



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting Minutes February 8, 2023

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 11:34a.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

MAIN LIBRARY
715 S. Capitol Blvd., Boise, Idaho 83702
P: 208-972-8200 | TTY: 800-377-3529

LIBRARY! AT
BOWN CROSSING
P: 208-972-8360

LIBRARY! AT
COLE & USTICK
P: 208-972-8300

LIBRARY! AT
COLLISTER
P: 208-972-8320

LIBRARY! AT
HILLCREST
P: 208-972-8340

BOISE CITY COUNCIL: Holli Woodings (President), Jimmy Hallyburton (President Pro Tem), Patrick Bageant, Elaine Clegg, Lisa Sánchez, Luci Willits

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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 12:47p.m.

Approved:

Jessica Dorr, Director

Brian Klene, President

