



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting Minutes April 9, 2025

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, April 9, 2025

City Staff and Partners Present

Jessica Dorr, Library Director
Emily Johnson, Chief Administrative Officer
Kathleen Stalder, Acquisitions & Technical Services Sr Manager
Heidi Lewis, Public Services Sr Manager
Sarah Kelley-Chase, Public Services Sr Manager
Kari Davis, Library Administrative Manager
Megan McIntosh, Library Administrative Specialist
Ed Jewell, Boise City Legal Counsel
Tiffany Bryner, Librarian Sr – Home-based Services
Lindsay Erb, Public Works Senior Project Manager
Eric Bilimoria, Finance & Administration Director
Alisha McAndrews, Finance & Administration Budget Division Sr Manager
Camille Franks, Chair of the Boise Public Library Foundation (Remote)
Luci Willits, Boise City Councilmember
Colin Nash, Boise City Council President

1. Call to Order and Introductions

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

Present: Rebecca Lemmons, President; Ron Pisaneschi, Vice President; Nicole Trammel Pantera; Brian Klene.

Absent: Reshma Kamal.

2. Communications

None

3. Minutes-Action Item

MOTION to approve the March 12, 2025 regular meeting minutes.

Motion: Klene

Second: Pisaneschi

Result: Motion carried on a roll call vote of Klene, yes; Pantera, yes; Pisaneschi, yes; Lemmons, yes.

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: Colin Nash (President), Meredith Stead (President Pro Tem), Kathy Corless, Jimmy Hallyburton, Jordan Morales, Luci Willits

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4. Consent Agenda-Action Item

- a. Payment of Bills and Payroll
- b. Financial Reports

MOTION to approve the March bills and payroll, the expenditure/revenue reports for the period ending February 28, 2025, and the gift fund activity report for February 2025.

Motion: Pisaneschi

Second: Pantera

Result: Motion carried on a roll call vote of Klene, yes; Pantera, yes; Pisaneschi, yes; Lemmons, yes.

5. Reports

a. Friends of the Boise Public Library

A representative of the Friends of the Boise Public Library was unavailable, so no report was presented.

b. Boise Public Library Foundation

Franks reported that the Foundation continues to receive donations and are working on the 2025 projects to further their ongoing support of the Library. The Foundation will meet Thursday, April 10th.

c. Library Director's Report including Administration and Management

Dorr provided Trustees with background on the Mary Clara Allison Charitable Trust annual disbursement. The \$30,000 fund goes towards print materials and is annually disbursed by the Foundation. This year, the funds are being utilized to create early literacy kits designed to support parents and caregivers in learning the concepts of early reading.

Dorr reported the call for Board applicants was released Wednesday, April 2nd. To be considered, applicants must be a Boise city resident; be able to attend monthly meetings; and are passionate about the Library and service to the community. The opening will be available for three weeks, closing on Wednesday, April 23rd. Council confirmation is scheduled for June.

For Community Helpers Month, the Library has scheduled programming in partnership with key public services and organizations. Dorr shared the community can attend a storytime, get a behind the scenes look on how the City is run, and tour a Postal Service truck.

Alan Heathcock, the new Writer-in-Residence, begins his workshop series "The Five Tenets of Literary Potency" with the first workshop, "Tenet #1: Empathy" on Saturday, April 19th in the Marion Bingham Room.

Dorr announced the Library! at Cole and Ustick is fully staffed allowing for more opportunities for outreach and engagement within the community. Dorr also announced that the Cole and Ustick Library Branch Manager,



Renee Addington, will be a panelist at the 8th Annual Marilyn Shuler Human Rights Forum on Wednesday, April 23rd at Jack's Urban Meeting Place (J.U.M.P.) The student planned forum explores the theme of Third Places and will discuss the Library as a third place for young people to go.

6. Requests for Reconsideration

None

7. New Business

a. Financial Forecast

Eric Bilimoria, Boise City Department of Finance and Administration Director provided Trustees with an update on the City's financial forecast and budget process for Fiscal Year 2026. The City utilizes the budget process to ensure funding for the next fiscal year aligns with the City's current values and priorities. Bilimoria highlighted the City's position is much better than many other cities and is not projected to be in a budget deficit. With strategic budgeting decisions, the City is aiming to position the General Fund for continued health in future years. Trustees inquired about the budget reserves. Bilimoria explained the City has a cash flow reserve fund and a goal of 8% of operations within that account.

b. FY25 Ada Community Library Annexation Compensation Agreement - Action Item

Dorr reviewed and submitted to the Trustees the FY25 Annexation Compensation Agreement between Ada Community Library and Boise City. This year, Boise Public Library owes Ada Community Library \$544,000.

MOTION to approve the FY25 Ada Community Library Annexation Compensation Agreement as presented and submit to City Council for final approval.

Motion: Pantera

Second: Klene

Result: Motion carried on a roll call vote of Klene, yes; Pantera, yes; Pisaneschi, yes; Lemmons, yes.

8. Old Business

a. Boise Public Library Policy Review:

Section 3.04, Interlibrary Loan-Action Item

Dorr and Stalder reviewed the recommended changes to subsection 3.04 of the Boise Public Library Policy Manual with Trustees. Dorr announced the Lynx Library Consortium is moving to a new cataloging platform, BTCat so Boise Public Library will lose access to OCLC, the current platform and network that supports interlibrary loan. The Library utilizes OCLC to request materials for users not in the Library's collection or the collection of a Lynx Library Consortium member. An analysis of the last year's requests for items not in the collection showed that 57% were fulfilled by purchasing the item for the Library's collection. Going forward we expect this number to increase.



Additionally, the Library will only fulfill microfilm interlibrary loan requests. Trustees commended Stalder and the Acquisitions & Technical Services team for the in-depth interlibrary loan overview and cost analysis memo. Dorr noted as of Tuesday, July 1st, the Library will no longer have access to OCLC. Starting in May, the Library will begin the network withdrawal process and will communicate upcoming changes with the public.

MOTION to approve the recommended changes to Policy 3.04.

Motion: Pantera

Second: Pisaneschi

Result: Motion carried on a roll call vote of Klene, yes; Pantera, yes; Pisaneschi, yes; Lemmons, yes.

Section 4.00, Use of the Library-Action Item

Kelley-Chase reviewed section 4.00 of the Boise Public Library Policy Manual with the Trustees, specifically subsections 4.05, Security and 4.06, Public Internet Access and Safety. Kelley-Chase explained the recommended change to subsection 4.05 updated the term “patron” to “user” for consistency across policy.

MOTION to approve the recommended changes to Policy 4.05.

Motion: Pisaneschi

Second: Klene

Result: Motion carried on a roll call vote of Klene, yes; Pantera, yes; Pisaneschi, yes; Lemmons, yes.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2025 as stipulated by the Board's bylaws.

b. Master Facilities Plan Update

Dorr shared the findings from the teen outreach effort conducted by the Community Engagement team. The work group engaged with teens at various locations across Boise. Findings revealed that teens have positive feelings about the Library, but time and location hours were factors limiting their ability to visit locations. It was noted that teens want a designated teen space.

The draft key findings from the Community Listening Sessions highlighted community appreciation for Library staff, the Lynx Library Consortium, and the branch model. Across the different sessions, there was an agreement of needing additional space to meet community needs. Attendees emphasized investments in Collister, Hillcrest, and West Boise.

Trustees discussed the community consensus to expand library access. It was noted there is a push for quick action due to the tension concerning availability and the ability to create a new library space. Trustees also



highlighted that there is an existing community need and desire for investment in already established Library facilities like Collister and Hillcrest.

c. Capital Project Update

Dorr provided Trustees with a preview of the upcoming renovations of the Downtown Library. Dorr highlighted the First Floor investments is the cumulation of work done to create a welcoming space for everyone and prioritizing children growing up in the Library. Starting in September, the entire First Floor of the Library will be closed for 9 to 12 months during the construction project. Safety of the public and staff necessitates the closure. Priorities during construction are keeping the building open utilizing the Second and Third floors; providing access to Library materials, computers, and the internet; and to continue with programming as staff and capacity allows.

Trustees inquired about unexpected costs and a possible extended construction timeline. Erb clarified that the City works with CM Company as a construction general contractor and when the projects are put out to bid, they have given the guaranteed maximum price. All the funds for the project have already been budgeted.

9. Selection of Trustee to Review Vouchers

Lemmons was selected to be the Trustee to review vouchers.

10. Selection of Meeting Date

The next regular meeting is May 14, 2025.

11. Executive Session: IC 74-206 (1)(b) Personnel Matters-Action Item

MOTION under provisions of Idaho code §74-206(1)(b) the Board recess to an executive session to discuss personnel matters.

Motion: Pisaneschi

Second: Klene

Result: Motion carried.

The Board recessed to an executive session at 12:56 p.m.

MOTION to reconvene into regular session.

Motion: Pisaneschi

Second: Klene

Result: Motion carried on a roll call vote of Klene, yes; Pantera, yes; Pisaneschi, yes; Lemmons, yes.

The Board reconvened into regular session at 01:20 p.m.

12. Adjourn

MOTION to adjourn the meeting.

Motion: Klene



Second: Pisaneschi
Result: Motion carried.

The meeting ended at 01:22 p.m.

Approved:

Jessica Dorr, Director

Rebecca Lemmons, President

