

Boise Public Library
Board of Trustees
Regular Meeting Minutes
December 8, 2021

The Boise Public Library Board of Trustees met at the Main Library in the Bingham Room for their regular meeting at 11:30 a.m. on Wednesday, December 8, 2021.

Board of Trustees Present:

Tonya Westenskow, President; Phil Magnuson, Vice President; Brian Klene; Nicole Trammel Pantera (Remote).

Others Present:

Jessica Dorr, Director; Jill Johnson, Friends of the Library Representative (Remote); Kathy Stalder, Acquisitions and Technical Services Manager (Remote); Sarah Kelley-Chase, Public Services Manager (Remote); Heidi Lewis, Main Library Manager (Remote); Huda Shaltry, Hillcrest Branch Supervisor (Remote); Eliza Ruby, Information Services Librarian (Remote); Maggie Dumont, Branch Librarian (Remote); Ed Jewell, Boise City Legal Counsel; Lynette Gould, Boise City Department of Finance and Administration (Remote); and Kari Davis, Library Administrative Assistant (Remote).

1. Call to Order and Introductions

The meeting was called to order by Westenskow at 11:31 a.m. and a roll call was conducted.

Trustees recognized Dorr's one-year anniversary and thanked her for the work she's done.

2. Communications

None

3. Minutes- Action Item

MOTION by Klene and seconded by Magnuson that the November 10, 2021, regular meeting minutes be approved as presented. All in favor, motion carried.

4. Consent Agenda- Action Item

a. Payment of Bills and Payroll

b. Financial Reports

MOTION by Magnuson and seconded by Klene to approve the November bills and payroll, the expenditure and revenue report for the period ending October 31, 2021, and the Gift Fund activity report for October 2021. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

Johnson reported that the Friends holiday auction had occurred the first weekend in December. The group made \$2,200 on 100 auction lots. The most popular item was a Winnie the Pooh set.

b. Boise Public Library Foundation

No report was presented from the Foundation for the month of December.

c. Library Director's Report Including Administration and Management

Dorr thanked the Board for recognizing her one-year anniversary. She shared that starting during a pandemic was both challenging and rewarding. In her second year, Dorr hopes to continue focusing on expanding services and focusing on staff and strategy.

Dorr shared that a request for a new position of Mental Health Coordinator at the Library would be going before City Council for approval. The request is for one additional FTE and budget associated with the position. She shared the history of the position in libraries and the duties the position would assume. Trustees discussed the request and the process.

6. Old Business

a. Boise Public Library Policy Review:

Section 3.00, Services, Subsections 3.01-3.03

Kelley-Chase reviewed section 3.00, Services (subsections 3.01, Service Priorities, 3.02, Service Hours, and 3.03, Services for Schools) of the Boise Public Library Policy Manual. This was a discussion item only as no changes to this policy were presented to the Board.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2022 as stipulated by the Board's bylaws.

7. New Business

a. Ultimate Book Nerd Challenge

Ruby and Dumont shared with Trustees background on the Ultimate Book Nerd Challenge. The challenge started in 2020 as a six-month program and just completed its first full year in 2021. Individuals who've completed the challenge will receive program prizes for participating. The 2022 challenge will begin January 3rd.

b. Fiscal Year 2021 Year-End Budget Report

Davis presented to Trustees the fiscal year 2021 year-end budget report. Trustees discussed the report and suggested future reports include information on capital projects in addition to the operating budget.

- c. **Library Fiscal Year 2021 Rebudget and Encumbrance Requests- Action Item**
Davis presented the fiscal year 2021 rebudget and encumbrance list to Trustees. Trustees discussed the list and the process for approval. Trustees agreed that their questions would not prevent approval, and requested additional information and context related to capital projects in future discussions.

MOTION by Pantera and seconded by Klene to approve the Fiscal Year 2021 rebudget and encumbrance requests and forward to City Council for final approval. All in favor, motion carried.

- d. **Library Closure 2022 Calendar- Action Item**
Dorr presented the holiday closure for 2022 to the Trustees for approval. Trustees discussed the closures, how the list is developed, and suggested approaches to consider in future years.

MOTION by Magnuson and seconded by Klene to approve the recommended closures and reduced hours for calendar year 2022. All in favor, motion carried.

8. Selection of Trustee to Review Payment Vouchers

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

9. Selection of Meeting Date

The next regular Board of Trustees meeting is scheduled for Wednesday, January 12, 2022 at 11:30 a.m.

10. Executive Session: 74-206 (1)(b) Personnel Matters.

MOTION BY Magnuson and seconded by Pantera that under provisions of Idaho Code § 74-206 (1)(b) the Board recess to an executive session to communicate about personnel matters.

Motion carried on the following roll call: Klene, yes; Magnuson, yes; Pantera, yes; Westenskow, yes. The Board recessed to an executive session at 12:51 p.m.

MOTION by Klene and seconded by Magnuson that the Board reconvene into regular session.

Motion carried on the following roll call: Klene, yes; Magnuson, yes; Pantera, yes; Westenskow, yes. The Board reconvened into regular session at 1:30 p.m.

Trustees discussed creating a subcommittee to develop a process for the Library Director's review going forward.

MOTION by Klene and seconded by Magnuson that the subcommittee be formed. All in favor, motion carried. Pantera and Westenskow will serve on the subcommittee.

11. Adjourn

MOTION by Magnuson and seconded by Klene to adjourn at 1:41 p.m. All in favor, motion carried.

Approved:

Jessica Dorr, Director

Tonya Westenskow, President