



# BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

## BOISE PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting Minutes December 10, 2025

The Boise Public Library Board of Trustees met at the Library! at Hillcrest in the Butte Room for their regular meeting at 11:30 a.m. on Wednesday, December 10, 2025

### City Staff and Partners Present

Jessica Dorr, Library Director  
Emily Johnson, Chief Administrative Officer  
Kathy Stalder, Acquisitions & Technical Services Sr Manager  
Kari Davis, Library Administrative Manager  
Megan McIntosh, Library Administrative Specialist  
Ed Jewell, Boise City Legal Counsel  
Courtney Washburn, Chief of Staff  
Zac Clarke, Deputy Chief of Staff, Community Programs  
Renée Addington, Library Branch Manager  
Huda Shaltry, Library Branch Manager  
Maggie Smith, Senior Budget Analyst  
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 11:30 a.m., and a roll call was conducted.

Present: Ron Pisaneschi, President; Evelyn Johnson (Remote); Reshma Kamal; Brian Klene.

Absent: Nicole Trammel Pantera, Vice President.

### 2. Communications

None

### 3. Minutes-Action Item

#### a. November 12, 2025 Regular Meeting

**MOTION** to approve the November 12, 2025 regular meeting minutes.

**Motion:** Klene

**Second:** Kamal

**Result:** Motion carried on a roll call vote of Johnson, yes; Kamal, yes; Klene, yes; Pisaneschi, yes.

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

[BOISEPUBLICLIBRARY.ORG](https://BOISEPUBLICLIBRARY.ORG)

#### 4. Consent Agenda-Action Item

##### a. Payment of Bills and Payroll

##### b. Financial Reports

**MOTION** to approve the November bills and payroll, the expenditure/revenue reports for the period ending October 31, 2025, and the gift fund activity report for October 2025.

**Motion:** Klene

**Second:** Kamal

**Result:** Motion carried on a roll call vote of Johnson, yes; Kamal, yes; Klene, yes; Pisaneschi, 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 reported the Foundation's \$25 for '25 campaign is currently underway with a goal of \$25,000. The Foundation hosted a bingo night for Giving Tuesday and the final total will be shared once it has been calculated. Franks announced the Foundation will be holding leadership elections for 2026 during their January meeting. Pisaneschi thanked Franks for her service and great work.

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

Dorr thanked all who reached out to her following the death of her mother. She also thanked everyone for their flexibility during the November meeting.

Dorr shared the ribbon cutting for the anti-bird strike mural at the Library! at Cole & Ustick was held earlier during the day. The mural was in collaboration with Boise State University, Public Works, and the Library to address an ongoing issue and community concern around bird strikes at the Cole & Ustick branch. Dorr thanked Klene and Pisaneschi for representing the Library at the ribbon cutting.

During the November meeting, the Library was granted an exception for the rollover of remaining funds from the Fiscal Year 2025 maintenance and operations (M&O) budget. The \$70,000 will be allocated to the purchase of 1,500 eBooks and eAudiobooks allowing approximately 25,000 checkouts from the additional funding. Trustees inquired if this funding would alleviate the increasing demand for digital materials. Dorr explained this will help as the Library continues to see a yearly increase in digital materials usage which is a trend reflected nationally as well.

Vice President Pantera joined the meeting at 11:38 a.m.



Trustees inquired about Idaho Commission for Library's Indigenous Idaho training. Dorr clarified the training is focused on the native populations in Idaho.

## 6. Requests for Reconsideration

None

## 7. Old Business

### a. Boise Public Library Policy Review:

#### Section 3.00, Services

Addington reviewed section 3.00 of the Boise Public Library Policy Manual with the Trustees, specifically subsections 3.01-3.03 and 3.06. The staff recommended no changes to this section of the policy manual.

This continued the Library Board of Trustees annual policy review for Fiscal Year 2026 as stipulated by the Board's bylaws.

### a. Interim Fiscal Year 2026 Budget Changes-Action Item

Johnson reviewed with Trustees the interim budget change (IBC) request for two additional positions, a Librarian Senior and a Library Assistant, at the Library! at Collister. The IBC request is to help maintain the high level of service and safety for the community due to continued growth in the area and the opening of the Interfaith Sanctuary early next year. The City's Human Resources department is also requesting two additional security officers to support the branch.

**MOTION** A motion to approve the interim budget change and forward to Council for consideration.

**Motion:** Klene

**Second:** Pantera

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

### b. Facility Plan Update

Dorr shared following the October joint work session, two council work sessions and two joint work sessions between the Board and City Council will be scheduled. These sessions will be held to address next steps and to guide discussions for the continued Libraries Facility Plan work. The first council work session designed to provide City Council an overview on the investments made in the Downtown Library and an updated forecast for major building system life cycles will be on Tuesday, December 16, 2025. The remaining sessions include a joint work session for library site location criteria and service goals; a council work session focused on options to meet updated location criteria and service goals; and a joint work session focused on building a capital plan. Dorr highlighted the strong alignment between the Library, City Council, and the Mayor's Office on the necessity to invest in the upkeep of current Library facilities and services.



Trustees inquired about the notion mentioned during the joint work session of replacing the Downtown Library building. Washburn stated the City would not have made the investments in the current Downtown Library if there were plans to do something different with the building. Trustees thanked Dorr and Washburn for their work in creating a plan to ensure both the Board and City Council were aligned moving forward.

**c. Capital Project Update**

Dorr and Erb shared with Trustees an update on current investments; a plan to create a ten-year forecast for major repair and maintenance needs; and budget requests. This update will be presented to City Council at the work session on Tuesday, December 16, 2025. Erb highlighted that the Downtown Library is structurally sound and functional, but with any city asset it will require reinvestments at regular intervals. Public Works also assessed a former gym site next to the Library! at Hillcrest as a possible expansion location. However, due to the limitations of the space and needed renovations, the level of investment was difficult to justify in a privately owned building. Trustees discussed leased spaces and lease negotiation. Dorr highlighted the City has an expert who oversees real estate and lease negotiations which the Library can utilize going forward.

Trustees inquired about solar panels being utilized at the Downtown Library. Erb stated that the environmental group within Public Works has completed a solar scoping program, and they did look at the Downtown Library for a possible solar location.

**8. New Business**

**a. Library! at Cole & Ustick Investments**

Addington shared with Trustees the impact of recent investments at the Library! at Cole & Ustick. The investments include six new positions, upgraded staff desks and workspace, an autosorter, and further programs and outreach within the community. Addington highlighted how additional staff made workloads more manageable and reduced staff burnout with turnover decreasing substantially in the last fiscal year. More staffing also increased the Library's ability to engage with the community holding more programs, partnerships, and outreach initiatives.

Addington announced starting Sunday, February 01, 2026, service hours will expand at the Cole & Ustick branch to include Sundays from 10:00 a.m. to 2:00 p.m. Trustees noted the positive impact of the investments on the community and how this directly furthers the strategic plan with providing expanding access. Trustees thanked Addington and the Cole & Ustick staff for their hard work.

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

The Library Board of Trustees is required under state code to certify the annual data report to the Idaho Commission for Libraries (ICfL). Dorr thanked Library



Data Analyst James Souder for his work ensuring the data was submitted by the deadline which was brought forward due to the closure of Baker & Taylor and ICfL losing access to the CollectConnect tool.

**MOTION** to certify the 2025 Idaho Public Library Survey as prepared for the Idaho Commission for Libraries

**Motion:** Pantera

**Second:** Kamal

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

**c. Library Director Performance Evaluation- Action Item**

The Library Board of Trustees has responsibility for hiring, supervising, and evaluating the Library Director. Trustees discussed the evaluation process and selected members who will oversee Dorr's performance review.

**MOTION** to appoint Pisaneschi and Pantera to serve as the subcommittee for the Director's performance evaluation.

**Motion:** Klene

**Second:** Kamal

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

Trustees inquired about the spike of program attendees on page 37 of the meeting packet. It was clarified that number of program attendees in August was from the Boise Comic Arts Festival.

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

Trustee review for vouchers by Johnson.

**10. Selection of Meeting Date**

Next regular meeting on Wednesday, January 14, 2026, at the Library! at Bown Crossing.

**11. Adjourn**

**MOTION** to adjourn the meeting.

**Motion:** Pantera

**Second:** Kamal

**Result:** Motion carried.

The meeting ended at 12:52 p.m.

**Approved**

---

Jessica Dorr, Director

---

Ron Pisaneschi, President








# BOISE PUBLIC LIBRARY


Library Facilities Discussion | December 10, 2025

# MISSION

The mission of the Boise Public Library is to provide access and opportunity for everyone by connecting people to ideas, information, and community.

A decorative footer at the bottom of the slide. It consists of a solid orange band that tapers upwards from the left, and a bottom section with a pattern of thin, vertical, light blue lines.

# GOALS FOR DISCUSSION

- Update the Library Board of Trustees on internal discussions following the October 12<sup>th</sup> Joint Work Session with City Council and the Library Board of Trustees
  - Outline goals and timeline for future discussions
  - Identify additional questions to be addressed during upcoming work
- 





# FACILITIES PLANNING

- A Facilities Plan will help us ensure that our Libraries are:
  - Welcoming
  - Accessible
  - Attractive
  - Comfortable spaces for the entire community
- The plan will recommend how to improve the Library's buildings over the next 10-20 years.



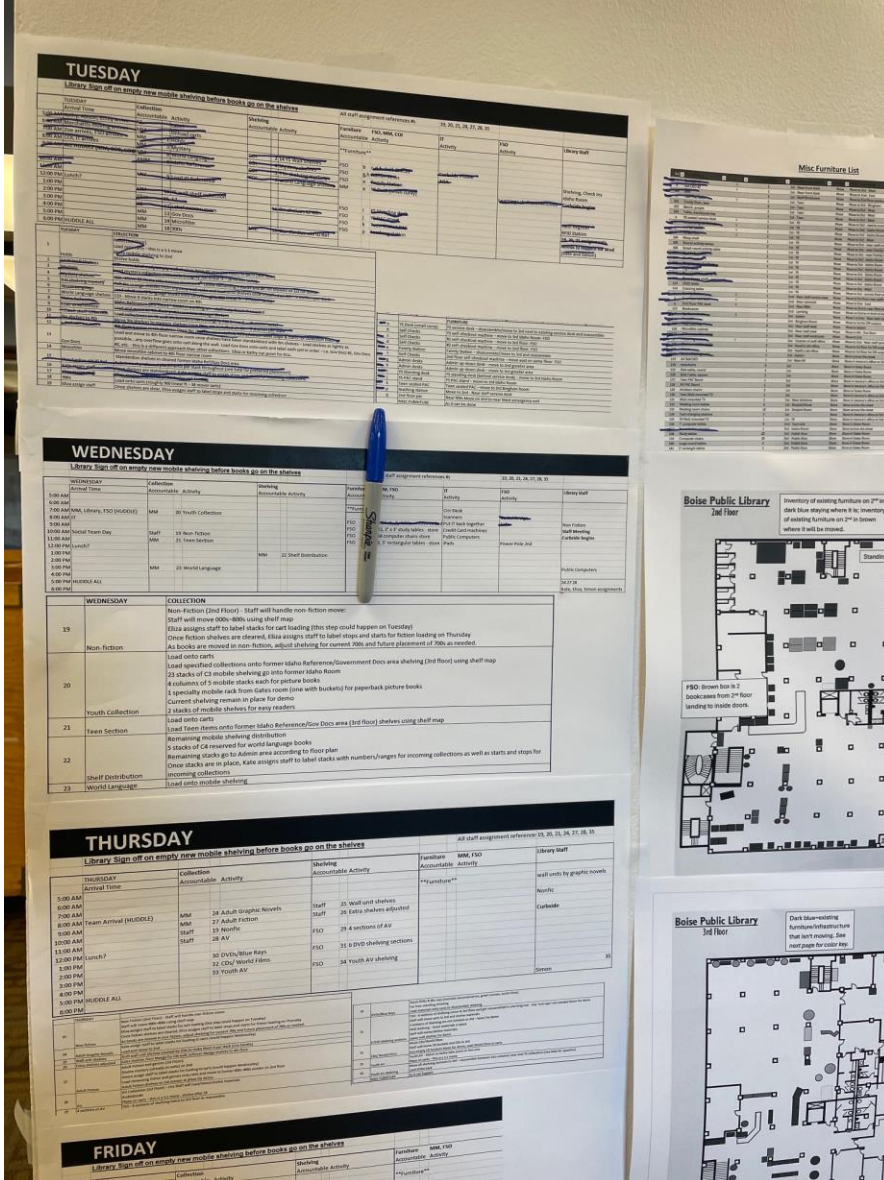
# RECOMMENDATIONS PRESENTED IN THE OCTOBER WORK SESSION

1. Invest in the upkeep of current facilities and services
2. Explore opportunities for expanded reach through innovative services and partnerships
3. Plan to increase the square footage we have for Library services



# KEY TAKEAWAYS

- We have strong alignment on the recommendation to invest in the upkeep of current facilities and services
- We have clear next steps to address the questions council raised in the joint work session



# NEXT STEPS

Council Work Session: Downtown Library

Joint Work Session: Library Site Location Criteria and Service Goals

Council Work Session: Options to meet updated Location Criteria and Service Goals Work Session

Joint Work Session: Capital Plan

# COUNCIL WORK SESSION: DOWNTOWN LIBRARY


## Goals:

- Provide council with an overview on the investments made in the Downtown Library since 2019
- Provide council with an updated forecast for all major building system life-cycles once the First Floor Renovation Project is complete in 2026

## Timing:

- Previewed with the Library Board during the December 10<sup>th</sup> board meeting
  - Work Session with council on December 16<sup>th</sup>
- 

# JOINT WORK SESSION: UPDATED LOCATION CRITERIA AND SERVICE

- Goals:
    - Consider potential updates to the site selection criteria for Library facilities
    - Consider potential service goals for the Library
  - Timing:
    - Discussed with the Library board during the January 2026 and February 2026 board meetings
    - Joint Work Session with council and Library board in February/March 2026
- 




# COUNCIL WORK SESSION: OPTIONS TO MEET UPDATED LOCATION CRITERIA AND SERVICE GOALS WORK SESSION

## Goals:

- Provide council with potential models to meet new service goals for discussion
- Provide council with potential options for expanded reach through innovative services and partnerships
- Provide council with Library project options in the \$10-\$15 million range

## Timing:


- Discussed with the Library board during the March and April 2026 board meetings
  - Work Session with council in April 2026
- 

# JOINT WORK SESSION: CAPITAL PLAN

## Goals:

- Library board and council discuss sequencing for the Capital Investment Plan of Library investments

## Timing:

- Discussed with the Library board during May 2026 meeting
  - Joint Work Session with council and Library board in June 2026
- 

# QUESTIONS



CITY *of* BOISE

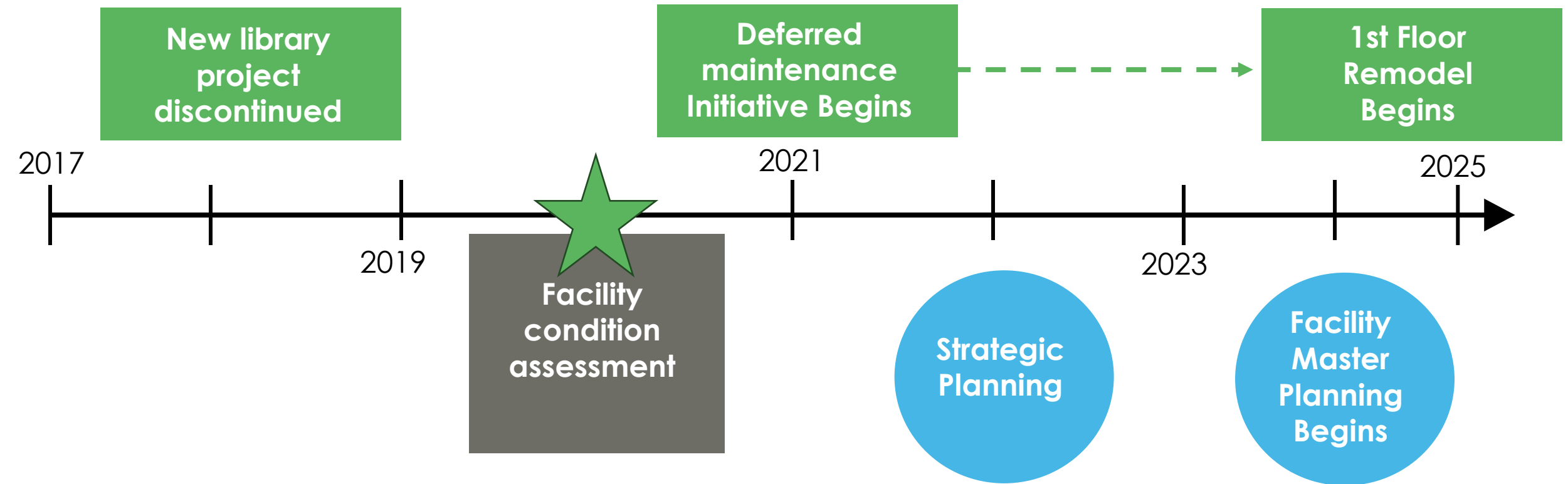
# LIBRARY UPDATE BOARD OF TRUSTEES

12.10.25

# CAPITAL PROJECT UPDATE

- **Memo Highlights from Public Works to Mayor and Council:**
  - Downtown Library – Key Milestones and Capital Improvement Update
  - Branch Strategy / Leased- Model
  - Hillcrest Branch
- **Library system – Maintenance and Repair (MRM)**

# DOWNTOWN LIBRARY: HISTORY





# DOWNTOWN LIBRARY: KEY MILESTONES

**2017-2019** – Design for new Downtown Library

**2020-2021** – Downtown Library – Facility Condition Assessment: Deferred maintenance / ADA upgrades commences

**2022-2023** – Deferred maintenance / ADA upgrades Continue: Roof, plumbing upgrades, 1<sup>st</sup> / 4<sup>th</sup> floor partial remodels

**2024** – Library Facility Master Plan kicks off, MRM/Capital reinvestments continue

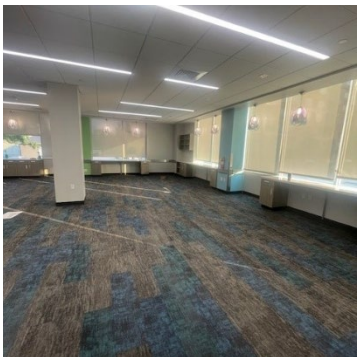
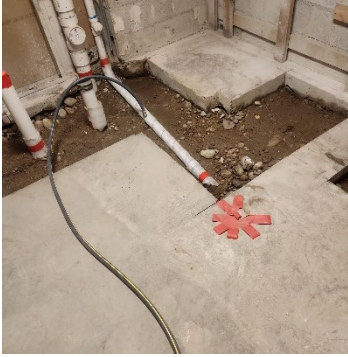
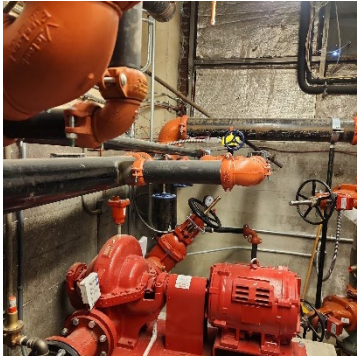
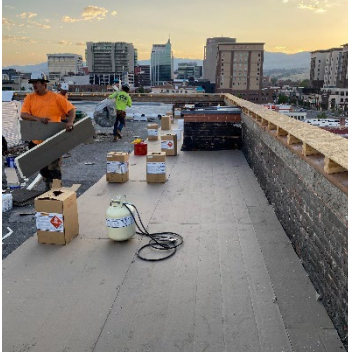
**2025** – 1.175M gift to support first-floor remodel – Construction begins on Youth Service / Lobby Area

# DOWNTOWN LIBRARY: CURRENT STATUS



## Facility condition today

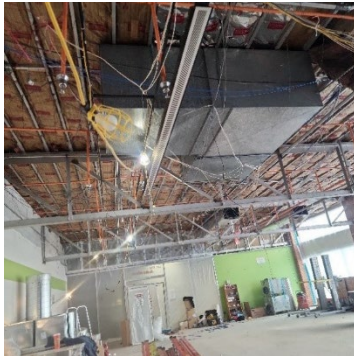
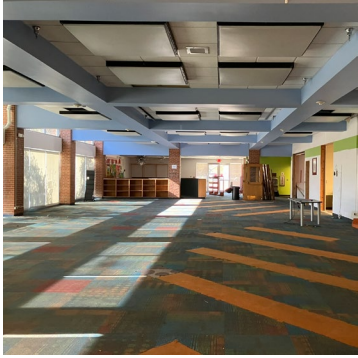
- Structurally sound and functional
- Energy-efficient
- Flexible Spaces
- Continues to serve tens of thousands annually
- Require reinvestments at regular intervals through ongoing MRM planning



## DOWNTOWN: PROJECTS COMPLETED

- ✓ Auto Sorter Installation
- ✓ Roof
  - ✓ Exterior Building LED lighting upgrade install
- ✓ Fire Pump Replacement
- ✓ 4 Story Restroom Upgrades
  - ADA compliant
  - Upgraded plumbing and HVAC
- ✓ 1<sup>st</sup> and 4<sup>th</sup> floor tenant improvements:
  - 4<sup>th</sup> floor – ATS and IT remodel
    - Efficient back of house and open staff office space
  - 1<sup>st</sup> floor – Circulation | Conference / Meeting spaces (2)





## DOWNTOWN: CURRENT WORK

First Floor Remodel including deferred maintenance remediation under construction:

- Youth Services and information desk | public entry space
- Plumbing upgrades – One-Story restrooms and pipe work
- Electrical and HVAC system upgrades
- Lighting upgrade to LED
- Finish | Acoustic performance upgrades

# DOWNTOWN LIBRARY: REINVESTMENTS

Project	Cost
Auto Sorter Installation	\$400,000
Fire Pump Replacement	\$100,000
Roof Replacement	\$1,000,000
Parking lot patching and repair	\$220,000
North 1 <sup>st</sup> --4 <sup>th</sup> Floor Public Restroom	\$2,000,000
1 <sup>st</sup> and 4 <sup>th</sup> Floor Tenant Improvement – Staff Offices   Meeting	\$1,900,000
Egress Stair Railing upgrades	\$240,000
1 <sup>st</sup> Floor – Youth Service + Teen + Special Collections – Construction completion: Fall 2026	\$3,760,000
Elevator Replacement + Modernization – Construction completion: Summer 2026	\$650,000
Exterior façade Improvements: Spring 2026	\$100,000

# DOWNTOWN LIBRARY MRM

LOCATION: 715 SOUTH CAPITOL BLVD. SITE AREA: 2.03 ACRES

BUILDING SIZE: 79,400 SQUARE FEET ZONE: MX-5/CD-O

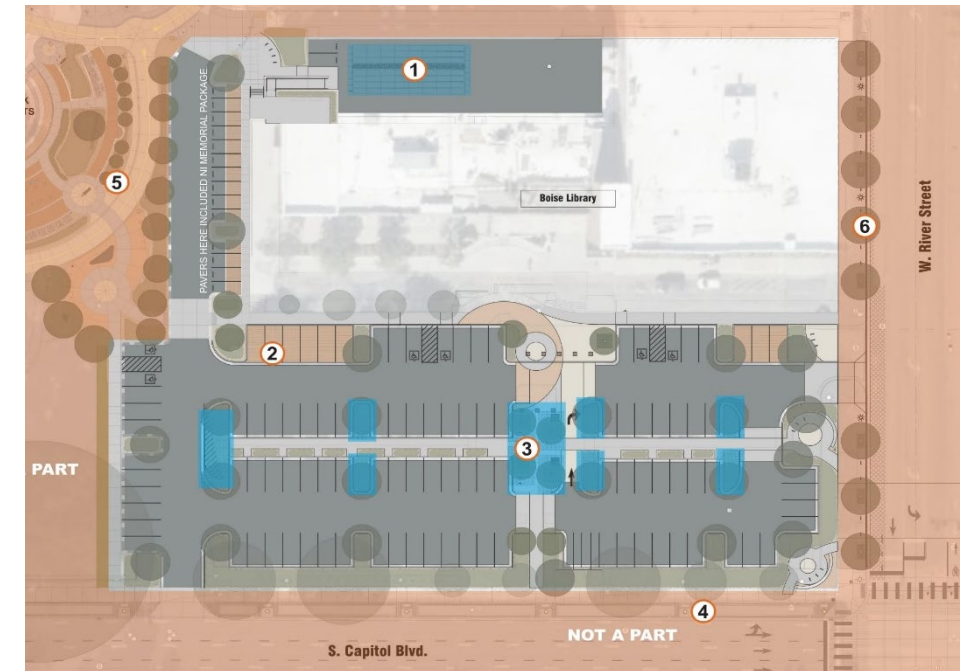
OPENED: 1973 (INTERIOR RENOVATION) OWNERSHIP: CITY-OWNED

## BUILDING + SYSTEMS DATA

ADA	ROOF	MECHANICAL	ELECTRICAL	PLUMBING	FIRE SPRINKLERED
Yes	2023	2026*	2026*	2026*	Yes

\*Replacement in progress

Identified Project	Date	Cost
Parking lot Improvements to address storm drainage	FY27	\$2.3-2.5M
Replacement cycle of carpet / paint to floors 2 and 3	TBD	\$40-60K
Complete remodel - 4th floor needs to be updated	TBD	\$150-180K
Relocate Operations – Repurpose Space	TBD	TBD





# BRANCH STRATEGY- LEASED MODEL



- **Exploring leased spaces**
  - Flexibility to adapt to population growth and demographic shifts
  - Reduced long-term capital costs and major construction commitments
  - Faster response to community needs in growth areas
  - Support for equitable access citywide
  - Allows service expansion opportunities
  - Enables repositioning as city needs evolve

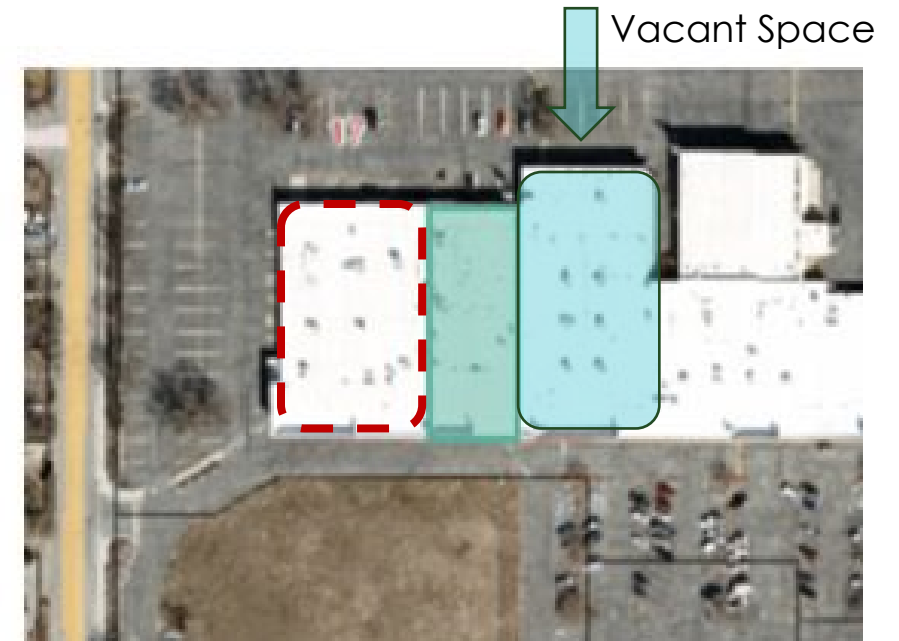
# HILLCREST BRANCH CASE STUDY

## Former Gym Site (19,800 sq ft)

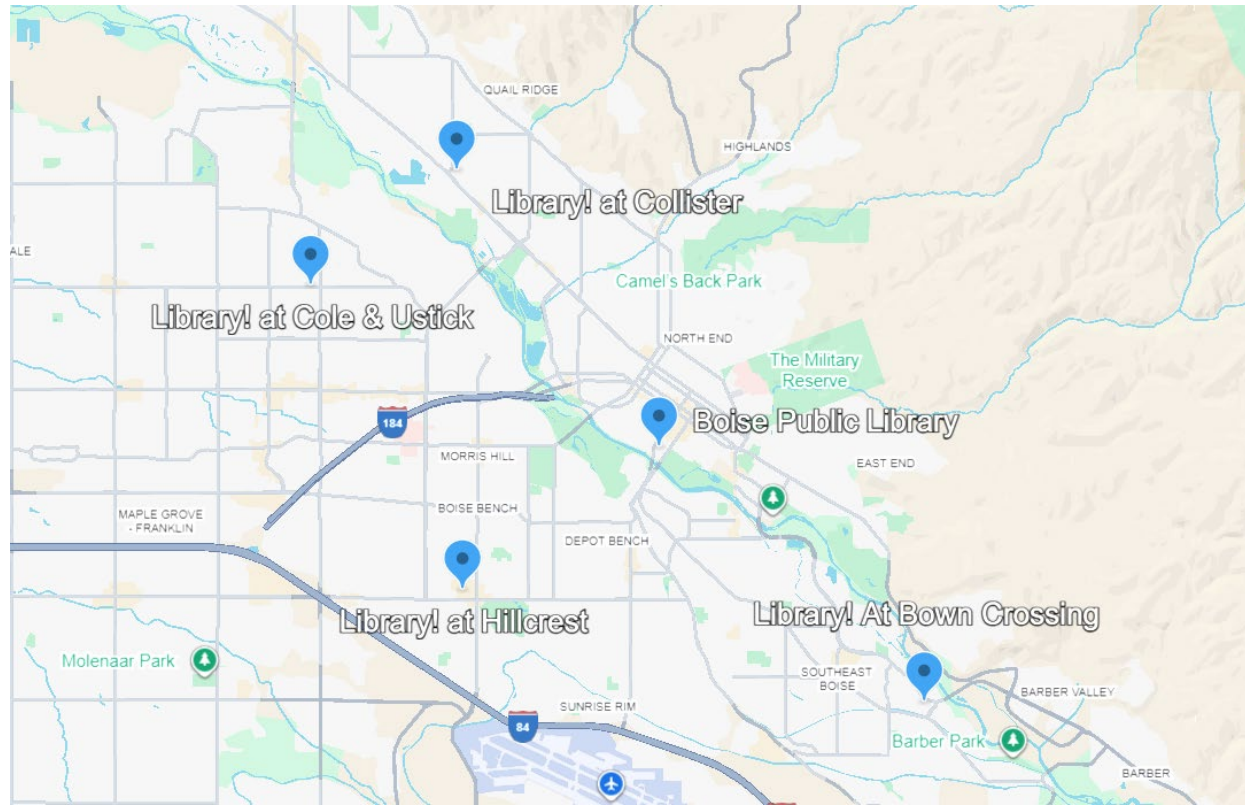
- Not feasible for conversion
- Requires full system replacements + major ADA/structural upgrades, limited natural light
- Cost: **\$350–\$450/sf (\$6.9–\$8.9M)**
- Investment not justified in a privately owned building

## Path Forward

- Continue evaluating options, including nearby retail space



# CITY ASSET MANAGEMENT STRATEGY



- **Proactive, scheduled** maintenance approach across all branches / assets
- Focus areas: **safety, upkeep, uninterrupted service**
- Coordination of upgrades around energy **efficiency and accessibility**
- **Long-term cost reduction** through scheduled maintenance cycles
- Commitment to keeping **every building welcoming and reliable**

# LIBRARY SYSTEM – MAINTENANCE AND REPAIR (MRM / MEQ)

- The Library's MRM budget for FY26 and forecasted budget for FY27 includes one-time and ongoing investments.
- Starting in FY28, it includes only ongoing equipment replacement.
- Current work is quantifying and scheduling additional requests.

## Library

**Project:** Major Equipment

**Comprehensive Plan Area:** N/A (multiple)

**Anticipated Completion:** N/A (recurring project)

FY 2026 Funding Sources		2026 Adopted	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	Project 5-Yr Total
Other Revenue	\$ 30,250						
Tax Support	\$ 570,388	\$ 600,638	\$ 377,340	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,727,978



# COLE AND USTICK MRM

LOCATION: 7557 WEST USTICK RD.

SITE AREA: 3.017 ACRES

BUILDING SIZE: 15,300 SQUARE FEET

ZONE: MX-1

OPENED: 2009 (NEW CONSTRUCTION)

OWNERSHIP: CITY-OWNED

## BUILDING + SYSTEMS DATA

ADA	ROOF	MECHANICAL	ELECTRICAL	PLUMBING	FIRE SPRINKLERED
Yes	2009	2009	2009	2009	Yes

Future Projects	Date	Cost
Fire Alarm Security	2024	\$50k-\$60k
Fire Alarm Devices	2027	\$90k-\$100k
Air Handlers	2029	\$30k-\$40k
Interior Lighting	2029	\$121k-\$135k
Electrical Panel Switch	2029	\$36k-\$45k
Fans	2029	\$95k-\$110k
Roof	2029	\$170k-\$200k
Parking Lot Repair	TBD	TBD
Tree Roots breaking up Plaza/Sidewalk	TBD	TBD



# BOWN CROSSING MRM

**LOCATION:** 2153 EAST RIVERWALK DR.      **SITE AREA:** 3.006 ACRES  
**BUILDING SIZE:** 15,900 SQUARE FEET      **ZONE:** MX-1  
**OPENED:** 2017 (NEW CONSTRUCTION)      **OWNERSHIP:** CITY-OWNED

## BUILDING + SYSTEMS DATA

ADA	ROOF	MECHANICAL	ELECTRICAL	PLUMBING	FIRE SPRINKLERED
Yes	2017	2017	2017	2017	Yes

Identified Project	Date	Cost
AutoSorter	Current	\$165K
Bird Strike Mitigation	Current	\$22K-\$25K
Service Desk – ADA Upgrades	Current	\$6-\$10K
Terrazzo Floor Repair	FY 28	TBD
Sound mitigation	TBD	TBD
Parking lot repair	TBD	TBD





# COLLISTER

LOCATION: 4724 WEST STATE ST.

SITE AREA: N/A

BUILDING SIZE: 12,200 SQUARE FEET

ZONE: MX-4

OPENED: 2009 (TENANT IMPROVEMENTS)

OWNERSHIP: LEASED

BUILDING + SYSTEMS DATA

ADA	ROOF	MECHANICAL	ELECTRICAL	PLUMBING	FIRE SPRINKLERED
Yes	2007*	2007*	2007*	2007*	Yes

\*Owner's responsibility

Identified Project	Date	Cost
LED lighting + controls	FY25-FY26	\$10K



# HILLCREST

LOCATION: 5246 WEST OVERLAND RD.      SITE AREA: N/A  
BUILDING SIZE: 8,400 SQUARE FEET      ZONE: MX-3  
OPENED: 2008 (TENANT IMPROVEMENTS)      OWNERSHIP: LEASED

**BUILDING + SYSTEMS DATA**

ADA	ROOF	MECHANICAL	ELECTRICAL	PLUMBING	FIRE SPRINKLERED
Yes	2007*	2007*	2007*	2007*	Yes

*\*Owner's responsibility*

Identified Project	Date	Cost
LED lighting	Current	\$3K
Step Ahead Space	TBD	\$30K-\$40K





# Questions





# A YEAR OF INVESTMENT AT COLE AND USTICK

Renee Addington, Branch Manager II

December 10, 2025

Library!









Library!

# SPACES AND TOOLS

Upgraded desks  
Expanded workspace  
Autosorter



Library!

# PROGRAMS AND OUTREACH

1000 Books Before Kindergarten

Coffee and Conversations

Women's Re-Entry Networking

Hays House Outreach

My First Books expansion

Capital High School and  
Fairmont Junior High Outreach





# WHAT'S HAPPENING IN 2026?

Sunday hours at Cole and Ustick  
starting February 1

10AM – 2PM