



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting Minutes March 8, 2023

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, March 8, 2023.

City Staff, City Council, and Partners Present

Jessica Dorr, Library Director
Sarah Kelley-Chase, Library Services Senior Manager
Heidi Lewis, Library Division Manager
Jennifer Villalobos, Branch Manager at Library! at Collister
Kari Davis, Library Administrative Assistant
Lian Taylor, Library Administrative Specialist Senior
Gates Marquez, Interim Information Services Librarian
Joshua Letsinger, Library Communications Manager
Kim Nakamura, Finance Manager at Boise City Finance/Administration
Eric Bilimoria, Boise City Budget Division Senior Manager
Ed Jewell, Boise City Legal Counsel
Jimmy Hallyburton, Boise City Councilmember
Jill Johnson, President of the Friends of the Boise Public Library (Remote)
Brian Manship, 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, Vice President; Nicole Trammel Pantera; Natasha Rush.
Absent: Brian Klene, President; Phil Magnuson.

Dorr gave a brief introduction to new Library staff and presenting staff.

2. Communications

None.

3. Minutes - Action Item

MOTION to approve the February 8, 2023 regular meeting minutes.

Motion: Pantera

Second: Rush

Result: Motion carried

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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: Holli Woodings (President), Jimmy Hallyburton (President Pro Tem), Patrick Bageant, Elaine Clegg, Lisa Sánchez, Luci Willits

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4. Consent Agenda - **Action Item**

a. **Payment of Bills and Payroll**

b. **Financial Reports**

MOTION to approve the February bills and payroll, the expenditure/revenue reports for the period ending January 31, 2023, and the gift fund activity report for January 2023.

Motion: Rush

Second: Pantera

Result: Motion carried

5. Reports

a. **Friends of the Boise Public Library**

Jill Johnson shared an update with the Trustees. The Friends' Board has encouraged their members to connect with their legislators about proposed bills affecting Idaho public libraries. The Friends are also hosting a membership drive this month, and donations are being accepted again since moving to a new location.

b. **Boise Public Library Foundation**

Due to membership retirements, Manship reported on recent openings in the Foundation's board. The Foundation is also working on improving their donation process, creating a more cost-effective system. The Foundation will continue to be a major sponsor for the upcoming Boise Comic Arts Festival. They are marketing to other organizations to sponsor this event as well.

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

Dorr provided an update on the library-related bills presented in the Idaho legislature. During the bills' first hearings, both Dorr and Board President Klene were available to testify to lawmakers. Staff expect another library-related bill to be presented during this legislative session. Trustees and Councilmember Hallyburton expressed their appreciation for library staff during this time.

Dorr invited Trustees to two events in April involving staff appreciation and service. She also shared updates to projects, including the website redesign and interim budget changes for the Main Library's renovations.

6. Old Business

a. **Boise Public Library Policy Review:**

Section 3.00, Services, Subsection 3.05-3.06 – **Action Item**

Villalobos presented Policy 3.05, Home-based Services and Regulation 3.05a, Scope of Home-based Services to the Board. Staff suggested no changes on this section.



Dorr presented Policy 3.06, *Unscheduled Closures and Cancellations* to the Board. She gave background to the policy which was put into effect during the COVID-19 pandemic. It allowed the library director to initiate unscheduled closures and cancellations at any/all locations. Staff recommended changes to program cancellations since these can be dependent on other factors (i.e. air quality, weather, etc.). Trustees also suggested adding staffing issues as a circumstance influencing closures and cancellations. Policy 3.06 will be brought back in April with suggested changes to be approved.

NO MOTION was taken on this action item.

b. Strategic Planning

Lewis returned to the Board with an update on the Library's strategic plan. She began with a synopsis from the Library's presentation to City Council. Councilmember Hallyburton also made remarks about the presentation.

With the Library engaged in phase 2 – drafting the strategic plan -- Lewis shared the refined vision, mission, and values for the Library, determined by the phase 1 data. Trustees discussed these refinements and made recommendations.

Lewis shared the drafted strategic priorities and goals. So far, strategic priorities include the following: expanding access, increasing impact, optimizing resources, and measuring value. A narrative connecting and defining all of these will be brought to the Board for review.

Trustees and Councilmember Hallyburton discussed further Board involvement in the phase 2 process.

Lewis and staff will continue to draft both an inward and outward facing strategic plan.

7. New Business

a. Financial Forecast

Bilimoria presented an overview of the budget process in preparation for Fiscal Year 2024. He gave context to both the City of Boise's budget and the Library's budget. Bilimoria emphasized priorities, development, funding sources (with a focus on property taxes), and the Library's departmental revenues.

Dorr gave more context to the development of the Library's budget for upcoming Fiscal Year 2024. Trustees will be provided updates to its development in their meeting packets each month until completion. A forecast will be shared with the Board soon.



8. Selection of Trustee to Review Vouchers

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

9. Selection of Meeting Date

The next Board of Trustees meeting is scheduled for Wednesday, April 12, 2023 at 11:30 a.m.

10. Executive Session: IC 74-206 (1)(b) Personnel Matters – Action Item

MOTION under provisions of Idaho code §74-206(1)(b) the Board recess to an executive session to discuss personnel matters.

Motion: Pantera

Second: Lemmons

Roll Call: Pantera, yes; Rush, yes; Lemmons, yes.

The Board recessed to an executive session at 12:32p.m.

MOTION to reconvene into regular session.

Motion: Pantera

Second: Rush

Roll Call: Pantera, yes; Rush, yes; Lemmons, yes.

The Board reconvened into regular session at 1:03p.m.

11. Adjourn

MOTION to adjourn the meeting.

Motion: Lemmons

Second: Pantera

Result: Motion carried

The meeting ended at 1:04p.m.

Approved:

Jessica Dorr, Director

Brian Klene, President

