



# BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

## BOISE PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting Minutes May 10, 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, May 10, 2023.

### City Staff, City Council, and Partners Present

Jessica Dorr, Library Director  
Kathleen Stalder, Library Acquisitions and Technical Services Senior Manager  
Sarah Kelley-Chase, Library Public Services Senior Manager  
Emily Johnson, Library Chief Administrative Officer  
Heidi Lewis, Main Library Division Manger  
Kari Davis, Library Administrative Assistant  
Lian Taylor, Library Administrative Specialist Senior  
Tully Gerlach, Collection Development Librarian  
Micaela Brittsan, Youth Services Librarian  
Aaron Branahl, Branch Librarian at Library! at Hillcrest (Remote)  
Ed Jewell, Boise City Legal Council  
Shawn Wilson, Boise City Municipal Facility Program Manager Senior  
Lindsay Erb, Boise City Public Works Senior Project Manager  
Lynette Gould, Boise City Financial Services Supervisor (Remote)  
Jimmy Hallyburton, Boise City Councilmember  
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 11:31 a.m., and a roll call was conducted.

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

Phil Magnuson arrived at 11:32 a.m.

Dorr made introductions for the city staff presenting that day.

### 2. Communications

None.

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

[BOISEPUBLICLIBRARY.ORG](http://BOISEPUBLICLIBRARY.ORG)

### 3. Minutes - Action Item

**MOTION** to approve the April 12, 2023 regular meeting minutes.

**Motion:** Pantera

**Second:** Lemmons

**Result:** Motion carried

### 4. Consent Agenda - Action Item

#### a. Payment of Bills and Payroll

#### b. Financial Reports

Trustees discussed the consent agenda, specifically administration line items.

**MOTION** to approve the April bills and payroll, the expenditure/revenue reports for the period ending March 31, 2023, and the gift fund activity report for March 2023.

**Motion:** Klene

**Second:** Rush

**Result:** Motion carried

### 5. Reports

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

Jill Johnson presented an update about the Friends' operations. Starting in May, the Friends are taking donations on Saturdays. Discarded Library materials are now given to the Friends, and Johnson thanked staff for getting this process started again.

#### b. Boise Public Library Foundation

Manship presented to the Board the Foundation continued work in their Boise Comic Arts Festival sponsorship. He also gave an update on the Foundation Board's recruitment efforts. Trustees and Manship discussed the Mary Clara Allison fund.

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

Dorr started her report with an invite to the Board to attend the upcoming Summer Reading & Learning Celebration, a large-scale event that kicks off the Summer Reading program. Preparing for the auto sorter, construction has begun at the Main Downtown Library entrance. Library! at Hillcrest will be closed to the public for re-flooring later in the year. Adequate communication with the public will be made as this time comes closer.

Dorr gave an update on the Board of Trustee opening. The application period is closed, and Library staff will begin reviewing the applications for eligibility. Once this is done, staff will forward the application list to the Board President and Vice President for their review. Potential candidates selected by the Director, President and Vice President will be forward to the Mayor for consideration. Dorr asked the Board what skillset they want in a new Trustee. The Board noted that Information Technology and data analysis background would be preferred to see. Trustees also highlighted the importance of diversity on the Board and library advocacy.



Dorr provided a timeline for the FY24 budget process, notifying the Board about the financial investments in correlation to the Library's new strategic plan. She also acknowledged possible conflicts for a future Board meeting that staff are trying to accommodate. Kelley-Chase spoke about her experience at the recent Library Journal Safety Summit.

## 6. Education Item

### a. FY23 Summer Reading and Learning

Branahl presented on the upcoming Summer Reading and Learning Celebration and the programming that follows. Across the country, public libraries participate in Summer Reading to help students continue to learn through their summer vacation. Branahl shared some key dates for Summer Reading. Summer Reading incentivizes daily reading through prizes and rewards.

Brittsan then presented to the Board about the “American Rescue Plan Elementary and Secondary School Emergency Relief Summer Reading” grant given to the Library. This grant provides improved access to summer learning for students whose schooling was affected by Covid-19. The grant has provided library staff opportunities to take part in trainings, conferences, and hire summer interns. Staff will also promote summer reading and learning at site visits in the community.

Trustees discussed outreach to schools that intersect with other consortium member districts.

### b. Collection Development

Gerlach presented the 2022 Collection Assessment. This assessment determines the health of the Library's collection, what is popular in our community, and helps with budgeting. Gerlach explained how the data is read and gave an overview of digital resources used throughout 2022. Staff and Trustees discussed the process of data collection for this report.

## 7. Old Business

### a. Boise Public Library Policy Review:

#### **Section 5.00, Services, Subsection 5.00 – Action Item**

Section 5.00, Collection Development & Maintenance was presented to the Board with changes recommended by staff. Stalder explained that the changes are meant to make policy clear and readable.

**MOTION** to approve the recommended changes to Policy 5.01 in Section 5.00.

**Motion:** Pantera

**Second:** Rush

**Result:** Motion carried



This continues the Library Board of Trustees annual policy review of Fiscal Year 2023 as stipulated in the Board's bylaws.

**b. Capital Projects Update**

Wilson presented updates on the various capital projects in the Library. He gave a brief background to the reasons for the remodels and a summary of the various construction improvements planned. Emily Johnson explained how internal and external communication is working throughout this process. The Board discussed funding sources and costs of these capital projects.

**8. New Business**

**a. FY23 Ada Community Library Annexation Compensation Agreement – Action Item**

Dorr spoke on the FY23 Ada Community Library Annexation Compensation Agreement. This agreement facilitates compensation to Ada Community Library for providing Boise Public Library users services.

**MOTION** to approve the FY23 Ada Community Library Annexation Compensation Agreement as presented and submit to City Council for final approval.

**Motion:** Rush

**Second:** Lemmons

**Result:** Motion carried

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

Pantera was selected to be the Trustee to review vouchers.

**10. Selection of Meeting Date**

The next Board of Trustees meeting is scheduled for Wednesday, June 14, 2023 at 11:30a.m.

**11. Adjourn**

**MOTION** to adjourn the meeting.

**Motion:** Lemmons

**Second:** Rush

**Result:** Motion carried

The meeting ended at 12:58p.m.

**Approved:**

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Jessica Dorr, Director

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Brian Klene, President

