

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
September 14, 2022

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, September 14, 2022.

**Board of Trustees Present:**

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

**Others Present:**

Jessica Dorr, Library Director; Jamie Lundergreen, Library Communications & Customer Experience Manager; Kathleen Stalder, Library Acquisitions/Technical Services Senior Manager; Huda Shaltry, Branch Supervisor for Library! at Hillcrest (Remote); Kate Radford, Information Services Supervisor; Gates Marquez, Lead Library Assistant at Library! at Hillcrest; Carrie Hall, Boise City Deputy Director of Community Engagement; Becca Gray, Boise City IT Project Manager Senior; Alex Winkler, Boise City Chief Information Officer; Ed Jewell, Boise City Legal Counsel; Kim Nakamura, Finance Manager for Boise City Department of Finance and Administration; Jill Johnson, President of the Friends of the Boise Public Library (Remote); Brian Manship, Chair of the Boise Public Library Foundation (Remote); Kari Davis, Library Administrative Assistant; Lian Taylor, Library Administrative Specialist Senior.

**1. Call to Order and Introductions**

The meeting was called to order by Magnuson at 11:30a.m., and a roll call was conducted.

Dorr introduced all presenters and their positions with the City of Boise to the Trustees.

**2. Communications**

None.

**3. Minutes – Action Item**

**MOTION** by Lemmons and seconded by Klene to approve the August 10, 2022 regular meeting minutes. All in favor, motion carried.

**4. Consent Agenda – Action Item**

- a. **Payment of Bills and Payroll**
- b. **Financial Reports**

**MOTION** by Lemmons and seconded by Klene to approve the August bills and payroll, the expenditure and revenue reports for the period ending July 31, 2022, and the Gift Fund activity report for July 2022. All in favor, motion carried.

## 5. Reports

### a. Friends of the Boise Public Library

Johnson reported on City Council's approval of the Friends' Memorandum of Understanding. In addition to this approval, the Friends were presented with a proclamation by Mayor McLean, celebrating the Friends' birthday.

Johnson also told the Board about their recent August sale, raising close to \$13.5 thousand to help support the Library. The Friends also dispersed scholarship funds to Library staff pursuing college degrees.

### b. Boise Public Library Foundation

Manship reported the Foundation's activity for the upcoming Boise Comic Arts Festival (BCAF). The Foundation was able to grant a \$40,000 contribution for BCAF. Additionally, representatives will be present at the event, sharing the initiatives of the Foundation with guests and selling posters to raise funds.

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

Dorr began her report by updating the Board on the recent Summer Reading Program statistics. In comparison to previous years, the program saw a 54% increase in patron participation. Dorr praised the Library staff who facilitated the program.

With September being Library Card Sign-Up month, Dorr shared new resources created to help families choose books for their children. Trustees discussed possible outreach opportunities for Library cards.

Due to staff shortages, Library! at Cole & Ustick will be adjusting hours. Dorr reported that these changes will be communicated with the public through various means.

Lastly, Dorr told the Board about the Boise Comic Arts Festival, the significance of each scheduled day, and thanked the staff and volunteers working it.

Trustees discussed upcoming community conversations centered around libraries.

## 6. Old Business

### a. Boise Public Library Policy Review – Action Item

#### Section 8.00, Displays & Exhibits

Radford returned to the Board with edits to Section 8.00 based on comments by the Trustees in the August meeting.

**MOTION** by Magnuson and seconded by Pantera to approve the recommended changes to Policy 8.01, Displays and Policy 8.02, Bulletin Boards. All in favor, motion carried.

This concluded the Library Board of Trustees annual policy review for Fiscal Year 2022, as stipulated by the Board's Bylaws.

### b. Strategic Planning

Magnuson shared his thoughts on the progress made so far in the strategic plan and his positivity with the survey response numbers.

Marquez and Lundergreen presented preliminary data from the strategic plan's community survey and a steering committee update. They indicated that the upcoming analysis will mark the end of the strategic plan's phase 1. Lundergreen explained the demographics of survey takers, and Marquez highlighted preliminary conclusions, putting emphasis on the high rate of positive feedback for the Library.

Next steps for the strategic plan include the community survey analysis, additional community partner interviews, and next month's board meeting update.

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

Nakamura explained the budget changes presented to the Board. If approved, additional funding for the Library strategic plan would continue into Fiscal Year 2023. Trustees discussed forecasting for future strategic plan related costs and the normal cadence of Interim Budget Changes.

**MOTION** by Klene and seconded by Lemmons to approve the recommended item and forward to Council for consideration. All in favor, motion carried.

## 7. New Business

### a. Library Website Redesign

Hall, Winkler, and Gray presented the Library's upcoming website redesign project. Waiting for more analysis on the strategic planning community survey, the project is currently in a discovery phase, prioritizing the changes coming to the website. The redesign will also allow proactive maintenance of the website rather than rely on large, inconsistent, high-budget projects.

Trustees discussed the scope and possible timeline of this project. Staff and the Board conversed about budget and the maintenance of the new design.

**b. Selection of Meeting Dates for Fiscal Year 2023**

Trustees agreed to continue meeting on the same time and day for Fiscal Year 2023.

**MOTION** by Klene and seconded by Rush to continue meeting on the same time and day through Fiscal Year 2023. All in favor, motion carried.

The Library Board of Trustees will meet the second Wednesday of every month at 11:30 a.m. in the Marion Bingham Room of the Main Library at 715 S. Capitol Blvd.

**8. Election of Officers for Fiscal Year 2023 – Action Item**

The Library Board of Trustees Bylaws, Article IV, Section I, states "The Board shall elect at its annual meeting from its members a President and Vice President who shall serve for a term of one (1) year or until his/her successor is elected. No officer shall serve more than two full consecutive terms."

Dorr explained the different responsibilities and rolls of both President and Vice President.

**MOTION** by Pantera and seconded by Magnuson to elect Brian Klene as President for the term October 1, 2022 through September 30, 2023. All in favor, motion carried.

**MOTION** by Magnuson and seconded by Pantera to elect Rebecca Lemmons as Vice President for the term October 1, 2022 through September 30, 2023. All in favor, motion carried.

**9. Review, Amend, Repeal, or Adopt Bylaws, Policies, and Procedures**

Library policies were reviewed monthly with the final review completed during the regular portion of the meeting.

Trustees engaged in discussion examining the Board's Bylaws in comparison to Idaho State Statutes that govern the Board. A subcommittee of Klene and Pantera was formed to review the bylaws for possible changes. Any proposed changes will be presented to the entire Board at a future meeting.

**10. Selection of Trustee to Review Payment Vouchers**

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

**11. Selection of Meeting Date**

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

**12. Adjourn**

**MOTION** by Pantera and seconded by Magnuson to adjourn at 12:58 p.m. All in favor, motion carried.

**Approved:**

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Jessica Dorr, Director

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Brian Klene, President