

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
November 10, 2021

The Boise Public Library Board of Trustees met at the Main Library in the Bingham Room for their regular meeting at 11:30 a.m. on Wednesday, November 10, 2021.

**Board of Trustees Present:**

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

**Others Present:**

Jessica Dorr, Director; Jill Johnson, Friends of the Library Representative (Remote); Brian Manship, Boise Public Library Foundation Representative (Remote); Kathy Stalder, Acquisitions and Technical Services Manager (Remote); Sarah Kelley-Chase, Public Services Manager (Remote); Jen Villalobos, Collister Branch Supervisor (Remote); Josh Shapel, Events Coordinator (Remote); Ed Jewell, Boise City Legal Counsel; Lynette Gould, Boise City Department of Finance and Administration (Remote); Kelley Fleming, Boise City Legal Counsel (Remote); Chloe Ross, Boise City Strategic Initiative Program Manager (Remote); and Kari Davis, Library Administrative Assistant.

**1. Call to Order and Introductions**

The meeting was called to order by Westenskow at 11:33 a.m. and a roll call was conducted.

**2. Communications**

None

**3. Minutes- Action Item**

MOTION by Pantera and Magnuson by Galaviz that the October 13, 2021, regular meeting minutes be approved as presented. 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 Galaviz to approve the October bills and payroll, the expenditure and revenue report for the period ending September 30, 2021, and the Gift Fund activity report for September 2021. All in favor, motion carried.

**5. Reports**

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

Johnson shared that the Friends held elections for 2022. Jill Johnson was elected President, Eilene Oldag elected as Vice President and Celia Renner as Treasurer.

The group held its first large sale over 2 ½ days in the Hayes Auditorium. They raised close to \$16,000. Approximately 350 people attended the event each day while complying with COVID protocols. The next sales event will be an online auction in December.

**b. Boise Public Library Foundation**

Manship reported that the Foundation held interim elections in September with Brian Manship elected as Chair, Katy Dang elected as Vice Chair, and Doug Achtemier elected as Treasurer. The group will hold elections again at its annual meeting in January. Manship shared that the Foundation will be filling a staff position to provide support and hope to have them onboard in January. The group is working with Dorr to seek opportunities to fill its mission in supporting the Library.

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

Dorr shared that the selection committee for the strategic plan request for qualification recently interviewed two finalists. The group has selected a firm to move forward with. Dorr believes this will be a strong partnership and good for community engagement. Once the City's process is complete the name of the firm can be shared.

**6. Old Business**

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

**Section 2.00, Personnel**

Kelley-Chase reviewed section 2.00, Board of Trustees, 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.

**7. New Business**

**a. New Library Card Designs**

Shapel shared with Trustees the five library card design submissions being voted on by library users. The top three designs will be made into new cards for users to choose from. These cards will be in addition to the selection currently available.

**b. Lynx! Consortium Assessment**

Dorr provided background on the Lynx Consortium hosted by Boise Public Library since its founding around 50 years ago. A consultant has been hired to review the existing agreement between the 12 libraries that comprise the consortium and provide recommendations for a path forward. The final assessment and recommendations will be presented to the Directors of the libraries in April.

Each library will have two Board members participate in a focus group in early 2022 as part of the assessment. Dorr requested that the Trustees consider who would participate in that group.

**c. Learning Lab Lease**

Ross provided background on the work being undertaken by the City to bring all leases in City facilities with non-profits in alignment. A new policy was approved during the City Council meeting held on November 9<sup>th</sup>.

Fleming reviewed with the Trustees the lease agreement with Learning Lab, Inc. and the sublease agreement with Step Ahead Idaho, Inc. Fleming also provided some background on the historical relationship of each organization with the Library. Trustees inquired about the relationships and discussed how they relate to the Library's mission.

MOTION by Pantera and seconded by Galaviz to approve the lease between Learning Lab, Inc. and the city of Boise City and forward to Council for final approval. All in favor, motion carried.

**d. Step Ahead Idaho Sublease**

MOTION by Klene and seconded by Pantera to approve the lease between Step Ahead Idaho, Inc. and the city of Boise City and forward to Council for final approval. All in favor, motion carried.

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

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

**9. Selection of Meeting Date**

The next regular Board of Trustees meeting is scheduled for Wednesday, December 8, 2021 at 11:30 a.m.

**10. Adjourn**

MOTION by Galaviz and seconded by Magnuson to adjourn at 1:00 p.m. All in favor, motion carried.

**Approved:**

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Jessica Dorr, Director

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Tonya Westenskow, President