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, February 8, 2023.

City Staff, City Council, and Partners Present
Jessica Dorr, Library Director
Kathleen Stalder, Library Acquisitions/Technical Services Senior Manager
Sarah Kelley-Chase, Library Services Senior Manager
Heidi Lewis, Library Division Manager
Eliza Ruby, Interim Information Services Supervisor
Huda Shaltry, Branch Manager at Library! at Hillcrest
Kari Davis, Library Administrative Assistant
Lian Taylor, Library Administrative Specialist Senior
Kim Nakamura, Finance Manager at Boise City Finance/Administration
Jason Richards, Financial Analyst at Boise City Finance/Administration
Ed Jewell, Boise City Legal Counsel
Jimmy Hallyburton, Boise City Councilmember
Jill Johnson, President of the Friends of the Boise Public Library (Remote)

1. Call to Order and Introductions
The meeting was called to order at 11:34 a.m., and a roll call was conducted. Present: Brian Klene, President; Rebecca Lemmons, Vice President (Remote); Phil Magnuson (Remote); Nicole Trammel Pantera; Natasha Rush.

2. Communications
None.

3. Minutes - Action Item
MOTION to approve the January 11, 2023, regular meeting minutes.
Motion: Magnuson
Second: Rush
Result: Motion carried

4. Consent Agenda - Action Item
a. Payment of Bills and Payroll
b. Financial Reports
MOTION to approve the January bills and payroll, the expenditure/revenue reports for the period ending December 31, 2022, and the gift fund activity report for December 2022.

Motion: Pantera
Second: Lemmons
Result: Motion carried

5. Reports
   a. Friends of the Boise Public Library
      Johnson reported to the Board the Friends’ potential 2023 events. No large-scale sales will happen this year due to a lack of space and inventory. However, possible porch sales are being discussed. Johnson also reported a new location for their storage as the Main Library’s 4th floor construction continues. This new location will only be for processing and storing donated materials. With this new space, the Friends plan on receiving donations again sometime in February.

      Johnson also assured staff and Trustees that the Friends will continue sponsoring scholarships for library staff pursuing higher education.

   b. Boise Public Library Foundation
      None.

   c. Library Director’s Report including Administration and Management
      Dorr introduced staff to Trustees and thanked the Friends before giving her report.

      As an update from the previous month’s meeting, Dorr expanded on the website redesign project’s hiatus. Both the City of Boise’s Information Technology (IT) and Community Engagement (CE) departments will need to rescope this project before further steps can be taken by the Library.

      Dorr provided an update to the Main Library’s 4th floor construction. Staff are working on an official timeline for the project to share with Trustees. Dorr thanked Councilmember Hallyburton for his guidance in this project.

      Lastly, Dorr elaborated on the upcoming FY2024 budget build with the Board, highlighting documents in the meeting’s packet for more information. More discussion involving the FY2024 budget will be had in March’s Board meeting.

      Trustees and staff discussed the costs associated with the 4th floor construction.

6. Educational Item
   a. Business Value Calculator
      Ruby presented on the Urban Library Council’s (ULC) Business Value Calculator. The calculator is designed to help libraries monetarily value the resources they
provide local businesses. Ruby explained the methods for calculations. Values are broken into four categories – training and education, research services, physical space, and technology equipment.

In total, Boise Public Library provided nearly $1.3 million worth of resources to local businesses. The most value came from the research services category, calculating to approximately $1.2 million on its own.

Being the calculator’s inaugural year, Ruby indicated 2022’s values as a baseline, and in 2023, staff will focus on consistent data collection at all locations and opportunities to better promote these business services.

The Board inquired about how data was collected and how totals may compare to peer libraries. In addition, Trustees and Councilmember Hallyburton shared more data points to add, giving more context to the values.

7. Old Business
   a. Boise Public Library Policy Review:
      Section 3.00, Services, Subsection 3.04
      Shaltry reviewed Section 3.00, Subsection 3.04, Interlibrary Loan of the Boise Public Library Policy Manual. Staff had no recommended changes to Policy 3.04 but did highlight changes on Regulation 3.04a. Regulation changes do not require Board approval.

      This continues the Library Board of Trustees annual policy review for Fiscal Year 2023 as stipulated by the Board’s bylaws.

   b. Strategic Planning
      Lewis presented on the Library’s strategic planning efforts. This update had goals to ensure Trustees understood the phase 1 summary and to identify questions the Board may have about this summary and the key insights it highlights.

      Lewis and Trustees discussed all 12 key insights presented at the January meeting in depth. Trustees spoke about prioritizing the insights and the role of phase 2. The Board identified one of the insights, making community members aware of library services, as being most important.

      For the strategic plan’s next steps, staff will continue their pursuits into phase 2 with the Board’s comments as guidance. Lewis will provide another update in March to the Board, and staff will present an update to City Council in late February.

      Trustee Rush left the meeting at 12:33 p.m.
c. Library Director Performance Evaluation
Trustees discussed Dorr’s evaluation. City of Boise leadership has given feedback to the evaluation, and surveys for both Dorr and her direct reports will be sent out after the subcommittee connects with Human Resources.

8. New Business
a. Idaho Libraries Facility Grant – Action Item
Dorr summarized the Idaho Commission for Libraries’ (ICfL) facility grant, meant to help libraries fund construction efforts in their buildings. The Library’s application for this grant is contingent on the Board’s approval.

MOTION to approve a letter of intent to apply for the facility improvement grant being offered by the Idaho Commission for Libraries.

   Motion: Pantera
   Second: Lemmons
   Result: Motion carried

9. Selection of Trustee to Review Vouchers
Klene 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, March 8, 2023 at 11:30 a.m.

11. Adjourn
MOTION to adjourn the meeting.

   Motion: Lemmons
   Second: Pantera
   Result: Motion carried

The meeting ended at 12:47 p.m.

Approved:

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Jessica Dorr, Director                   Brian Klene, President