

Boise Public Library
Board of Trustees
Regular Meeting Minutes
April 15, 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 Thursday, April 15, 2021.

Board of Trustees Present:

Margo Healy, President; Tonya Westenskow, Vice President (Remote); Sonia Galaviz (Remote); Rachel Goochey (Remote); Phil Magnuson.

Others Present:

Jessica Dorr, Director; Jill Johnson, Friends of the Library Representative (Remote); Lynn Hoffmann, Boise Public Library Foundation Representative (Remote); Shanna Decker, Acquisitions and Technical Services Manager (Remote); Denise McNeley, Operations and Outreach Manager (Remote); Sarah Kelley-Chase, Public Services Manager (Remote); Heidi Lewis, Main Library Manager (Remote); Jennifer Villalobos, Collister Branch Supervisor (Remote); Jamie Lundergreen, Library Communications/Customer Experience Manager; Lauren McLean, Boise City Mayor; Kelley Fleming, Boise City Legal Counsel; Mike Dean, Boise City Legal Counsel (Remote); Eric Bilimoria, Boise City Department of Finance and Administration (Remote); Lynette Gould, Boise City Department of Finance and Administration (Remote); and Kari Davis, Library Administrative Assistant.

1. Call to Order and Introductions

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

Healy thanked staff for the service provided during the past year, noting how important the services the Library has provided in response to the ongoing pandemic are to the community. She related that she and the City have been pleased with the selection of Dorr as Library Director. Healy thanked the City, the Mayor, the staff, and Dorr.

2. Communications

None

3. Minutes- Action Item

MOTION by Westenskow and seconded by Goochey that the March 11, 2021, regular meeting minutes be approved as presented. Motion carried by roll call vote: Magnuson, yes; Westenskow, yes; Goochey, yes; Galaviz, yes; Healy, yes.

4. Consent Agenda- Action Item

a. Payment of Bills and Payroll

b. Financial Reports

MOTION by Magnuson and seconded by Galaviz to approve the March 2021 bills and payroll, the expenditure and revenue report for the period ending February 28,

2021, and the Gift Fund activity report for February, 2021. Motion carried by roll call vote: Magnuson, yes; Westenskow, yes; Goochey, yes; Galaviz, yes; Healy, yes.

5. New Business

a. Future of the Library Discussion

McLean thanked the Board and Library staff for the past year and the service provided to the public during the pandemic. She noted the challenges and changes that staff faced and the way they adapted and were innovative. McLean shared she believes new facilities for the Library is at least 7 years out. She encouraged the Board to look at developing a strategic plan for the next 2-3 years focused on understanding community needs and aligning services to meet those needs. The past year has been difficult, and this timeframe will allow everyone to look at what was learned during the pandemic and plan how to go forward.

Trustees discussed developing a 2 to 3 year strategic plan and noted positives and negatives to the approach. Remembering the history and work already done, learning from the pandemic, and seeking feedback from the community were mentioned as part of the discussion.

b. Five Year Financial Forecast

An overview of the City budget and how its constructed was presented by Bilimoria. The City is seeing services outpace revenue. One-time funds are sometimes available but the funds for ongoing costs are not which impacts capital project priorities across the City.

c. Fiscal Year 2022 Library Budget

McNeley shared that staff are working through the budget process. A general overview was provided, including a target of a 2% reduction for the Library to non-personnel costs. This reduction amounted to \$60,000 and was met by looking at previous expenditures and adjusting based on historical spending. Using this approach, the Library was able to prioritize additional funding for materials and programs. Specific budget information will be brought to the Board for approval at their June meeting.

6. Reports

a. Friends of the Boise Public Library

Johnson reported on the Friends online auction held April 9-11. Sales for the auction grossed over \$3,000. Looking ahead at a possible outdoor book sale at the library. The group was happy to support the library's summer reading program this year.

b. Boise Public Library Foundation

Hoffmann shared that the Foundation is moving to quarterly meetings. The group is ready to assist the Library as it goes through planning and other processes.

Hoffmann reminded staff of restricted funds the Foundation holds for the purchase of materials as something to consider in planning.

c. Library Director's Report Including Administration and Management

Dorr briefed the Trustees on operations at the Library and the expansion of hours which began on Monday, March 29. All locations now offer browsing hours 2:00-6:00 p.m. Monday-Friday. Dorr reported that leadership continues to look at how to balance curbside services, grab and go kits, computer access, and in person browsing. Protocols for COVID are requiring more staff to run the facilities.

Dorr shared with the Trustees that staff have put together a summer reading celebration. Staff will be in the community promoting and providing programs in local parks. Dorr related that this feels like the Library opening back up to the community.

7. Old Business

a. Boise Public Library Policy Review:

Section 3.00, Services, Subsections 3.04

Kelley-Chase reviewed section 3.00, Services subsection 3.04, Interlibrary Loan, of the Boise Public Library Policy Ma. A change to the regulation was presented to the Board as an informational item as changes to regulation do not require Board approval.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2021 as stipulated by the Board's bylaws.

8. Selection of Trustee to Review Payment Vouchers

Goochey was selected to be the Trustee to review vouchers for April.

9. Selection of Meeting Date

The next regular Board of Trustees meeting is scheduled for Thursday, May 13, 2021, at 11:30 a.m.

10. Adjourn

MOTION by Westenskow and seconded by Magnuson to adjourn at 12:54 p.m. All in favor, motion carried.

Approved:

Jessica Dorr, Director

Margo Healy, President