

Boise Public Library
Board of Trustees
Regular Meeting Minutes
August 10, 2021

The Boise Public Library Board of Trustees met at the Main Library in the Bingham Room for their regular meeting at 11:30 a.m. on Tuesday, August 10, 2021.

Board of Trustees Present:

Tonya Westenskow, Vice President; Sonia Galaviz (Remote); Phil Magnuson (Remote).

Others Present:

Jessica Dorr, Director; Jill Johnson, Friends of the Library Representative (Remote); Denise McNeley, Operations and Outreach Manager (Remote); Heidi Lewis, Main Library Manager (Remote); Jennifer Villalobos, Collister Branch Supervisor (Remote); Jamie Lundergreen, Library Communications/Customer Experience Manager (Remote); Ed Jewell, Boise City Legal Counsel; Lynette Gould, Boise City Department of Finance and Administration (Remote); and Kari Davis, Library Administrative Assistant.

1. Call to Order and Introductions

The meeting was called to order by Westenskow at 11:33 a.m. and a roll call was conducted.

2. Communications

None

3. Minutes- Action Item

MOTION by Galaviz and seconded by Magnuson that the July 8, 2021, 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 Magnuson and seconded by Goochey to approve the July bills and payroll, the expenditure and revenue report for the period ending June 30, 2021, and the Gift Fund activity report for June 2021. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

Johnson reported that final numbers for the July porch sale amounted to \$3,300 which was 150% of previous similar sales. The group is working on marketing strategies for the future. Volunteers are excited about the upcoming Boise Comic Arts Festival (BCAF) and supporting the event through selling comics and t-shirts. The weekend of BCAF the Friends will also hold an online auction.

Trustees thanked the Friends for their work and asked Johnson to relay their immense gratitude.

b. Boise Public Library Foundation

The Foundation is on hiatus for the summer. No report this month.

c. Library Director's Report Including Administration and Management

Dorr shared new hours for all locations beginning August 16, with the Collister branch expanding hours on August 23 due to a short-term staffing shortage. Supervisors are assuring the Library can safely operate. Increased hours bring each branch back to pre-COVID operation with the Main Library operating 8 hours short due to capacity issues. Hiring continues but remains a challenge Citywide.

Dorr reported that summer programming is being held outdoors. Current air quality poses a problem because of area fires. The Library is following air quality index guidelines published by the Boise School District as a guide for when programs may need to be cancelled. Staff are communicating that programs are subject to change and directing users to the website for updates.

BCAF will be held the end of this month and activities have already started. Free comic book day is this Saturday which historically marks the kickoff for the event.

Dorr discussed with Trustees the strategic plan request for qualifications for a consultant to guide the process. Discussions on timing for the strategic plan need to begin and in person meetings during the process is crucial. Trustees like virtual meetings for convenience but could meet in person if scheduled in advance and had options for after school hours.

Dorr mentioned that two new board members were set to be confirmed at the August 17 city council meeting. Mayor McLean is recommending Nicole Trammel Pantera to assume Rachel Goochey's position and Briane Klene to take Margo Healy's vacancy.

A request for proposals concerning the Lynx Consortium has been released. Dorr explained that an operating agreement between the members of the consortium has not been updated since 2005. The group wants a consultant to advise on the governance structure, the cost share calculation, and evaluate the business case for consortium. The consultant would provide an outside assessment of options moving forward.

6. Old Business

a. Boise Public Library Policy Review:

Section 7.00, Use of Meeting Rooms

Kelley-Chase reviewed section 7.00, Use of Meeting Rooms, of the Boise Public Library Policy Manual. Recommended changes to regulation 7.01a, Meeting Room Rules & Guidelines, were presented as an informational item only.

Section 8.00, Displays & Exhibits

Kelley-Chase reviewed section 8.00, Displays & Exhibits, of the Boise Public Library Policy Manual with Trustees. There were no recommended changes to this section of the manual.

This continued the Library Board of Trustees annual policy review for Fiscal Year 2021 as stipulated by the Board's bylaws.

7. New Business

None

8. Selection of Trustee to Review Payment Vouchers

Westenskow was selected to be the Trustee to review vouchers for August.

9. Selection of Meeting Date

The next regular Board of Trustees meeting is scheduled for Thursday, September 9, 2021 at 11:30 a.m.

10. Adjourn

MOTION by Galaviz and seconded by Magnuson to adjourn at 12:06 p.m. All in favor, motion carried.

Approved:

Jessica Dorr, Director

Tonya Westenskow, Vice President