

Boise Public Library
Board of Trustees
Regular Meeting Minutes
August 10, 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, August 10, 2022.

Board of Trustees Present:

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

Others Present:

Jessica Dorr, Library Director; Jamie Lundergreen, Library Communications & Customer Experience Manager (Remote); Joshua Shapel, Library Events Coordinator (Remote); Renee Addington, Branch Supervisor for Library! at Cole & Ustick (Remote); Kathleen Stalder, Library Acquisitions/Technical Services Senior Manager; Kate Radford, Information Services Supervisor; Heidi Lewis, Library Division Manager; Emily Johnson, Library Chief Administrative Officer; Ed Jewell, Boise City Legal Counsel; Kim Nakamura, Finance Manager for Boise City Department of Finance and Administration (Remote); Jimmy Hallyburton, Boise City Council Member (Remote); Kari Davis, Library Administrative Assistant; Lian Taylor, Library Administrative Specialist Senior.

1. Call to Order and Introductions

Dorr introduced Emily Johnson, the Library's new Chief Administrative Officer. Johnson spoke about her professional background and first month at the Library. Councilmember Hallyburton made note that he is excited for Johnson's role in the Library and congratulated her on the position.

2. Communications

None.

3. Minutes – Action Item

MOTION by Klene and seconded by Lemmons to approve the July 13, 2022 regular meeting minutes. All in favor, motion carried.

4. Consent Agenda – Action Item

a. Payment of Bills and Payroll

b. Financial Reports

Trustees discussed capital project funds with Library staff.

MOTION by Pantera and seconded by Klene to approve the July bills and payroll, the expenditure and revenue reports for the period ending June 30, 2022, and the Gift Fund activity report for June 2022. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

Jill Johnson reported the Friends Board's approval of the Memorandum of Understanding (MOU), initially presented in the Board's July meeting. Johnson thanked Dorr and the City's legal team for their work on the MOU. In addition to this, Johnson also reported about the Friends' August sale.

b. Boise Public Library Foundation

Manship updated the Board on the Foundation's support for the upcoming Boise Comic Arts Festival (BCAF). The Foundation approved a \$40,000 sponsorship for this event. To engage in further fundraising opportunities, the Foundation will be physically present at BCAF. Prior to BCAF the Foundation Directors will meet to discuss how they can be more visible at the event.

c. Library Director's Report Including Administration and Management

Dorr began her report by thanking the Trustees for their engagement with recent Strategic Plan activities. She also thanked the Foundation for their BCAF sponsorship.

Due to age and malfunction, the Main Library's signs are to be replaced with new, energy efficient signs. In addition to replacing the current signs on the east and west sides of the building, a new sign, visible from the Greenbelt, will be added to the south side of the building.

As the Summer Reading program finishes up, the Library is gearing up for back to school programming at all locations.

Dorr reminded the Board about their upcoming annual meeting in September where Trustees will approve the calendar for their meetings, select officers, and review the Board of Trustees By-Laws.

6. Old Business

a. Boise Public Library Policy Review— Action Item

Section 8.00, Displays & Exhibits

Dorr thanked the Trustees for their questions sent in advance Section 8.00. Because of the preemptive questions, Dorr recommended not voting on the

policy changes presented, and staff will bring the policies back in the Board's September meeting.

Radford reviewed each policy and regulation with the Board, answering questions involving initial confusions and clarifying changes recommended. Trustees commented on processes, legal adherence, possible redundancy, and suggested verbiage throughout the discussion.

Section 8.00, Displays & Exhibits will be presented again to the Board in their September meeting, and a motion to approve, revise, or reject the recommended changes will be requested.

b. Strategic Planning

Lewis presented to the Board a project overview as well as scheduling for Phase 1 and Phase 2 of the strategic plan.

Prior to the meeting, consultants and work groups began to summarize input gathering from staff engagement activities. The community survey went live for the public, and community listening sessions also occurred. Library staff attended other community outreach activities, including farmers markets and local concerts.

Because of their participation in the community listening sessions, each Trustee reported on their experiences. Per the Trustee's reports, the public praised the Library staff and shared ideas for how the Library could improve upon outreach for school districts, areas lacking a library location, and vulnerable populations. Trustees discussed attendance numbers at community listening sessions and Library transparency for the public.

Lewis will bring more information on the strategic plan's Phase 2 in the Board's September meeting. In the meantime, the community survey and community partner interviews will continue.

7. New Business

None.

8. Old Business

a. Friends of the Library Memorandum of Understanding (MOU) – Action Item

After being approved by the Friends Board, the MOU was brought to the Trustees for approval.

MOTION by Klene and seconded by Pantera to approve the Friends of the Boise Public Library Memorandum of Understanding as presented and submit to the Mayor's office. All in favor, motion carried.

9. Selection of Trustee to Review Payment Vouchers

Pantera 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, September 14, 2022 at 11:30 a.m.

11. Adjourn

MOTION by Rush and seconded by Klene to adjourn at 12:25 p.m. All in favor, motion carried.

Approved:

Jessica Dorr, Director

Phil Magnuson, Vice President