

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
December 10, 2020

The Boise Public Library Board of Trustees met at the Main Library in the Fish Tank Room for their regular meeting at 11:30 a.m. on Thursday, December 10, 2020.

**Board of Trustees Present:**

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

**Others Present:**

Jessica Dorr, Director; Megan Mackey, 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); Lisa Sanchez, Boise City Council member (Remote); Lynette Gould, Boise City Department of Finance and Administration (Remote); Mike Dean, Boise City Legal Counsel (Remote); Kelley Fleming, Boise City Legal Counsel (Remote); and Kari Davis, Library Administrative Assistant.

**1. Call to Order and Introductions**

The meeting was called to order by Healy at 11:32 a.m. and a roll call was conducted.

**2. Communications**

None

**3. Minutes- Action Item**

MOTION by Westenskow and seconded by Goochey that the November 12, 2020, 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 Galaviz to approve the December 2020 bills and payroll, the expenditure and revenue report for the period ending October 31, 2020, and the Gift Fund activity report for October 31, 2020.

All in favor, motion carried.

**5. Reports**

**a. Friends of the Boise Public Library**

Mackey shared that the Friends continue to hold online auctions during this time. The group is researching retail/warehouse space to hold ongoing sales and accept donations.

**b. Boise Public Library Foundation**

Hoffmann reported that the Foundation is currently in a holding pattern and eager to work with Dorr on ideas and areas of focus. The Directors are also open and receptive to collaborating with the Friends.

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

Dorr presented her first Director's report to the Trustees. She has felt welcome but noted that starting during a pandemic has been challenging. Dorr has been impressed with library staff and the services being provided through this difficult time.

Dorr shared information from an Executive Management Team meeting where an update was shared by the City on employees being exposed to COVID-19 at work. Some departments are seeing a spread where individuals are not wearing masks or physically distancing, particularly during lunch. Staff at the Library continue to wear masks and physically distance and have seen no reported instances of known COVID exposures at the Library.

Dorr shared that she was welcomed by Mayor McLean and encouraged to seek alignment between her vision for the Library and the Mayor and the Board. Dorr also shared that she would be presenting to City Council on Tuesday, December 15 her background and vision for the Library. The current focus is to get through the pandemic and then attend to strategic planning by working with the Board, staff, and community in developing a plan.

Sanchez stressed her appreciation for library staff working through this pandemic and providing service to the most needed in our population. She also expressed excitement to see conversations at the City on diversity, equity, and inclusion and commended staff for being vulnerable in these conversations.

**6. Old Business**

**a. Boise Public Library Policy Review:**

**Section 3.00, Services, Subsections 3.01-3.03**

Kelley-Chase presented section 3.00, subsections 3.01-3.03 of the Boise Public Library Manual and recommended no changes.

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

It was noted that not all services stated in the policy can be provided at this time due to COVID-19 restrictions.

## 7. New Business

### a. Fiscal Year 2020 Year-End Budget Report

Gould reviewed the Fiscal Year 2020 year-end report with the Trustees and commended library staff for ending the year with budget savings. Gould also noted that fewer donations were received due to tabling of the Main Library project and the conditions of the economy during COVID-19.

### b. Library Closure 2020 Calendar- Action Item

MOTION by Westenskow seconded by Galaviz to accept the Library closure calendar for 2021. All in favor, motion carried.

### c. Certification of the Idaho Commission for Libraries Annual Report- Action Item

Dorr shared with the Board the purpose of the presented annual report for the Idaho Commission for Libraries. The report was noted as a compilation of statistics that captures the work of the library and is reported on an annual basis at the state and national level.

MOTION by Goochey seconded by Westenskow to accept the 2020 Idaho Public Library Survey as prepared and forward to the Idaho Commission for Libraries. All in favor, motion carried.

### d. Suspension of Library Board Meetings- Action Item

Trustees discussed the suspension of meetings to align with the cancellation of Boards and Commissions by the City of Boise due to the current coronavirus health pandemic.

MOTION by Westenskow seconded by Galaviz to suspend the January and February Library Board meetings, resuming in March with the opportunity to call a special meeting if needed. All in favor, motion carried.

## 8. Selection of Trustee to Review Payment Vouchers

Healy was selected to be the Trustee to review vouchers for December.

## 9. Selection of Meeting Date

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

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

MOTION by Westenskow and seconded by Goochey that under provisions of Idaho Code § 74-206 (1)(b) this Board recess to an executive session for the purpose of discussing personnel matters and that a roll call vote be taken on the motion.

Motion carried on the following roll call: Galaviz, yes; Goochey, yes; Westenskow, yes, Healy, yes. The Board recessed to an executive session at 12:39 p.m.

MOTION by Westenskow and seconded by Goochey that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 12:42 p.m.

**11. Adjourn**

MOTION by Westenskow and seconded by Goochey to adjourn at 12:43 p.m. All in favor, motion carried.

**Approved:**

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Jessica Dorr, Director

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Margo Healy, President