



# BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

## BOISE PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting Minutes December 13, 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, December 13, 2023.

### City Staff and Partners Present

Jessica Dorr, Library Director  
Kathleen Stalder, Library Acquisitions and Technical Services Senior Manager  
Sarah Kelley-Chase, Library Services Senior Manager  
Emily Johnson, Library Chief Administrative Officer  
Kari Davis, Library Administrative Assistant  
Amber Mitchell, Library Administrative Specialist Senior  
Alison Hess, Library Acquisitions and Technical Services Supervisor  
Joshua Letsinger, Library Communications Manager  
Jimmy Hallyburton, Boise City Councilmember  
Ed Jewell, Boise City Legal Counsel  
Lynette Gould, Boise City Financial Services Supervisor  
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: Nicole Trammel Pantera, President; Rebecca Lemmons, Vice President; Reshma Kamal; Brian Klene; Ron Pisaneschi.

Absent: None.

There were no introductions.

### 2. Communications

None.

### 3. Minutes - Action Item

**MOTION** to approve the November 8, 2023 regular meeting minutes.

**Motion:** Pisaneschi

**Second:** Klene

**Result:** Motion carried

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: Jimmy Hallyburton (President), Patrick Bageant (President Pro Tem), Latonia Haney Keith, Meredith Stead, Colin Nash, Luci Willits

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#### 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, 2023, and the gift fund activity report for October 2023.

**Motion:** Pisaneschi

**Second:** Lemmons

**Result:** Motion carried

#### 5. Reports

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

Jill Johnson reported that the Friends online auction brought in a total of \$3,600. They are planning to hold their next online auction in the spring. Johnson also gave a special thanks to Trustees who joined the Friends for their Volunteer Appreciation event.

Johnson reported that the Friends were selected by Leadership Boise to share some of the great things that Boise Public Library and the Friends are involved in as well.

With it being her last meeting as President of the Friends, Johnson was recognized for her service to Boise Public Library.

##### b. Boise Public Library Foundation

Manship reported that the Foundation is focused on getting thanks out to donors at this time of year. The Foundation is also beginning preparations for events in 2024, including the Boise Comic Arts Festival.

Manship also shared a reminder that the Foundation has upcoming elections taking place in January.

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

Dorr began her report by thanking Trustees that participated in the library tours. Trustees each expressed their appreciation for staff and the volunteers with the Friends who took the time to meet with them.

Dorr reported that the tour of the Main Library renovations which was postponed in November will be rescheduled for January. In the January tour, Trustees will be able to see completed and upcoming projects taking place.

Dorr notified the Board that the legislature will begin on January 8<sup>th</sup> and the Library has been working on preparations. Dorr also shared that the new City Council will be sworn in on January 9<sup>th</sup>. With other city directors, Dorr will be involved in a City Council work session on January 23<sup>rd</sup> that will be shared with the Board once the recording is made available.



Dorr shared that the Ultimate Book Nerd will launch in January 2024. The date for the launch party will be sent to Trustees once it is known.

Kelley-Chase presented information to the Board about the efforts made to manage public complaints when they occur. Kelley-Chase highlighted that there are multiple avenues for the public to submit feedback, requests, and complaints and explained the processes for staff follow-up and response.

Dorr and Kelley-Chase placed emphasis on the fact that feedback is encouraged, and in most cases, complaints are resolved face to face. Dorr shared that the Board would become involved if a complaint cannot be resolved without a change in policy and/or it needs additional resources.

## 6. Educational Item

Stalder provided the Board with a presentation on Intellectual Freedom and how it is incorporated into the Library's values.

## 7. Old Business

### a. Boise Public Library Policy Review

#### **Section 5.00, Collection Development & Maintenance - Action Item**

Stalder presented Section 5.00, Collection Development and Maintenance, of the Boise Public Library Policy Manual to the Board. Recommended changes to policy 5.02, Exclusion of Materials, were presented.

Trustees had discussion on the clarity of this policy. Trustees put forward recommendations for defining terms within the policy that would be more recognizable for all.

**MOTION** to approve the recommended changes to policy 5.02, Exclusion of Materials, including additional changes to "revise 'de novo' to 'independent' and add a defined term for 'request' in the third paragraph of the policy."

**Motion:** Pisaneschi

**Second:** Lemmons

**Result:** Motion carried

Recommended changes to exhibit 5.02a, Request for Reconsideration of Library Materials, were also presented and discussed. Exhibit changes do not require the Board's approval and are included for information purposes only.

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

## 8. New Business

### a. Fiscal Year 2023 Year-End Budget Report

Emily Johnson presented the 2023 Year-End Budget Report to the Board. Johnson provided clarification on specific items and explained that this report was included so the Board could view what is submitted to City Council.



Lemmons left the meeting at 1:06 p.m.

Lemmons returned to the meeting at 1:07 p.m.

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

Dorr presented the 2023 Idaho Commission for Libraries Annual Report to the Board. Dorr provided an overview of the purpose of the report and reporting requirements for the Board to be aware of.

**MOTION** to certify the 2023 Idaho Public Library Survey as prepared and forward to the Idaho Commission for Libraries.

**Motion:** Pisaneschi

**Second:** Klene

**Result:** Motion carried

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

Trustees determined that the President and Vice President of the Board would form an Executive Committee for this Fiscal Year's Library Director Performance Evaluation.

Trustees discussed guidelines for the review process and the involvement of feedback.

**MOTION** to appoint the Executive Committee to conduct the performance review for the Library Director Performance Evaluation.

**Motion:** Klene

**Second:** Pisaneschi

**Result:** Motion carried

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

Lemmons was selected to be the Trustee to review vouchers.

**10. Selection of Meeting Date**

The next regular meeting is January 10, 2024.

**11. Adjourn**

**MOTION** to adjourn the meeting.

**Motion:** Lemmons

**Second:** Pisaneschi

**Result:** Motion carried

The meeting ended at 1:15 p.m.

**Approved:**

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Jessica Dorr, Director

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Nicole Trammel Pantera, President

