

Boise Public Library
Board of Trustees
Regular Meeting Minutes
April 13, 2022

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 13, 2022.

Board of Trustees Present:

Tonya Westenskow, President; Phil Magnuson, Vice President (Remote); Sonia Galaviz (Remote); Brian Klene; Nicole Trammel Pantera.

Others Present:

Jessica Dorr, Library Director; Jamie Lundergreen, Library Communications & Customer Experience Manager (Remote); Sarah Kelley-Chase, Library Public Services Manager; Heidi Lewis, Main Library Division Manager; Kathleen Stalder, Library Acquisitions/Technical Services Senior Manager; Joshua Shapel, Library Events Coordinator (Remote); Ed Jewell, Boise City Legal Counsel; Lynette Gould, Financial Services Supervisor at Boise City Department of Finance and Administration (Remote); Kim Nakamura, Finance Manager at Boise City Department of Finance and Administration (Remote); Chloe Ross, Strategic Initiative Program Manager at Boise City Mayor's Office (Remote); Yorick de Tassigny, Facilities Services and Operations Manager at Boise City Public Works Department (Remote); Rob Bousfield, Municipal Facility Program Manager Senior at Boise City Public Works Department (Remote); Eric Bilimoria, Budget Division Senior Manager at Boise City Department of Finance and Administration (Remote); Elaine Oldag, Vice President of the Friends of the Boise Public Library (Remote); Jennifer Villalobos, Branch Supervisor of Library! at Collister (Remote); Jimmy Hallyburton, Boise City Council Member (Remote); Kari Davis, Library Administrative Assistant; Lian Taylor, Library Administrative Specialist Senior.

1. Call to Order and Introductions

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

2. Communications

None.

3. Minutes – Action Item

MOTION by Klene and seconded by Pantera to approve the March 9, 2022 regular meeting minutes. All in favor, motion carried.

4. Consent Agenda – Action Item

a. Payment of Bills and Payroll

b. Financial Reports

Trustees and staff discussed percent of budget used in Fiscal Year 2022.

MOTION by Pantera and seconded by Magnuson to approve the March bills and payroll, the expenditure and revenue report for the period ending February 28, 2022, and the Gift Fund activity report for February 2022. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

Oldag notified the Board of \$500 scholarships awarded to two library staff to help pay for college courses. In addition to this, Oldag also updated the Board on the Friends' Spring Sale. Having changed the model because of Covid-19, the sale was spread across four days, the first day being for members of the Friends only.

b. Boise Public Library Foundation

None.

c. Library Director's Report Including Administration and Management

Dorr presented an update and timeline for the upcoming Trustee selection process. Dorr asked Trustees what characteristics the new Board member should embody. Trustees discussed and agreed that a new Board member must be a public advocate for the Library, committed to the vision of the Library, and be able to approach situations from different angles.

6. Old Business

a. Facilities Management – Action Item

Ross came before the Trustees to present updates made to the Service Level Agreement based on previous Board discussions and to seek Board approval to implement this agreement in Fiscal Year 2023.

MOTION by Klene and seconded by Galaviz to move the recommended changes to maintenance staff and library facilities budget at the start of Fiscal Year 2023. All in favor, motion carried.

b. Strategic Planning

Lewis presented to the Board an overall status update on the Library's strategic plan. Steering committee and work groups met for the first time in the past

month, and Board members met individually with BERK Consulting Inc. Lewis discussed the outcome goals and themes the steering committee agreed on and the next steps for the work groups. In addition, Trustees agreed to lead community conversations, inviting public insight on the strategic plan, at each Library branch location.

Magnuson, the Board's representative on the strategic planning steering committee, gave the Board a brief update based on his experience.

c. Boise Public Library Policy Review
Section 4.00, Use of the Library

Kelley-Chase presented Section 4.00, Use of the Library (Policy 4.01, Service Priorities; Policy 4.02, Service Hours; Regulation 4.02a, Library Cards; and Policy 4.03, Fees) of the Boise Public Library Policy Manual. There were no staff recommended changes to these policies and regulation and was presented as a discussion item only.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2022 as stipulated by the Board's bylaws.

7. New Business

a. Financial Forecast

Bilimoria explained to the Board the upcoming citywide Fiscal Year 2023 budget. He characterized the citywide budget to be ongoing to ensure that there are sufficient funds for planned and continuous costs. Bilimoria also broke down budget categories, revenues, and themes from Fiscal Year 2022 budget as an example to how Fiscal Year 2023 may be.

Due to technical difficulties, the Board moved on to another part of the agenda.

c. Interim Fiscal Year 2022 Budget Changes – Action Item

Davis and Stalder presented Fiscal Year 2022 Budget changes to the Board. Three off-cycle requests were presented to Trustees, including furniture replacement, a mobile lactation pod, and the purchase of Idaho Statesman historical archive.

MOTION by Pantera and seconded by Klene to accept the recommended changes to the Fiscal Year 2022 budget and move them to City Council for approval. All in favor, motion carried.

a. Financial Forecast

Continuing his presentation, Bilimoria spoke on the city budget's ability to respond to inflation and the budget process overview. Trustees asked about the timeline for the Fiscal Year 2023 budget.

b. Fiscal Year 2023 Library Budget

Davis reported the Library's Fiscal Year 2023 budget, including a timeline. The FY 2023 Library Budget must be sent to City Council for final approval. Davis noted priorities and trends to look out for in the coming budget for the Board to consider. A draft of the new budget will be presented to the Board in their May meeting.

Before moving to the next agenda item, Klene told his fellow Board members about his recent Library branch visits.

8. Selection of Trustee to Review Payment Vouchers

Westenskow was selected to be the next Trustee to review vouchers.

9. Selection of Meeting Date

The next Board of Trustees meeting is scheduled for Wednesday, May 11, 2022 at 11:30 a.m.

10. Executive Session: 74-206 (1)(b) Personnel Matters

MOTION by Pantera and seconded by Klene that under provisions of Idaho code § 74-206 (1)(b) the Board recess to an executive session to communicate about personnel matters.

Motion carried on the following roll call: Galaviz, yes; Klene, yes; Magnuson, yes; Pantera, yes; Westenskow, yes. The Board recessed to an executive session at 12:58 p.m.

MOTION by Pantera and seconded by Klene that the Board reconvene into regular session.

Motion carried on the following roll call: Galaviz, yes; Klene, yes; Magnuson, yes; Pantera, yes; Westenskow, yes. The Board reconvened into regular session at 1:38 p.m.

Galaviz left the meeting at 1:39 p.m.

11. Adjourn

MOTION by Klene and seconded by Pantera to adjourn at 1:42 p.m. All in favor, motion carried.

Approved:

Jessica Dorr, Director

Tonya Westenskow, President