

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
May 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, May 11, 2022.

**Board of Trustees Present:**

Tonya Westenskow, President; Phil Magnuson, Vice President; Sonia Galaviz (Remote); Brian Klene; Nicole Trammel Pantera (Remote).

**Others Present:**

Jessica Dorr, Library Director; Jamie Lundergreen, Library Communications & Customer Experience Manager (Remote); Joshua Shapel, Library Events Coordinator (Remote); Huda Shaltry, Branch Supervisor at Library! at Hillcrest (Remote); Kathleen Stalder, Library Acquisitions/Technical Services Senior Manager; Sarah Kelley-Chase, Library Public Services Senior Manager; Heidi Lewis, Library Division Manager; Aaron Branahl, Branch Librarian at Library! at Hillcrest (Remote); Jimmy Hallyburton, Boise City Council Member (Remote); Ed Jewell, Boise City Legal Counsel; Kim Nakamura, Finance Manager at Boise City Department of Finance and Administration (Remote); Camille Franks, Representative of the Boise Public Library Foundation (Remote); Jill Johnson, President of the Friends of the Boise Public Library (Remote); Kari Davis, Library Administrative Assistant; Lian Taylor, Library Administrative Specialist Senior.

**1. Call to Order and Introductions**

Westenskow called the meeting to order at 11:30 a.m., and a roll call was conducted.

**2. Communications**

None.

**3. Minutes – Action Item**

**MOTION** by Klene and seconded by Magnuson to approve the April 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 and staff discussed percent of budget used in Fiscal Year 2022.

**MOTION** by Magnuson and seconded by Galaviz to approve the April bills and payroll, the expenditure and revenue report for the period ending March 31,

2022, and the Gift Fund activity report for March 2022. All in favor, motion carried.

## 5. Reports

### a. Friends of the Boise Public Library

Johnson updated the Board on the Friends' May auction which raised \$2,500. In addition, the Friends are preparing for the upcoming Summer Reading & Learning Celebration held by the Library. At this event, volunteers will invite patrons to become members, give away books, and market their new website. The Friends' website includes easy access to volunteer forms, information, sale dates, and membership sign ups. Johnson notified the Board about an upcoming porch sale at the main library location.

### b. Boise Public Library Foundation

Franks presented three key updates to the Board. The Foundation contributed \$60,000 from the Mary Clara Allison Trust to the Library for the purchase of print materials. The Foundation is also in preliminary conversation on how to support the upcoming Boise Comic Arts Festival, facilitated by the Library. Lastly, Franks gave an update on the Foundation's effort to consider hiring an administrative support person. Due to insufficient workload, the Foundation has chosen not to move forward with this position at this time.

### c. Library Director's Report Including Administration and Management

Dorr reported that all library locations operated at normal services since the last Board meeting, indicating no Covid-19 related changes needed to take place. Dorr also notified the Board of training, provided by the City Attorney's Office, for directors and Board members. After attending the first training, Dorr recommended the Trustees consider attending the second training session on May 18<sup>th</sup>. Trustees discussed the value of periodic training for the Board.

Dorr updated the Board on the Fiscal Year 2023 (FY 2023) budget timeline. The Library is on track to present its FY 2023 budget for Board approval in June. Dorr asked the Board to submit questions about the budget to her prior to the June Board meeting so that staff is prepared with answers. Dorr also recommended Trustees watch the May 24<sup>th</sup> City Council work session as it will speak primarily on the FY 2023 budget. As a final note on the topic, Dorr notified the Board that Shawn Wilson from the City's Public Works Department will present at the June Board meeting.

To end her report, Dorr reminded the Board of upcoming Library events as well as the State of the City address.

## 6. Old Business

### a. Boise Public Library Policy Review

#### Section 4.00, Use of the Library

Kelley-Chase presented Section 4.00, Use of the Library (Policy 4.05, Technology; Policy 4.06, Public Internet Access and Safety; Policy 4.07, Confidentiality of Records). There were no staff recommended changed to these policies and were presented as discussion items only. Board approval is unnecessary for regulation changes. Trustees discussed the extent of confidentiality for patrons.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2022 as stipulated by the Board's bylaws.

### b. Strategic Planning

Lewis shared with the Board a status update on the Library's strategic planning, including timeline adjustments, a steering committee update, and next steps for Board involvement. Magnuson gave his thoughts on the steering committee work so far and his view of the timeline adjustments. Trustees advised staff to take the time needed to develop a good plan.

Lewis will present another update to the Board in June.

## 7. New Business

### a. 2022 Summer Reading Program

Branahl presented the upcoming Summer Reading Program. The Library's Summer Reading Program works to make reading a fun, daily activity and has opportunities for all ages. This year, the Summer Reading Program will include a celebration event, which Trustees were invited to attend. Branahl explained to Trustees the tracking systems patrons can use in addition to how prizes will be categorized and distributed.

### b. FY22 Ada Community Library Annexation Compensation Agreement – **Action Item**

Davis gave context to the FY22 Ada Community Library Annexation Compensation Agreement to the Board. Trustees asked questions on the effects the agreement will have on the budget.

**MOTION** by Magnuson and seconded by Klene to approve \$544,000 for the Fiscal Year 2022 Ada Community Library Annexation Compensation Agreement. All in favor, motion carried.

**8. Selection of Trustee to Review Payment Vouchers**

Galaviz 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, June 8, 2022 at 11:30 a.m.

**10. Executive Session: 74-206 (1)(b) Personnel Matters**

**MOTION** by Magnuson and seconded by Klene that under provisions of Idaho code § 74-206 (1)(b) the Board recess to an executive session to converse about personnel matters.

Motion carried on the following roll call: Galaviz, yes; Klene, yes; Magnuson, yes; Pantera, yes; Westenskow, yes. The Board recessed to an executive session at 12:31 p.m.

**MOTION** by Magnuson and seconded by Klene that the Board reconvene into regular session.

Motion carried on the following roll call: Galaviz, yes; Klene, yes; Magnuson, yes; Pantera, yes; Westenskow, yes. The Board reconvened into regular session at 12:50 p.m.

**11. Adjourn**

**MOTION** by Klene and seconded by Magnuson to adjourn at 12:53 p.m. All in favor, motion carried.

**Approved:**

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Jessica Dorr, Director

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Tonya Westenskow, President