



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting Minutes July 10, 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, July 10, 2024.

City Staff and Partners Present

Jessica Dorr, Library Director (Remote)
Emily Johnson, Library Chief Administrative Officer
Kathleen Stalder, Acquisitions & Technical Services Sr Manager
Heidi Lewis, Library Public Services Sr Manager
Kari Davis, Library Administrative Manager
James Souder, Library Data Analyst
Joshua Letsinger, Library Communications Manager
Ed Jewell, Boise City Legal Counsel
Maggie Smith, Boise City Senior Budget Analyst
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: Nicole Trammel Pantera, President; Rebecca Lemmons, Vice President; Reshma Kamal; Brian Klene (Remote); Ron Pisaneschi.

Library Data Analyst James Souder was introduced to the Trustees.

2. Communications

None

3. Minutes-Action Item

MOTION to approve the June 5, 2024 regular meeting minutes.

Motion: Pisaneschi

Second: Lemmons

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

4. Consent Agenda-Action Item

a. Payment of Bills and Payroll

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

b. Financial Reports

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

Motion: Pisaneschi

Second: Lemmons

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

5. Reports

a. Friends of the Boise Public Library

Johnson shared that Monahan was unable to attend the meeting but wanted to relay book sale updates. The group has a fall sale planned at the Library! @ Hillcrest September 24-26. A fall online sale is planned for November. Also, the group is exploring a pop-up sale in September or October.

b. Boise Public Library Foundation

Franks shared that the Foundation is holding a Bingo fundraiser on July 24 at the Shrine Social Club. The group continues to work on operational projects and their next meeting will be in August.

c. Library Director's Report including Administration and Management

Dorr provided an update on the FY25 budget. The Boise City Council approved the budget at their second workshop in June and advanced to a public hearing scheduled for July 16.

Dorr reported that she and Pantera also presented in June to the City Council on the Children's School and Library Protection Act. Council was appreciative of the support of the community and the work the Trustees did with staff to ensure the Library has a good policy in place.

Dorr shared that on July 1 the Library successfully implemented the new Reconsideration of Materials policy. The website was updated with the new policy and copies were available at service desks. No reconsideration forms have been submitted to date.

6. Old Business

a. Boise Public Library Policy Review

Section 3.00, Services

Lewis presented Section 3.00, Services (subsections 3.01-3.03) to the Board with no changes recommended.

This continued the Library Board of Trustees annual policy review for Fiscal Year 2024 as stipulated by the Board's bylaws.



b. Library Board Bylaws

Pantera provided an overview of the Library Board Bylaws and proposed changes to the document. Trustees discussed the changes and were encouraged to send any additional comments, questions or changes to Pantera for a final proposal to be voted on at the August meeting.

c. Strategic Initiatives Update

Johnson shared an update to the Trustees on the implementation of the library's strategic plan. Johnson reminded the Board that the plan was developed through extensive community and staff input and focused on understanding the needs and desires for the Library. The four key strategic priorities identified during the process were expanding access, increasing impact, optimizing resources, and measuring value.

Johnson reported that Implementation has been a dual approach involving management-led initiatives (facilities planning and data analysis) and staff-driven sprint teams. Sprint teams tackle specific goals within the identified strategic priorities, using an agile method known as Strategic Doing, to quickly implement projects. So far sprint teams have developed a resources handout for the community, launched the planning of a Staff In-Service event, and provided direction on developing a community partnership framework for the Library. A comprehensive review of the strategic plan at year end will be conducted to assess continued progress and make adjustments for the upcoming year.

7. New Business

a. Library Statistics

Johnson introduced the work that Souder is doing to improve library data management and analysis. Souder's work has included verifying the accuracy of reported data and improving the format and readability. Proposed data changes presented to Trustees included clearer visualizations (graphs instead of tables), breakdown of data by location, audience, and format, addition of active card holders data and removal of less relevant data such as the Polaris catalog and interlibrary loans.

Trustees discussed with staff a cadence going forward for statistics and suggested certain statistics be brought during the year based on presentation topics. Trustees also commented that the graphics presentation is easier to read and identify trends. Souder's August presentation will focus on reference statistics while the September discussion will focus on meetings and programs. The new statistics formats will be included in Library Board packets starting in FY25.

8. Selection of Trustee to Review Vouchers

Pantera was selected to be the Trustee to review vouchers.



9. Selection of Meeting Date

The next regular meeting is August 14, 2024.

10. Adjourn

MOTION to adjourn the meeting.

Motion: Pisaneschi

Second: Lemmons

Result: Motion carried

The meeting ended at 12:37 p.m.

Approved:

Jessica Dorr, Director

Nicole Trammel Pantera, President

