



# BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

## BOISE PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting Minutes June 14, 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, June 14, 2023.

### City Staff, City Council, and Partners Present

Jessica Dorr, Library Director  
Sarah Kelley-Chase, Library Public Services Senior Manager  
Emily Johnson, Library Chief Administrative Officer (Remote)  
Kari Davis, Library Administrative Assistant  
Lian Taylor, Library Administrative Specialist Senior  
Gates Marquez, Interim Information Services Librarian  
Ed Jewell, Boise City Legal Counsel  
Shawn Wilson, Boise City Municipal Facility Program Manager Senior  
Lindsay Erb, Boise City Public Works Senior Project Manager  
Lynette Gould, Boise City Financial Services Supervisor  
Keara Hunt-Donick, Secretary 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 11:34a.m., and a roll call was conducted.

Present: Brian Klene, President; Rebecca Lemmons, Vice President; Phil Magnuson; Nicole Trammel Pantera (Remote); Natasha Rush.

With it being his last meeting, Trustee Magnuson was recognized for his service to Boise Public Library and the community.

### 2. Communications

None.

### 3. Minutes - Action Item

**MOTION** to approve the May 10, 2023 regular meeting minutes.

**Motion:** Rush

**Second:** Lemmons

**Result:** Motion carried

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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

#### 4. Consent Agenda - **Action Item**

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

##### b. **Financial Reports**

**MOTION** to approve the May bills and payroll, the expenditure/revenue reports for the period ending April 30, 2023, and the gift fund activity report for April 2023.

**Motion:** Klene

**Second:** Magnuson

**Result:** Motion carried

#### 5. Reports

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

Hunt-Donick gave updates on the new Friends Board members. The Friends recently appointed a new volunteer and operations coordinator and a new treasurer. On behalf of the Friends, Hunt-Donick also congratulated the Library for another successful launch of the Summer Reading program.

##### b. **Boise Public Library Foundation**

Manship reported on the recent transition to a new accountant for the Foundation. He also updated the Board about the continued work for the Boise Comic Arts Festival, garnering donations and sponsors for the event. The Foundation is continuing their search for new members through June.

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

Dorr started her report with an update on the auto-sorter. The auto sorter was delivered the day prior to the Board meeting and is being prepped for staff training soon.

Since it's launch in May, the Summer Reading program has continued with great success, meeting last year's numbers and possibly exceeding them soon. The Summer program guide is available to the public and for the first time, the guide can be viewed and downloaded from the Library's website.

Dorr gave an update on the new Trustee search. There was a large pool of candidates. Each candidate has been screened by Dorr, reviewed by the Board President and Vice President, and reference checked by the City's Human Resources department. Once a final candidate is chosen, Dorr will reach out to all other candidates, providing ways for them to support the Library.

Dorr invited Trustees to the upcoming debut of the ExciteTrike, an electric cargo trike to elevate outreach and outdoor programming. The ExciteTrike will be taking a maiden voyage from the Main Downtown Library to Library! at Bown Crossing for its debut.

#### 6. Old Business

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

##### **Section 4.00, Use of the Library – **Action Item****

Section 4.00, Use of the Library, subsections 4.01-4.03, was presented to the Board with changes to policy 4.03 recommended by staff.



The Board discussed additional changes to the policies, including omissions and examining content.

**NO MOTION** was taken to approve the recommended changes to Section 4.03, Fees. This section will be brought back to the Board in July's meeting.

This continues the Library Board of Trustees annual policy review of Fiscal Year 2023 as stipulated in the Board's bylaws.

**b. Strategic Planning – Action Item**

Dorr presented the final strategic plan for the Board's approval. She described the process and mindset staff had when curating the plan. With the approval of the strategic plan, staff will create and present a 2022 annual report that will include strategic priorities and themes in July.

The Board discussed possible additions, edits, and wordage in the strategic plan.

**MOTION** to approve the Library Strategic Plan Narrative.

Motion: Pantera

Second: Lemmons

Result: Motion carried

**c. Interim Fiscal Year 2023 Budget Changes – Action Item**

Johnson presented interim fiscal year 2023 budget changes. These changes intend to disperse previously approved funds to various projects.

**MOTION** to approve the recommended changes and forward to Council for consideration.

Motion: Rush

Second: Pantera

Result: Motion carried with Magnuson abstaining from vote

**7. New Business**

**a. Fiscal Year 2024 Budget – Action Item**

Johnson started the presentation of the Fiscal Year 2024 (FY24) budget by giving a summary of the process. Library staff started building the FY24 budget in January 2023, collaborating with City leadership and Library staff, to ensure the inclusion of city priorities and new library strategic priorities.

Goeld then delved into the details of the FY24 budget, breaking it down by General fund, Heritage fund, and Capital Project fund. She gave a summary of each funds' revenue and expenditures. Goeld also compared the Library FY24 budget to the overall city of Boise budget; the Library's portion of the city's budget is 4.2%.



Wilson gave an in-depth look into the Capital Project fund for FY24. This fund will have high-cost expenditures to accommodate for a new facilities plan, staffing study, and other major repairs/improvements in the Main Downtown Library.

Gould ended the presentation by highlighting the city's transparency for the budget process.

Trustees and staff discussed the costs of materials, Main Downtown Library improvements needing immediate attention, and how spending will be in the Capital Projects fund for the rest of the calendar year.

**MOTION** to approve Fiscal Year 2024 proposed general fund (including revenue, personnel, maintenance and operating), heritage fund (library donations), heritage fund (ILS), major equipment, major repair and maintenance and capital budgets, and forward to City Council for approval.

Motion: Magnuson

Second: Rush

Result: Motion carried

#### **8. Selection of Trustee to Review Vouchers**

Rush was selected to be the Trustee to review vouchers.

#### **9. Selection of Meeting Date**

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

#### **10. Adjourn**

**MOTION** to adjourn the meeting.

**Motion:** Magnuson

**Second:** Lemmons

**Result:** Motion carried

The meeting ended at 12:33p.m.

**Approved:**

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Jessica Dorr, Director

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Brian Klene, President

