

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
May 13, 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 Thursday, May 13, 2021.

**Board of Trustees Present:**

Margo Healy, President; Tonya Westenskow, Vice President (Remote); Rachel Goochey (Remote); Phil Magnuson (Remote).

**Others Present:**

Jessica Dorr, Director; Jill Johnson, Friends of the Library Representative (Remote); Lynn Hoffmann, Boise Public Library Foundation Representative (Remote); Shanna Decker, Acquisitions and Technical Services Manager (Remote); Denise McNeley, Operations and Outreach Manager (Remote); Sarah Kelley-Chase, Public Services Manager (Remote); Heidi Lewis, Main Library Manager (Remote); Trisha Mick, Cole and Ustick Branch Supervisor (Remote); Huda Shaltry, Hillcrest Branch Supervisor (Remote); Jamie Lundergreen, Library Communications/Customer Experience Manager; Lisa Sanchez, Boise City Council member (Remote); Kelley Fleming, Boise City Legal Counsel; Mike Dean, Boise City Legal Counsel (Remote); 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 Healy at 11:31 a.m. and a roll call was conducted.

**2. Communications**

Dorr shared the process followed by staff concerning the Ultimate Book Nerd (UBN) Challenge complaint from library customer Jennifer Froerer. Staff and Dorr have communicated that the materials can be customized and categories may be changed and substituted for other categories. She also shared staff are committed to helping families and caregivers find materials that excite them and strongly believe that parents and caregivers play a critical role in helping children become lifelong readers by helping them find books that interest and engage them.

Healy asked if Trustees had any questions about the process or concern. Trustees appreciated hearing the communication provided to the customer. No further action was taken.

**3. Minutes- Action Item**

MOTION by Goochey and seconded by Westenskow that the April 15, 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 April 2021 bills and payroll, the expenditure and revenue report for the period ending March 31, 2021, and the Gift Fund activity report for March 2021. All in favor, motion carried.

**5. Reports**

**a. Friends of the Boise Public Library**

Johnson reported that Megan Mackey had resigned and Johnson was acting President. Office elections for the Friends will take place on May 19. The group will hold a porch sale on July 2-3 at the Main Library. The group will also help support the Library Boise Comic Arts Festival with an auction sale. During the summer, grab and go bundles will be sold during Library events in the park. The Friends will also help the Library support the lunch in the park program.

Johnson was asked if the Friends were receiving donations at this time. The group isn't officially receiving any donations. Storage space is limited and Library staff will no longer be part of the process so they will be doing a revamp on what to accept going forward.

**b. Boise Public Library Foundation**

Hoffmann shared that the Foundation continues to be on a short pause.

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

Dorr reported that the Library is in a place of rapid change. Staff continue to think of expansion scenarios and planning. An announcement of summer hours will be made as part of the summer reading launch. COVID protocols continue to change and limit some offerings such as meeting rooms and capacity.

Dorr communicated that the recruitment for the upcoming vacant board position would post by May 15. Applications need submitted to the City and are due by June 6. Trustees were asked to use their networks and get the message out.

The Library will pilot offering lunches for kids at the downtown and Hillcrest branch locations. These locations were identified to fill a gap in this summer lunch program. The Library is partnering with Boise Schools and the Friends of the Library. The service will be promoted in the June newsletter and through Boise Schools.

**6. New Business**

**a. FY21 Ada community Library Annexation Compensation Agreement- Action Item**

Fleming brought before the Trustees the Ada Community Library Annexation and Compensation Agreement. The agreement provides compensation to Ada

Community Library for services provided to Boise residents. The payment has remained static for the past ten years and there is no change to the terms of the agreement.

MOTION by Westenskow and seconded by Goochey that the Ada Community Library Annexation Compensation Agreement be approved as presented and submitted to City Council for final approval. All in favor, motion carried.

**b. FY22 Fee Schedule**

Dorr presented suggested changes to the Library's fee schedule for FY22. The adjustments factor in feedback from users and staff and include cost recovery where appropriate.

MOTION by Magnuson and seconded by Westenskow that the FY22 fee schedule changes be approved and submitted to City Council for final approval as requested. All in favor, motion carried.

**c. 2021 Summer Reading Program**

Mick presented an overview of the Boise Public Library's 2021 summer reading program. The program runs June 1 through August 16 and coincides with the Boise School Districts summer break. The focus of the program is to get people reading daily.

**d. Strategic Planning**

Dorr shared that the Library would be moving forward with a strategic planning process by hiring a consultant. Main Library Manager Heidi Lewis will take lead on developing a request for proposal (RFP) to select a consultant. Dorr provided a timeline of six months, starting in July with a full board. In person discussions and feedback need to be part of the process with the Board and with the community. Westenskow volunteered to work with Lewis on developing the RFP.

**7. Old Business**

**a. Boise Public Library Policy Review:**

**Section 4.00, Services, Subsections 4.05-4.06**

Kelley-Chase reviewed section 4.00, Services subsection 4.05, Use of Technology, and 4.06, Internet Use & Safety, of the Boise Public Library Policy Manual. No changes were recommended to these sections of policy.

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

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

Healy was selected to be the Trustee to review vouchers for May.

**9. Selection of Meeting Date**

The next regular Board of Trustees meeting is scheduled for Thursday, June 10, 2021, at 11:30 a.m.

**10. Executive Session: 74-206 (1)(f) Current or Pending Litigation**

MOTION by Goochey and seconded by Westenskow that under provisions of Idaho Code § 74-206 (1)(f) this Board recess to an executive session for the purpose of discussing current or pending litigation and that a roll call vote be taken on the motion.

Motion carried on the following roll call: Goochey, yes; Magnuson, yes; Westenskow, yes, Healy, yes. The Board recessed to an executive session at 1:05 p.m.

MOTION by Westenskow and seconded by Goochey that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 1:33 p.m.

**11. Adjourn**

MOTION by Westenskow and seconded by Goochey to adjourn at 1:35 p.m. All in favor, motion carried.

**Approved:**

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Jessica Dorr, Director

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Margo Healy, President