

Boise Public Library
Board of Trustees
Regular Meeting Minutes
October 13, 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 Wednesday, October 13, 2021.

Board of Trustees Present:

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

Others Present:

Jessica Dorr, Director; Jill Johnson, Friends of the Library Representative (Remote); Kathy Stalder, Acquisitions and Technical Services Manager (Remote); Sarah Kelley-Chase, Public Services Manager (Remote); Heidi Lewis, Main Library Manager; Joni Hansen, Bown Crossing Branch Supervisor (Remote); Jamie Lundergreen, Library Communications/Customer Experience Manager (Remote); Brad Smith, Boise City Information Technology (Remote); Ed Jewell, Boise City Legal Counsel; Lynette Gould, Boise City Department of Finance and Administration (Remote); and Kari Davis, Library Administrative Assistant.

1. Call to Order and Introductions

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

2. Communications

None

3. Minutes- Action Item

MOTION by Pantera and seconded by Galaviz that the September 9, 2021, regular meeting minutes be approved as presented. All in favor, motion carried.

MOTION by Magnuson and seconded by Galaviz that the September 9, 2021 annual 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 Galaviz and seconded by Pantera to approve the September bills and payroll, the expenditure and revenue report for the period ending August 31, 2021, and the Gift Fund activity report for August 2021. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

Johnson reported that the Friends porch sale was a record sale, earning \$3,500. The group is preparing for upcoming holiday sales. Johnson shared that demand seems to have rebounded and they are ready to move low priced items into willing hands.

b. Boise Public Library Foundation

No report was presented from the Foundation for the month of October.

c. Library Director's Report Including Administration and Management

Dorr presented Main Library Manager Heidi Lewis as the 2021 Idaho Librarian of the Year. Lewis thanked the Library Board for their support and recognized numerous staff who helped in serving the community.

Dorr reported that due to the care taken with COVID protocols and with support from the Library Board and City of Boise, Boise Public Library was able to remain open and continue providing service during September.

Westenskow and Dorr toured each Library location one day in September. Staff were able to meet and visit with Westenskow and she was able to thank staff for their work. Westenskow suggested that new Board Presidents block time to visit each location and meet staff. Dorr offered any Trustee a tour of any branch to meet staff and see what happens behind the scenes.

An update on the strategic planning process was shared by Dorr. The proposal review committee met to review qualifications for potential strategic planning consultants. Two finalists were identified and will be interviewed to make a final selection. Both finalists are very well qualified, and either would be a great resource for this work. The Board and the community will be engaged as part of the planning process.

6. Old Business

a. Boise Public Library Policy Review:

Section 1.00, Board of Trustees

Kelley-Chase reviewed section 1.00, Board of Trustees, of the Boise Public Library Policy Manual. This was a discussion item only as no changes to this policy were presented to the Board.

Section 4.00 Use of the Library, Regulation 4.02b, Limits on Borrowing Services

Kelley-Chase presented regulation 4.02b, Limits on Borrowing Services to the Trustees. A change in video game checkout from 10 games for 2 weeks to 5 games for 4 weeks was shared with Trustees. The change will allow borrowers to have the

materials longer and less impact financially if the items are lost. This was an informational item only as regulation changes do not require the Board's approval.

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

7. New Business

a. Ida-An Idaho Library App

Smith shared an overview of the new library app launched October 6 by the Lynx! Consortium. Trustees inquired about language support for the app. Staff will follow up on translation options and report back.

8. Selection of Trustee to Review Payment Vouchers

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

9. Selection of Meeting Date

The next regular Board of Trustees meeting is scheduled for Wednesday, November 10, 2021 at 11:30 a.m.

10. Adjourn

MOTION by Galaviz and seconded by Pantera to adjourn at 12:14 p.m. All in favor, motion carried.

Approved:

Jessica Dorr, Director

Tonya Westenskow, President