



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting Minutes October 9, 2024

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, October 9, 2024.

City Staff and Partners Present

Jessica Dorr, Library Director
Emily Johnson, Chief Administrative Officer
Kathleen Stalder, Acquisitions & Technical Services Sr Manager
Sarah Kelley-Chase, Public Services Sr Manager
Heidi Lewis, Public Services Sr Manager
Kari Davis, Library Administrative Manager
James Souder, Library Data Analyst
Eliza Ruby, Library Information Services Manager
Ed Jewell, Boise City Legal Counsel
Lindsay Erb, Public Works Senior Project Manager
Camille Franks, Chair of the Boise Public Library Foundation (Remote)

1. Call to Order and Introductions

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

Present: Rebecca Lemmons, President; Ron Pisaneschi, Vice President; Brian Klene (Remote); Nicole Trammel Pantera.

Absent: Reshma Kamal.

2. Communications

None

3. Minutes-Action Item

MOTION to approve the September 11, 2024 regular/annual meeting minutes.

Motion: Pisaneschi

Second: Pantera

Result: Motion carried on a roll call vote of Klene, yes; Pisaneschi, yes; Pantera, yes; Lemmons, yes.

4. Consent Agenda-Action Item

a. Payment of Bills and Payroll

b. Financial Reports

MAIN LIBRARY
715 S. Capitol Blvd., Boise, Idaho 83702
P: 208-972-8200 | TTY: 800-377-3529

LIBRARY! AT
BOWN CROSSING
P: 208-972-8360

LIBRARY! AT
COLE & USTICK
P: 208-972-8300

LIBRARY! AT
COLLISTER
P: 208-972-8320

LIBRARY! AT
HILLCREST
P: 208-972-8340

BOISE CITY COUNCIL: Colin Nash (President), Meredith Stead (President Pro Tem), Kathy Corless, Jimmy Hallyburton, Jordan Morales, Luci Willits

MOTION to approve the September bills and payroll, the expenditure/revenue reports for the period ending August 31, 2024, and the gift fund activity report for August 2024.

Motion: Pantera

Second: Pisaneschi

Result: Motion carried on a roll call vote of Klene, yes; Pisaneschi, yes; Pantera, yes; Lemmons, yes.

5. Reports

a. Friends of the Boise Public Library

A representative of the Friends of the Boise Public Library was unavailable so no report was presented.

b. Boise Public Library Foundation

Franks provided an update that the Foundation is putting finishing touches on end of year project plans. The groups officers are also working on 2025 planning. They will meet again this week.

c. Library Director's Report including Administration and Management

Dorr shared with Trustees that former Library Board member Martie Brennan had passed away recently and at the request of her family, a memorial service was held in the room at the Library! at Bown Crossing that bears her name. In lieu of flowers, the family requested book donations to the Friends of the Boise Public Library

Dorr also shared that over the weekend of October 5-7 the Library's Libby App and Overdrive services were unavailable, including the Idaho App. All issues have been resolved and the exact problem won't be an issue going forward. Dorr thanked the public for understanding and gave huge appreciation to the Information Services staff who fielded questions.

Fiscal year 2025 began last week and the Library is planning for some investments. Dorr mentioned that staff have already met concerning the placement of a book sorter at the Library! at Cole & Ustick.

Dorr stated that the updated statistics reports were included in the packet and thanked James Souder, Library Data Analyst, for his work. Dorr informed the Trustees that refinement of the information presented to the board and its format will continue.

Dorr informed the Trustees that going forward, Trustees who miss a meeting will be sent the link to the YouTube recording of the meeting. This will allow Trustees to easily catch up on what was discussed.

Other items highlighted by Dorr to be considered at a future meeting included the closure schedule for 2025, the rebudget and encumbrance list



for FY24, and community engagement staff sharing more about the social media report.

6. Requests for Reconsideration

Lemmons noted that there were no requests for reconsideration this month but that it will appear as an agenda item each month going forward.

7. Educational Item

Information Services Manager Eliza Ruby presented Trustees with an overview of the upcoming Staff In-Service Day being held on October 14, 2024.

Staff In-Service Day was brought back from a sprint team to invest in our staff. The sprint team did everything except plan the event and came up with the Best In-Service Day Ever! Ruby shared the schedule of the day and provided an overview of the sessions. Trustees were invited to join the kick-off and welcome staff to the event.

8. Old Business

a. Boise Public Library Policy Review

Section 1.00, Board of Trustees

Library Public Services Manager Sarah Kelley-Chase reviewed section 1.00 of the Boise Public Library Policy Manual with the Trustees. Staff recommended no changes to this section of the policy manual. Trustees engaged in discussion and requested staff incorporate suggested changes regarding feedback to bring back for approval at the November meeting.

This begins the Library Board of Trustees annual policy review for Fiscal Year 2025 as stipulated by the Board's bylaws.

b. Facilities Planning Update

Dorr provided the Trustees with an update on the facilities planning. The community survey was open September 3-30 for the public to provide feedback. Survey questions focused on what people want to do more of at the Library, what prevents them from accessing physical locations, and improvements they wanted to see.

The survey was promoted through Library and City of Boise newsletters, by local news stations, social media, at all Library locations and events, and via a page created on the Library website.

Dorr shared a preliminary overview. Approximately 1,900 individuals completed the survey. Results tracked closely to the same percentage of respondents from the Strategic Planning survey with the one exception being zip code 83713 which promoted the facilities planning survey in their area.



Preliminary responses to two questions were shared. Both questions had an “Other” response category that will have to be delved into by consultant Group 4, along with other open-ended questions that were part of the survey. Group 4 is now reviewing the survey to inform the community listening sessions.

A joint work session is being planned with the Trustees and the Boise City Council to review more of the data. Dorr thanked the community for participating in the survey.

9. New Business

None

10. Selection of Trustee to Review Vouchers

Klene was selected to be the Trustee to review vouchers.

11. Selection of Meeting Date

The next regular meeting is November 13, 2024.

12. Adjourn

MOTION to adjourn the meeting.

Motion: Pisaneschi

Second: Klene

Result: Motion carried

The meeting ended at 12:17 p.m.

Approved:

Jessica Dorr, Director

Rebecca Lemmons, President

