

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
March 11, 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, March 11, 2021.

**Board of Trustees Present:**

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

**Others Present:**

Jessica Dorr, Director; Megan Mackey, 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); Jamie Lundergreen, Library Communications/Customer Experience Manager (Remote); Lisa Sanchez, Boise City Council member (Remote); Lynette Gould, Boise City Department of Finance and Administration (Remote); Mike Dean, Boise City Legal Counsel (Remote); Kelley Fleming, Boise City Legal Counsel; 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**

None

**3. Minutes- Action Item**

MOTION by Westenskow and seconded by Goochey that the December 10, 2020, 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 Westenskow and seconded by Galaviz to approve the December 2020-February 2021 bills and payroll, the expenditure and revenue report for the period ending January 31, 2021, and the Gift Fund activity report for November 1, 2020-January 31, 2021. All in favor, motion carried.

**5. Reports**

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

Mackey shared that the Friends are functioning with minimum sales. The group is researching retail/warehouse space outside of the Library and are currently

operating with minimum volunteers inside the building. Their next online auction will be held April 9-11.

**b. Boise Public Library Foundation**

Hoffmann reported that the Foundation is moving to quarterly meetings. The group continues to work on administrative items. They await Jessica's lead on what support they can provide to the Library.

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

Dorr briefed the Trustees on operations at the Library and the reopening of facilities. Starting on Monday, March 29, all locations will offer browsing hours of 2:00-6:00 p.m. Monday-Friday. Goochey asked when weekend hours might be available. Dorr reported that it's still being looked at for the future. The staff continue to look at ways to expand services.

Dorr shared that the City is currently undertaking the FY22 budget build. Departments are in the early stages and will undergo a slightly different process than in previous years. McNeley provided an update on the process and timelines and how that relates to the Library. Staff will engage the Trustees over the next few months with the final budget coming to the Board for approval in June.

Dorr reported the City conducted an organizational health survey with employees to look at pandemic fatigue. This is the first survey under Dorr's leadership, and she will be talking with Library leadership about having conversations with all levels of staff to share results of the survey and determine next steps.

Trustees were briefed on a recent meeting between Dorr, Healy, Westenskow, and Mayor McLean. The meeting focused on three topics: the financial outlook for the City and the Library, the Library's upcoming strategic planning focus, and a replacement for Healy as her term expires Jun 30, 2020. Trustees discussed these topics and were asked to plan on more in-depth discussions in the future. Trustees were also asked to encourage individuals to apply for her position on the Board when the Mayor's call for replacements is announced.

**6. Old Business**

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

**Section 3.00, Services, Subsections 3.05-3.06**

Kelley-Chase presented section 3.00, Services (subsections 3.05, Homebound Services and 3.06, Unscheduled Closures/Cancellations) of the Boise Public Library Policy Manual and recommended no changes.

Section 4.00, Use of the Library, Subsections 4.01-4.03- **Action Item**  
Kelley-Chase also presented section 4.00, Use of the Library (subsections 4.01, Service Priorities, 4.02, Service Hours, and 4.03, Fees) of the Boise Public Library Policy Manual. Recommended changes to policy 4.03 were included in the packet and reviewed by Kelley-Chase with the Trustees.

This continues 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 March.

**9. Selection of Meeting Date**

The next regular Board of Trustees meeting is scheduled for Thursday, April 8, 2021, at 11:30 a.m.

**10. Adjourn**

MOTION by Goochey and seconded by Westenskow to adjourn at 12:36 p.m. All in favor, motion carried.

**Approved:**

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Jessica Dorr, Director

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Margo Healy, President