manual's Section 2.00, Policy 2.1 and Policy 2.2 to the Board. No changes were recommended.

This continues the Library Board of Trustees annual policy review of Fiscal Year 2023 as stipulated in the Board's bylaws.

b. Strategic Planning

Lewis presented to the Board ongoing efforts to create the Library's strategic plan. Lewis highlighted and reviewed the October 18th work session with City Council where the Library provided a project overview, data collected so far, and methods used. She shared the feedback councilmembers gave during the discussion, particularly how they encouraged Library staff to connect with additional community partners as planning continues.

Lewis also showcased a new strategic plan timeline look, aligning the design with other prior projects within the city.

Trustees discussed the work on the qualitative data collected from the strategic plan's community survey and the analysis for that. In addition, they talked about implementation processes once all data has been analyzed.

7. Interim Fiscal Year 2023 Budget Changes – Action Item

Emily Johnson presented an Interim Fiscal Year 2023 Budget Change. The change revolved around two grants from the Idaho Commission for Libraries that included funding for training and resources for this fiscal year's Summer Learning Program.

MOTION by Pantera and seconded by Rush to approve the recommended items and forward to Council for consideration. All in favor, motion carried.

8. New Business

a. Legislative Outlook

Griesmeyer gave Trustees an overview for the 2023 legislative session. She spoke about the issues and themes the City may see during this session. Griesmeyer also spoke about the possibility of issues related to libraries being brought back in the session. Trustees discussed how a possible return of House Bill 666 may affect their roles and duties.

b. Library Fiscal Year 2022 Rebudget Requests – Action Item

Nakamura began the presentation by defining what rebudgets are and the process they go through for approval. Emily Johnson continued by defining what projects the rebudgets would affect for fiscal year 2023. Trustees discussed prior Interim Budget Change (IBC) requests and their differences to rebudgets.

MOTION by Pantera and seconded by Rush to approve the recommended rebudget requests and forward to Council for consideration. All in favor, motion carried.

c. Idaho Commission for Libraries Annual Report

Trustees discussed the upcoming Idaho Commission for Libraries Annual Report. President Klene presented a cover letter to go with the annual report, stating an overview of the data found in the report and highlighting the past fiscal year's themes. Trustees discussed state statutes, the submission process, and a possible public report for library users to view.

d. Library Director Performance Evaluation – Action Item

The Board discussed the upcoming director’s performance evaluation. A subcommittee was formed to schedule and facilitate the evaluation. Klene and Pantera will make up this subcommittee.

MOTION by Magnuson and seconded by Rush to form a subcommittee within the Board dedicated to the Library Director Performance Evaluation. All in favor, motion carried.

9. Selection of Trustee to Review Payment Vouchers

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

10. Selection of Meeting Date

The next Board of Trustees meeting is scheduled for Wednesday, December 14, 2022 at 11:30 a.m.

11. Adjourn

MOTION by Pantera and seconded by Rush to adjourn at 12:52 p.m. All in favor, motion carried.

Approved:

Jessica Dorr, Director

Brian Klene, President