

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

**Board of Trustees Present:**

Tonya Westenskow, President; Sonia Galaviz (Remote); Brian Klene; Nicole Trammel Pantera (Remote).

**Others Present:**

Jessica Dorr, Director; Jill Johnson, President of Friends of the Library (Remote); Brian Manship, Chair of the Boise Public Library Foundation (Remote); Kathy Stalder, Acquisitions and Technical Services Manager (Remote); Heidi Lewis, Library Division Manager; Sarah Kelley-Chase, Public Services Manager; Ed Jewell, Boise City Legal Counsel; Lynette Gould, Boise City Department of Finance and Administration (Remote); Sam Council, Library Services Specialist; Tiffaney Bryner, Library Services Specialist; Renee Addington, Library! at Cole & Ustick Branch Supervisor (Remote); Kari Davis, Library Administrative Assistant (Remote); Lian Taylor, Library Admin Specialist Senior (Remote).

**1. Call to Order and Introductions**

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

After roll call was conducted, Pantera joined the meeting at 11:32 a.m.

**2. Communications**

None

**3. Minutes – Action Item**

MOTION by Klene and seconded by Pantera to approve the December 8, 2021 regular meeting minutes as presented. All in favor, motion carried.

**4. Consent Agenda – Action Item**

**a. Payment of Bills and Payroll**

**b. Financial Reports**

MOTION by Klene and seconded by Galaviz to approve the December bills and payroll, the expenditure and revenue report for the period ending November 30, 2021, and the Gift Fund activity report for November 2021. All in favor, motion carried.

## 5. Reports

### a. Friends of the Boise Public Library

Johnson presented to the Board the new year's initiatives. The Friends of the Boise Public Library will hold their first meeting on January 13, 2021. Johnson stated goals for this year included raising funds for the library, ratifying their Memorandum of Understanding with the City of Boise, and editing their website.

### b. Boise Public Library Foundation

Manship reported that the Foundation had recently held their first meeting of the new year but will have an additional meeting on January 13, 2021 for elections. For this year, the Foundation aims to hire an executive manager and establish committees to be flexible for the needs of the library.

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

Dorr began with a Covid-19 update. In light of the new variant, Dorr and Library leadership are revisiting plans to be flexible and open for the community. Dorr commented that social media is the most efficient way to communicate with the public and that operating safely for staff and the community remains a priority.

Dorr invited Lewis to present information on the Library's upcoming strategic planning process. Lewis will be the lead project manager for the effort for the Library. Lewis shared the selection of BERK Consulting, Inc. to support this effort and touched on their role in the strategic planning process. Lewis also spoke to the project schedule and roles. Representatives from BERK Consulting, Inc. will attend the Board's February meeting.

Dorr highlighted a recent effort undertaken by the city to conduct an independent analysis of facilities management, aimed at identifying potential opportunities to make Library and Public Works facilities more efficient for the community. The Board would need to approve budgetary changes, so Dorr asked the Board how they would like information presented. Trustees stated that wholistic narratives on budget changes in addition to frequent financial recaps would be helpful for them to consider any proposed changes as well as to track progress in major activities.

## 6. Educational Item – Home-Based Services

Council and Bryner gave a presentation on Home-Based services to the Board. Home-Based services are monthly services -- such as library card registration, delivery of print materials, activity kits, and pop-up libraries – to Boise's senior and other home-based residents free of charge. Applications for this service can be done over the phone or online. Council and Bryner told Trustees that future partnerships with service-oriented groups are being considered.

## 7. Old Business

### a. Boise Public Library Policy Review:

#### **Section 3.02, Service Hours; Section 3.05, Homebound Services**

Kelly-Chase presented Section 3.00, Services (Subsections 3.02, Service Hours; Subsection 3.05, Homebound Services) of the Boise Public Library Policy Manual. Recommended changes to policy 3.02 and policy 3.05 were included in the packet and reviewed by Kelley-Chase with the Trustees.

### b. Boise Public Library Policy Review:

#### **Regulation 3.05a, Limits on Homebound Services**

Kelley-Chase presented Section 3.00, Services (Regulation 3.05a, Limits on Homebound Services) of the Boise Public Library Policy Manual. This was a discussion item only as Board approval is unnecessary for regulation changes.

### c. Boise Public Library Policy Review:

#### **Policy 3.06, Unscheduled Closures and Cancellations**

Kelley-Chase reviewed Section 3.00, Services (Subsection 3.06, Unscheduled Closures and Cancellations) 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.

## 8. New Business

### a. Certification of the Idaho Commission for Libraries Annual Report – **Action Item**

Dorr reviewed the Idaho Commission for Libraries Annual Report with the Board. The report consists of statistics which help the state track trends over years.

MOTION by Galaviz and seconded by Klene to certify the Idaho Commission for Libraries Annual Report. All in favor, motion carried.

### b. Library Director Performance Evaluation

Westenskow led a conversation concerning the Library Director Performance Evaluation. Westenskow reported that she and Pantera are working together to create a review template and will present the template to the Board at the February meeting. The review process will include a self-evaluation from Dorr in addition to input from others such as staff and colleagues. Westenskow stated that the Board hopes to have the review completed by April.

## 9. Selection of Trustee to Review Payment Vouchers

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

**10. Selection of Meeting Date**

The next regular Board of Trustees meeting is scheduled for Wednesday, February 9, 2022 at 11:30 a.m.

**11. Adjourn**

MOTION by Galaviz and seconded by Klene to adjourn at 12:50 p.m. All in favor, motion carried.

**Approved:**

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Jessica Dorr, Director

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Tonya Westenskow, President