

Boise Public Library
Board of Trustees
Regular Meeting Minutes
December 14, 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, December 14, 2022.

Board of Trustees Present:

Brian Klene, President; Rebecca Lemmons, Vice President; Natasha Rush (Remote).

Others Present:

Jessica Dorr, Library Director; Emily Johnson, Library Chief Administrative Officer; Kathleen Stalder, Library Acquisitions/Technical Services Senior Manager; Sarah Kelley-Chase, Library Services Senior Manager; Ed Jewell, Boise City Legal Council; Kim Nakamura, Finance Manager at Boise City Department of Finance/Administration; Corey Pence, Boise City HR Risk and Safety Senior Manager; Jimmy Hallyburton, Boise City Council Member; Jill Johnson, President of the Friends of the Boise Public Library (Remote); Brian Manship, Chair of the Boise Public Library Foundation (Remote); Kari Davis, Library Administrative Assistant; Lian Taylor, Library Administrative Specialist Senior.

1. Call to Order and Introductions

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

Dorr introduced staff presenters to the Board.

2. Communications

None.

3. Minutes – Action Item

MOTION by Lemmons and seconded by Rush to approve the November 9, 2022 regular meeting minutes. All in favor, motion carried.

4. Consent Agenda – Action Item

a. Payment of Bills and Payroll

b. Financial Reports

MOTION by Lemmons and seconded by Rush to approve the November bills and payroll, the expenditure and revenue reports for the period ending October 31, 2022, and the Gift Fund activity report for October 2022. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

Jill Johnson updated the Board on the Friends' recent December Online Auction; over \$2600 was raised. The Friends also held a non-profit day where those part of a non-

profit, educators, and other public servants can survey Friends storage for potential use.

Johnson reported that the Friends stopped taking donations on December 9th, as construction starts on the Main Library's 4th floor. The donation bin found on the 1st floor will be used by Library staff when intaking book returns.

b. Boise Public Library Foundation

The Foundation is not meeting in the month of December. Manship reported that the Foundation is looking for opportunities in 2023 to contribute funding for print materials and sponsorships, especially for the Boise Comic Arts Festival.

Manship also mentioned an issue that arose with their donation website. All donations were accounted for, and there is continued work to resolve the issue with the vendor.

c. Library Director's Report Including Administration and Management

Dorr began her report by thanking the Friends for their flexibility with the 4th floor construction project.

There was no update on the Library's strategic plan; however, Dorr notified the Board of the Phase 1 summary being ready for them to view prior to their next January meeting. A Phase 2 timeline will also be ready in their next meeting.

6. Educational Item

a. Insurance for Library Facilities and Materials

Pence gave a presentation to the Board about City insurance in regard to property incidents in the Library. He explained background for Risk and Safety, identified funding sources for insurance and what is covered by the City. He also spoke on the processes the Library should follow for incidents as well as how Risk and Safety can support the department.

7. Old Business

a. Boise Public Library Policy Review

Section 3.00, Services

Kelly-Chase presented Section 3.00, subsections 3.01-3.03 of the Boise Public Library Policy Manual to the Board. Recommended changes were included for Policy 3.03. Trustees had discussion on the clarity and repetitiveness of this policy.

Section 3.00, subsection 3.03 will be brought back in the January Board meeting for approval.

This continues the Library Board of Trustees annual policy review of Fiscal Year 2023 as stipulated in the Board's bylaws.

b. Certification of the Idaho Commission for Libraries Annual Report – Action Item

Dorr gave a summary of the annual report. Final approval from the Board is needed before submitting the report to the Idaho Commission for Libraries. In addition, Dorr reported that staff are looking for a way to share a public report with this information.

Trustees emphasized that the information and data on the annual report is information given to them throughout the year at their Board meetings.

MOTION by Lemmons and seconded by Rush to certify the 2022 Idaho Public Library Survey as prepared and forward it to the Idaho Commission for Libraries. All in favor, motion carried.

c. Library Director Performance Evaluation

Trustees have created a rough timeline and calendar for this Fiscal Year's Library Director Performance Evaluation. The first step is to send out surveys to City Leadership in January.

8. New Business

a. Fiscal Year 2022 Year-End Budget Report

Emily Johnson brought the Fiscal Year-End Budget Report to the Board. This report summarizes overall number lines for the Board to view.

Trustees discussed comparisons between FY2021 report and FY2022 report with staff.

b. Learning Lab Lease Amendment – Action Item

Emily Johnson presented a lease amendment for the Learning Lab, one of the Library's partners doing business on the 4th floor of the Main Library. With the 4th floor construction beginning in January, the amendment allows for the Learning Lab to not be obligated to pay the rental fee while they are unable to use the space.

MOTION by Lemmons and seconded by Rush to approve the presented lease amendment between the Learning Lab, Inc. and the City of Boise (Boise Public Library) and forward to City Council for final approval. All in favor, motion carried.

9. Selection of Trustee to Review Payment Vouchers

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

10. Selection of Meeting Date

The next Board of Trustees meeting is scheduled for Wednesday, January 11, 2023 at 11:30 a.m.

11. Adjourn

MOTION by Lemmons and seconded by Rush to adjourn at 12:26 p.m. All in favor, motion carried.

Approved:

Jessica Dorr, Director

Brian Klene, President