

Boise Public Library
Board of Trustees
Regular Meeting Minutes
October 12, 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, October 12, 2022.

Board of Trustees Present:

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

Others Present:

Jessica Dorr, Library Director; Kathleen Stalder, Library Acquisitions/Technical Services Senior Manager; Heidi Lewis, Library Division Manager; Emily Johnson, Library Chief Administrative Officer; Huda Shaltry, Branch Supervisor for Library! at Hillcrest (Remote); Erin Kennedy, Librarian for Library! at Collister; Shawn Wilson, Municipal Facility Program Manager Senior for Boise City Public Works; Logan Weis-Hurzeler, Boise City Legal Council; Kim Nakamura, Finance Manager for Boise City Department of Finance and Administration (Remote); 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 Klene at 11:32 a.m., and a roll call was conducted.

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

2. Communications

None.

3. Minutes – Action Item

MOTION by Pantera and seconded by Magnuson to approve the September 14, 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 Magnuson and seconded by Lemmons to approve the September bills and payroll, the expenditure and revenue reports for the period ending August 31, 2022, and the Gift Fund activity report for August 2022. All in favor, motion carried.

5. Reports

a. Friends of the Boise Public Library

Jill Johnson reported the Friends' upcoming annual meeting. In this meeting, Johnson and the Friends will look back on revenue made in the last year from their seasonal sales, Tree City Books, and online sales. So far, \$140,000 has been raised over the last 12 months.

In addition, the Friends' November sale will be held on November 3rd through November 6th at the Main Library and an online auction in December will end 2022 events. Once the Main Library's 4th floor construction starts, the Friends will be unable to hold sales/auctions due to a lack of storage space. They are looking into other outlets such as online sales to compensate.

b. Boise Public Library Foundation

Manship updated the Board on the Foundation's involvement with the Boise Comic Arts Festival (BCAF). Manship said their presence and outreach was a success at this event, and the Foundation was able to share their initiatives with those in attendance.

Now, the Foundation is looking for more opportunities for fundraising.

c. Library Director's Report Including Administration and Management

Dorr notified the Board about an upcoming presentation to City Council. In this presentation, Dorr will share the progress and data collected from the strategic plan to Council.

Dorr highlighted the Boise Comic Arts Festival (BCAF) write-up in the Board packet. This year's BCAF introduced two new programs – a day dedicated to Librarians and Educators and a Teen Mentor Program for young artists. Dorr thanked Lemmons for volunteering for BCAF. Lemmons described her experience volunteering.

With upcoming construction on the 4th floor of the Main Library, Dorr reported that this area will not be safe for staff to work in.

Trustees discussed the upcoming Idaho Commission for Libraries annual report.

6. Old Business

a. Boise Public Library Policy Review

Section 1.00, Board of Trustees & Section 7.00, Use of Meeting Rooms

Dorr presented Section 1.00 and Section 7.00 of the Boise Public Library Policy Manual. One change was presented for Trustee information for Regulation 7.01a, Use of Meeting Rooms, to reflect new Idaho Code.

This begins the Library Board of Trustees annual policy review for Fiscal Year 2023, as stipulated by the Board's Bylaws.

b. Strategic Planning

Lewis returned to the Board with the monthly strategic plan update. Lewis reminded the Board of the structure of the strategic plan.

With the end of phase 1, BERK Consulting Inc. has started to create a summary of all findings to date. Workgroups are also working on summaries on their individual findings in staff engagement, community partner interviews, and peer library studies. The steering committee has reviewed the phase 1 data as well.

Next steps include completing analysis on the community survey, presenting to City Council on phase 1 findings, and another update at next month's Board meeting.

Magnuson reported as a steering committee member. Trustees and staff discussed sharing more information with the Board prior to their monthly meeting as well as rotating which Trustee should be on the steering committee for phase 2.

7. New Business

a. Capital Projects Update

Wilson gave an overview of all upcoming construction projects around and in the Main Library. Starting from the 1st floor and ending at the roof, Wilson shared all the necessary improvement each floor needs. Implementation of these repairs have already started, and the Board will see increased spending as projects become more developed.

Emily Johnson outlined the communication that will occur during these projects. Staff and City partners will receive weekly updates and Library partners will have initial meetings then ongoing updates on the projects' progress. To keep the community informed, a page has been created on the Library's website, explaining all projects happening near the Main Library and those happening inside it. The Board will receive monthly updates at their Board meetings.

Trustees and staff discussed budget and spending for these upcoming projects.

b. Freedom to Read Workshop

Rush reported on her time at the Freedom to Read Workshop. This workshop focused on book banning and book challenges. Rush exemplified that Boise Public Library should continue to be proactive, follow policy, and highlight what makes a book/material positive for the community.

Magnuson left the meeting at 12:38 p.m.

c. 2022 Idaho Library Association Conference

Kennedy and Shaltry presented about their time at this year's Idaho Library Association (ILA) Conference. While there, Kennedy, Shaltry, and other Boise Public Library Librarians presented about book challenges on a national level and how to train library staff. Other experience included sessions on school libraries, wellness packages, and legislation classes.

d. Library Closure 2023 Calendar – Action Item

Dorr presented the Library Closure 2023 Calendar to the Board. All holidays are aligned with the City of Boise's holiday calendar. Staff recommended opening branches later on April 11th, National Library Worker Day.

MOTION by Rush and seconded by Lemmons to approve the recommended closures and reduced hours for calendar year 2023. All in favor, motion carried.

8. Selection of Trustee to Review Payment 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, November 9, 2022 at 11:30 a.m.

10. Adjourn

MOTION by Lemmons and seconded by Rush to adjourn at 12:55 p.m. All in favor, motion carried.

Approved:

Jessica Dorr, Director

Brian Klene, President