

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
June 10, 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, June 10, 2021.

**Board of Trustees Present:**

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

**Others Present:**

Jessica Dorr, Director; Jill Johnson, 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); Heidi Lewis, Main Library Manager (Remote); Joni Hansen, Bown Crossing Branch Supervisor (Remote); Jamie Lundergreen, Library Communications/Customer Experience Manager (Remote); Kelley Fleming, Boise City Legal Counsel; Ed Jewell, Boise City Legal Counsel; Ciera Garechana, Boise City Human Resources (Remote); Lynette Gould, Boise City Department of Finance and Administration (Remote); and Kari Davis, Library Administrative Assistant.

**1. Call to Order and Introductions**

Due to technical issues the meeting was delayed but was called to order by Healy at 11:49 a.m. and a roll call was conducted.

**2. Communications**

Healy reflected on the past ten years as a member of the Boise Public Library Board. She thanked the Trustees and staff for their work and support over the years. The Trustees reflected on their time serving with Healy. Goochey announced she would be leaving the Board as she will be relocating.

**3. Minutes- Action Item**

MOTION by Westenskow and seconded by Goochey that the May 13, 2021, 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 Goochey to approve the May bills and payroll, the expenditure and revenue report for the period ending April 30, 2021, and the Gift Fund activity report for April 2021. All in favor, motion carried.

## 5. Reports

### a. Friends of the Boise Public Library

Johnson shared that she was elected President of the Friends and would be serving through December 2021. Johnson also shared that the Tree City Bookstore at the Main Library would reopen to the public on June 21 and that the Friends would be holding a porch sale on the front patio of the Main Library July 2-3. The group is accepting donations by appointment only as storage space is limited at this time.

### b. Boise Public Library Foundation

Hoffmann reported that the Foundation continues to be on hiatus and will start back in the fall.

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

Dorr updated the Board on current operations. The Library moved to summer hours and held a launch of the summer reading program on June 1. The Mayor, members of City Council, and members of the Board showed up to support the launch. Over 2,000 community members joined the program the first week.

Hiring at the Library is active and good candidates are applying for open positions at every location. Work continues in onboarding new employees across the system. Dorr introduced the Library's new legal rep, Ed Jewell, to the Trustees.

Dorr asked the Trustees to think of questions Mayor McLean should consider as she interviews potential new members. Westenskow, Goochey, and Galaviz provided the following:

What does the library of the future in our community look like?

How do they see the library interacting with all segments of our community?

What community do they feel they can advocate for?

What historically has been their relationship with their library and what is it now?

What do they feel they can bring to the Board that would provide service?

## 6. Old Business

### a. Boise Public Library Policy Review:

#### Section 4.00, Services, Subsections 4.04 and 4.07

Kelley-Chase reviewed section 4.00, Services subsection 4.04, Security, and 4.07, Confidentiality of Records, of the Boise Public Library Policy Manual.

Recommended changes to regulation 4.04a, Rules of Conduct, were presented as an informational item only.

This continued the Library Board of Trustees annual policy review for Fiscal Year 2021 as stipulated by the Board's bylaws.

**b. Fiscal Year 2022 Budget- Action Item**

McNeley presented an overview of the budget for Fiscal Year 2022. Overall, the budget for the Library increased 1% over Fiscal Year 2021. McNeley thanked Gould and Kim Nakamura for their work on the budget build.

MOTION by Galaviz and seconded by Goochey that the Fiscal Year 2022 proposed revenue, personnel, maintenance and operating, gift fund and Integrated Library System, capital, major repair and maintenance and major equipment budget be approved and submitted to the City's budget office and forwarded to City Council for approval. All in favor, motion carried.

**7. New Business**

**a. Ensuring Access for Everyone: Title II and Title VI Program Summary Status**

Garechana provided a summary of Title II and Title VI program work being done across the City of Boise. Public input has been sought and professional ADA (Americans with Disability Act) consultants are being used to help with the work. ADA legal compliance is the beginning point but work being done is going beyond that point. The City facilitated a cross of physical limitation individuals to provide feedback.

11:52 Healy left the meeting.

11:53 Healy rejoined the meeting.

McNeley updated the Trustees on work being done with specific library locations. Going forward ADA consultants will be used on all City projects. Next step for this process is to complete the identified work over the next few years. McNeley shared that staff are finding challenges in getting contractors and supplies for the work. Some projects could be delayed due to the shortages.

Galaviz requested that current used terms English language learning or English as a new language learner be used when referring to Title VI work. It was noted that Title VI work was separate from Title II work and that learning English is not a disability. Staff thanked Galaviz for noting the clarification and will be more intentional about separating the title areas in discussions.

**b. Boise Public Library Employee Health Survey**

Dorr shared results of the City of Boise's latest employee health survey and how Library staff responses compared. The Library results were consistent with results citywide. Communication at the Library has improved with twice weekly emails and twice monthly virtual updates. A Library specific survey was conducted asking more clarifying questions. Library Leadership will be reviewing the survey to determine next steps and how to support staff.

**c. Trustee Onboarding Process**

Dorr asked Trustees what is most critical for a new board member to know or what is needed to be effective in their role as board members? The Trustees shared the following:

Having a Board/Trustee mentorship program. Checking in with the new member consistently.

Providing opportunities to ask questions and provide guidance on meeting structure. New members need to recognize that all questions and feedback is beneficial. The Board represents all areas of the community with different thoughts and processes and they should feel comfortable to share.

Make members feel comfortable enough to provide and share input.

Trustees were encouraged to send Dorrr any additional thoughts.

**8. Selection of Trustee to Review Payment Vouchers**

Galaviz was selected to be the Trustee to review vouchers for June.

**9. Selection of Meeting Date**

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

**10. Adjourn**

MOTION by Westenskow and seconded by Galaviz to adjourn at 1:34 p.m. All in favor, motion carried.

**Approved:**

---

Jessica Dorr, Director

---

Tonya Westenskow, Vice President