



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | DIRECTOR: Jessica Dorr

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting Minutes March 11, 2026

The Boise Public Library Board of Trustees met at the Library! at Hillcrest in the Butte Room for their regular meeting at 11:30 a.m. on Wednesday, March 11, 2026

City Staff and Partners Present

- Jessica Dorr, Library Director
- Emily Johnson, Chief Administrative Officer
- Kathy Stalder, Acquisitions & Technical Services Sr Manager
- Heid Lewis, Public Services Sr Manager
- Sarah Kelley-Chase, Public Services Sr Manager
- Shivaun Korfanta, Library Marketing Manager
- Kari Davis, Library Administrative Manager
- Megan McIntosh, Library Administrative Specialist
- Ed Jewell, Boise City Legal Counsel
- Huda Shaltry, Library Branch Manager
- Zac Clarke, Deputy Chief of Staff, Community Programs
- Maggie Smith, Senior Budget Analyst
- Lindsay Erb, Public Works Senior Project Manager
- Jessica Rodriguez, Public Works Senior Project Manager
- Adon Galindo, Strategic Real Estate Manager
- Zoe Clifford, Public Works Facility Project Coordinator
- Yorick de Tassigny, Facilities Services and Operations Maintenance Manager
- Meredith Turner, Chair of the Boise Public Library Foundation (Remote)
- Kirsten Ocker, Friends of the Boise Public Library President (Remote)

1. Call to Order and Introductions

The meeting was called to order at 11:57 a.m., and a roll call was conducted.

Present: Ron Pisaneschi, President; Nicole Trammel Pantera, Vice President; Evelyn Johnson; Brian Klene.

Absent: Reshma Kamal.

Pisaneschi requested a motion to amend the agenda and move the executive session to the first order of business due to technical difficulties.

MOTION to amend the agenda and move the executive session to the first order of business.

DOWNTOWN LIBRARY
715 S. Capitol Blvd., Boise, Idaho 83702
P: 208-972-8200 | TTY: 711

LIBRARY! AT
BOWN CROSSING
P: 208-972-8360

LIBRARY! AT
COLE AND USTICK
P: 208-972-8300

LIBRARY! AT
COLLISTER
P: 208-972-8320

LIBRARY! AT
HILLCREST
P: 208-972-8340

BOISE CITY COUNCIL: Meredith Stead (President), Kathy Corless (President Pro Tem), Jimmy Hallyburton, Jordan Morales, Colin Nash, Luci Willits

BOISEPUBLICLIBRARY.ORG

Motion: Pisaneschi

Second: Pantera

Result: Motion carried on a roll call vote of Johnson, yes; Klene, yes; Pantera, yes; Pisaneschi, yes.

2. Executive Session: IC 74-206 (1)(b) Personnel Matters- Action Item

MOTION under provisions of Idaho code §74-206(1)(b) the Board recess to an executive session to discuss personnel matters.

Motion: Pantera

Second: Johnson

Result: Motion carried on a roll call vote of Johnson, yes; Klene, yes; Pantera, yes; Pisaneschi, yes.

The Board recessed to an executive session at 11:58 a.m.

MOTION to reconvene into regular session.

Motion: Pantera

Second: Johnson

Result: Motion carried on a roll call vote of Johnson, yes; Klene, yes; Pantera, yes; Pisaneschi, yes.

The Board reconvened into regular session at 12:17 p.m.

3. Communications

Dorr introduced Public Works Senior Project Manager Jessica Rodriguez, Facilities Services and Operations Maintenance Manager Yorick de Tassigny, Strategic Real Estate Manager Adon Galindo, and Public Works Facility Project Coordinator Zoe Clifford to the Board.

It was noted that an email from Mark Salisbury, Founder, Citizens for a Library in West Boise was received and would be addressed as part of the Library Facilities Plan discussion.

4. Minutes-Action Item

a. February 11, 2026, Regular Meeting

MOTION to approve the **February 11, 2026** regular meeting minutes.

Motion: Klene

Second: Pantera

Result: Motion carried on a roll call vote of Johnson, yes; Klene, yes; Pantera, yes; Pisaneschi, yes.

5. Consent Agenda-Action Item

a. Payment of Bills and Payroll

b. Financial Reports

MOTION to approve the February bills and payroll, the expenditure/revenue reports for the period ending January 31, 2026, and the gift fund activity report for January 2026.



Motion: Pantera

Second: Johnson

Result: Motion carried on a roll call vote of Johnson, yes; Klene, yes; Pantera, yes; Pisaneschi, yes.

6. Reports

a. Friends of the Boise Public Library

Due to the amendment of the agenda, Ocker had to leave the meeting prior to giving the Friend's monthly report.

b. Boise Public Library Foundation

Turner shared the Foundation is assessing their event bandwidth; will be tabling at the Summer Reading and Learning Celebration; and are exploring possible online advertising opportunities with Google Ad Grants. The Foundation also forwarded a fundraising proposal from Sockeye Brewing to the Friends.

Trustees requested a possible date adjustment for the Foundation's monthly board meeting to sync up with the Library Board's meeting.

c. Library Director's Report including Administration and Management

Dorr reported House Bill 819 was introduced in the House State Affairs Legislative Committee. The bill inappropriately applies the doctrine of government speech to Idaho public libraries. This would impact how libraries select materials and content further censorship inside public libraries. Dorr highlighted the Library's updated Advocacy Toolkit for those wanting to get involved.

Dorr shared going forward the Administration and Management Reports section of Director's Report in the meeting packet will be organized under and tied to the Library's Strategic Plan.

Dorr highlighted upcoming dates including the final workshop of Writer-in-residence Kim Cross on March 12 at the Library! at Hillcrest; Don Zancanella's residency beginning on April 4th at the Library! at Collister; the Mayor's State of the City address on May 6; and the Library's Summer Reading and Learning Celebration on May 16 at Jack's Urban Meeting Place (J.U.M.P.).

Trustees inquired about book clubs and staff safety. Dorr stated that she does not believe additional security is necessary and appreciates the concern around staff safety.

7. Requests for Reconsideration

None

8. Old Business

a. Boise Public Library Policy Review:



Section 4.00, Use of the Library-Action Item

Kelley-Chase reviewed section 4.00, Use of the Library, specifically subsection 4.04 of the Boise Public Library Policy Manual with Trustees. The recommended changes to 4.04 are related to consistency across policy as well as adding the prohibiting of e-bicycles and e-scooters to the Library Code of Conduct.

MOTION to approve the recommended changes to Policy 4.04.

Motion: Johnson

Second: Pantera

Result: Motion carried on a roll call vote of Johnson, yes; Klene, yes; Pantera, yes; Pisaneschi, yes.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2026 as stipulated by the Board's bylaws.

b. Library Facility Plan Discussion

Dorr and Erb continued the discussion with Trustees on the Library Facility Plan. Upcoming meetings include a Council work session on April 28 addressing options to expand access and meet service goals, and a final joint work session on June 16 focused on the capital plan.

Key takeaways from the joint Library Board and City Council meeting on February 24 include that the two bodies are strongly aligned on the need to invest in the Library's current facilities and both support the direction the library service goals and site selection criteria are going. Council requested additional information on current M&O needs; what growth in current facilities is needed; what new facilities would be needed to meet a potential two-mile library proximity goal; and opportunities for innovative services to increase reach for the April work session.

Trustees requested examples of successful innovative services from libraries around the country and inquired about the inclusion of a potential two-mile proximity goal. Dorr clarified that there is no industry standard set for proximity; however, Council asked that the Library assess the implications of a two-mile proximity goal.

c. Library Asset Management

Erb, de Tassigny, and Galindo presented to Trustees how the Library's assets are maintained including information on asset management and budgeting processes. Facility Services and Operations keeps spaces safe, reliable, and functional by maintaining assets through preventative scheduled maintenance, repair, and replacement. Erb clarified that major repair and maintenance funds are considered part of the Library budget and are part of annual planning. Erb highlighted current and future project updates for the Library locations and explained why expansion of the standalone branches



(the Library! at Bown Crossing and the Library! at Cole and Ustick) is not a viable option.

Galindo provided an overview of the Library's leased branches, the Library! at Collister and the Library! at Hillcrest. It is recommended to renew both leases while the long-term facilities plan is finalized to maintain uninterrupted library service and to continue exploring long-term ownership opportunities. Trustees discussed the lease renewal options noting the increase in the estimated base rent for the Hillcrest branch. Galindo explained that the base rent for the Collister branch was pre-set during previous lease negotiations. It was noted that across the city and particularly in the West Boise area, lease space options are rare with the necessary space and square footage.

9. New Business

a. Temporary Closure of the Downtown Library – Action Item

Johnson presented to the Board the request to temporarily close the Downtown Library as part of electrical upgrades in the building from May 3 to May 10, 2026. The other Library locations will remain open during this week.

MOTION to approve the temporary closure of the Downtown Library May 3-10, 2026 for electrical upgrades in the building.

Motion: Klene

Second: Johnson

Result: Motion carried on a roll call vote of Johnson, yes; Klene, yes; Pantera, yes; Pisaneschi, yes.

10. Selection of Trustee to Review Payment Vouchers

Trustee review for vouchers by Pantera.

11. Selection of Meeting Date

Next regular meeting on Wednesday, April 08, 2026, at the Library! at Bown Crossing.

12. Adjourn

MOTION to adjourn the meeting.

Motion: Pantera

Second: Klene

Result: Motion carried.

The meeting ended at 1:43 p.m.

Approved

Jessica Dorr, Director

Ron Pisaneschi, President





Library!



BOISE PUBLIC LIBRARY

Library Board of Trustees | March 11, 2026



MISSION

The mission of the Boise Public Library is to provide access and opportunity for everyone by connecting people to ideas, information, and community.



FACILITIES PLANNING

- A Facilities Plan will help us ensure that our Libraries are:
 - Welcoming
 - Accessible
 - Attractive
 - Comfortable spaces for the entire community
- The plan will recommend how to improve the Library's buildings over the next 10-20 years.

OCTOBER 2025 RECOMMENDATIONS

Invest in Current Facilities

- Schedule and fund replacement cycles for major repair and maintenance at all current locations
- Continue to participate in the Lynx Library Consortium
- Renew leases at Collister and Hillcrest

Explore Innovation and Partnerships

- Look for opportunities to provide specialized services at suitable locations
- Consider non-staffed models of access to materials
- Explore partnerships for expanded programs and services with Lynx Library partners

Increase Library Space

- Budget to secure, equip, and staff additional Library space
- Look for opportunities to collocate Library services with other City services
- Meet community expectations of Proposition 1 passed in 2019

NEXT STEPS

December 16, 2025: Council Work Session:
Downtown Library

February 24, 2026: Joint Work Session: Library Site
Location Criteria and Service Goals

Council Work Session: Options to expand access
and meet updated Service Goals (April 28, 2026)

Joint Work Session: Capital Plan (June 16, 2026)

KEY TAKEAWAYS

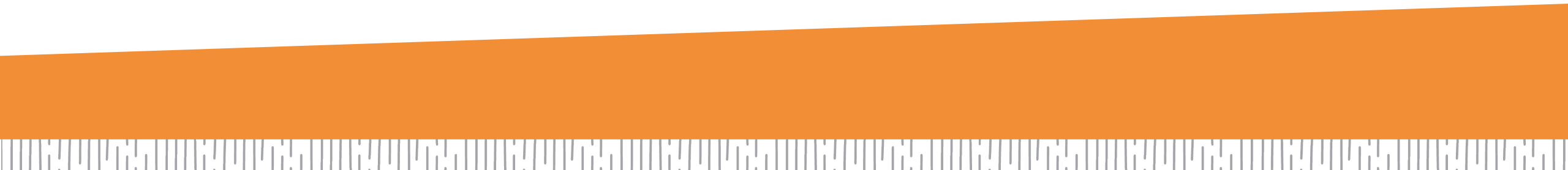
- The Library Board and Boise City Council are strongly aligned on the need to invest in our current facilities.
- Both bodies support the direction the Library Services Goals and Site Selection Criteria are going
 - More information requested on program selection and attendance, service gaps, and capacity
- Council outlined additional information requested for the April work session

APRIL WORK SESSION

Additional information requested:

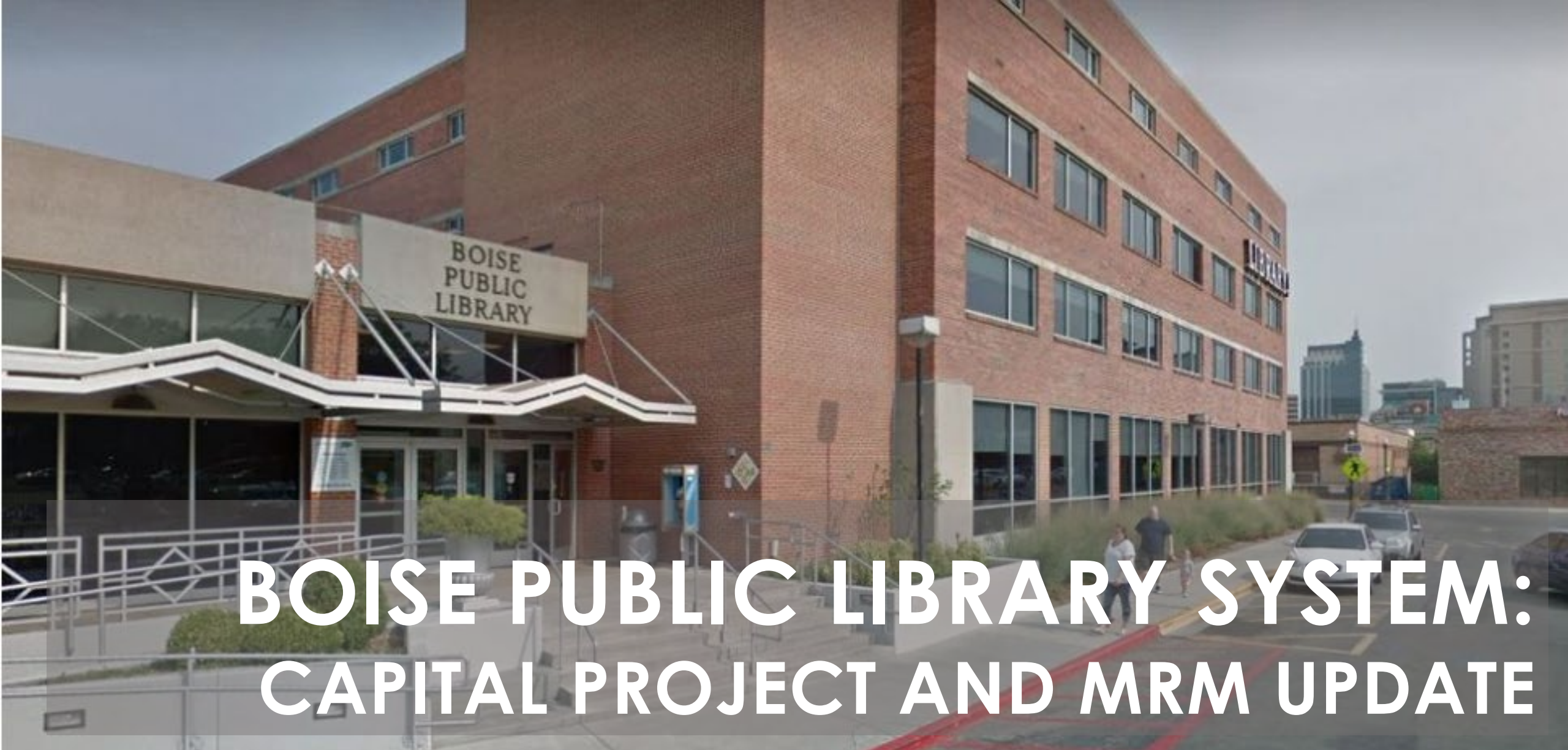
- Current M&O needs
 - What growth in current facilities is needed
 - What new facilities would be needed to meet a potential two-mile library proximity goal
 - Opportunities for innovative services to increase reach
- 

DISCUSSION



THANK YOU





BOISE PUBLIC LIBRARY SYSTEM: CAPITAL PROJECT AND MRM UPDATE

BPL BOARD OF TRUSTEE'S UPDATE 03.11.26



CREATING A CITY FOR EVERYONE

AGENDA

- Facility Services and Operations
- Project Updates
- Lease Overview

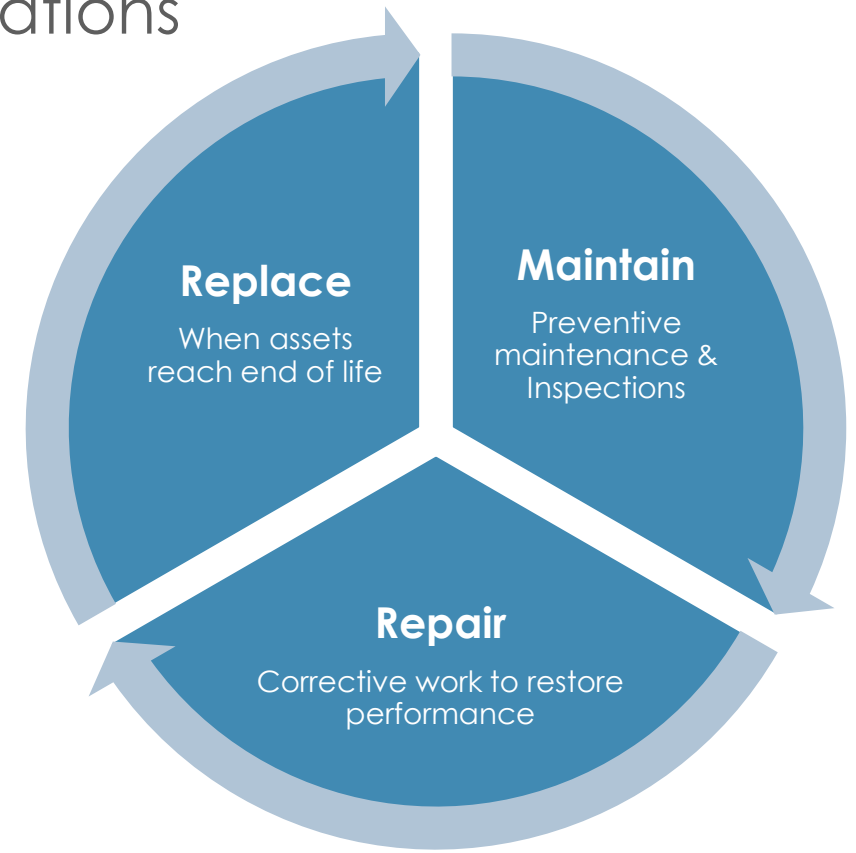
DEFINITIONS

- **Major Repair & Maintenance (MRM):** planned replacement of major building systems that have reached the end of their useful life.
- **Major Equipment (MEQ):** such as Fleet or technology infrastructure (Courier Vans, Auto Sorter)
- **Deferred Maintenance (DM):** repairs or replacements that are needed but delayed, typically due to funding or prioritization decisions.
- **Capital Improvement (CI):** Projects that **enhance** or **expand** a facility beyond restoring it to its original condition.

FACILITY SERVICES AND OPERATIONS ROLE

FSO AT A GLANCE

- Supports Facility Services and Building Operations
- Manage ~**1 million** square feet of space:
 - Administrative
 - Public Safety
 - Civic
 - Parks & Rec
 - Support Services
- Team of 19 includes:
 - Electricians
 - HVAC technicians
 - Building technicians
 - Building Automation Specialist



Keep facilities **safe, reliable, and functional**

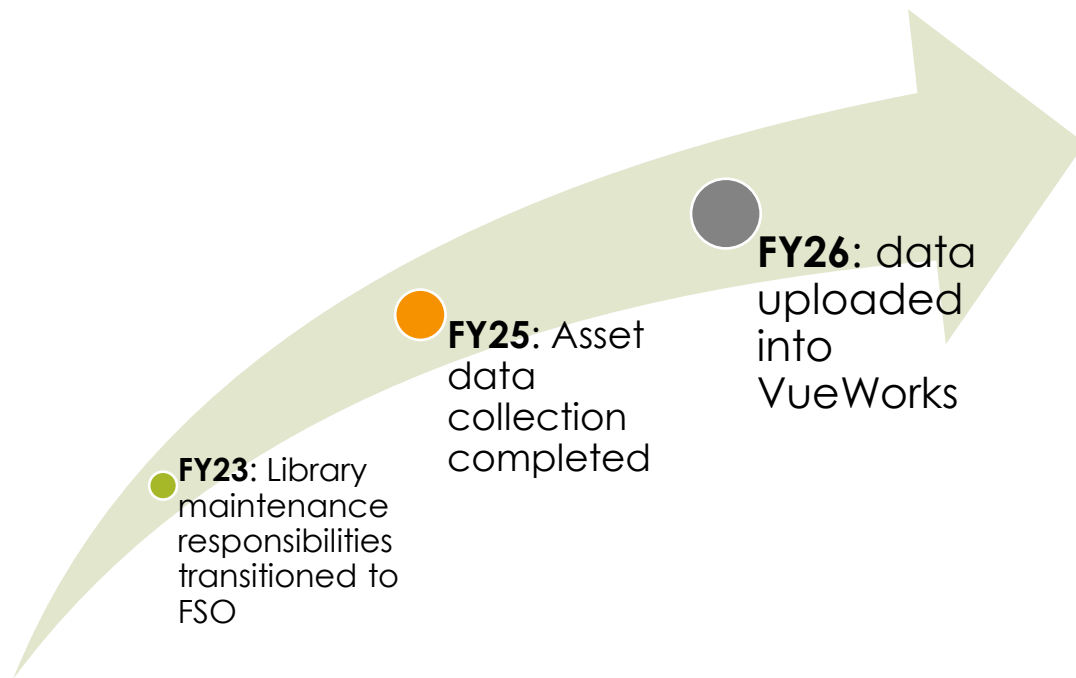
ASSET MANAGEMENT TOOL

- **VUEWorks** - Enterprise Asset Management system
- It allows us to:
 - Maintain an inventory of building assets
 - Manage work orders
 - Monitor asset condition
 - Support repair and replacement planning

The screenshot displays the 'Manage Facilities' interface. On the left, a tree view lists various facility assets, with 'LIBMAIN-BLR-01' selected. The main area shows a detailed view for this asset, including fields for Asset ID, QR Asset ID, Inventory Date, Uniformat, and Asset Description. The 'Details' section includes fields for Building Number, Building Name, Floor, Room Number, Special Access, Manufacturer, Model Number, Serial Number, Service, and Parent BOI Asset ID.

Field Name	Value
Asset ID	45052
QR ASSET ID	100421
INVENTORY DATE	03/17/2025
UNIFORMAT	D302099002
UNIFORMAT DESCRIPTION	BOILER, THERMAL FLUID, ELECTRIC
ASSET GROUP	BOILER
TAG	100421
ASSET DESCRIPTION	BOILER, THERMAL FLUID, ELECTRIC, BLDG: 38402, ROOM: 121B
BUILDING NUMBER	38402
BUILDING NAME	LIBRARY - MAIN
FLOOR	FIRST
ROOM NUMBER	121B
SPECIAL ACCESS	
MANUFACTURER	BRASCH
MODEL NUMBER	360HW480-12G
SERIAL NUMBER	
SERVICE	
PARENT BOI ASSETID	

LEVERAGING THE DATA



Library Roadmap

- ✓ Forecast **Major Repair & Maintenance**
- ✓ Quantify **Deferred Maintenance**
- ✓ Estimate replacement costs using **Current Replacement Value**
- ✓ Support long-term **budgeting and capital planning**

CAPITAL/RENEWAL PLANNING

01

Replacement of individual assets end of life.

- Chiller
- Roof
- Electrical switchgear

02

Recapitalization of multiple building systems together

- Refresh interior finishes
- Full mechanical + electrical replacement
- Building renovation

03

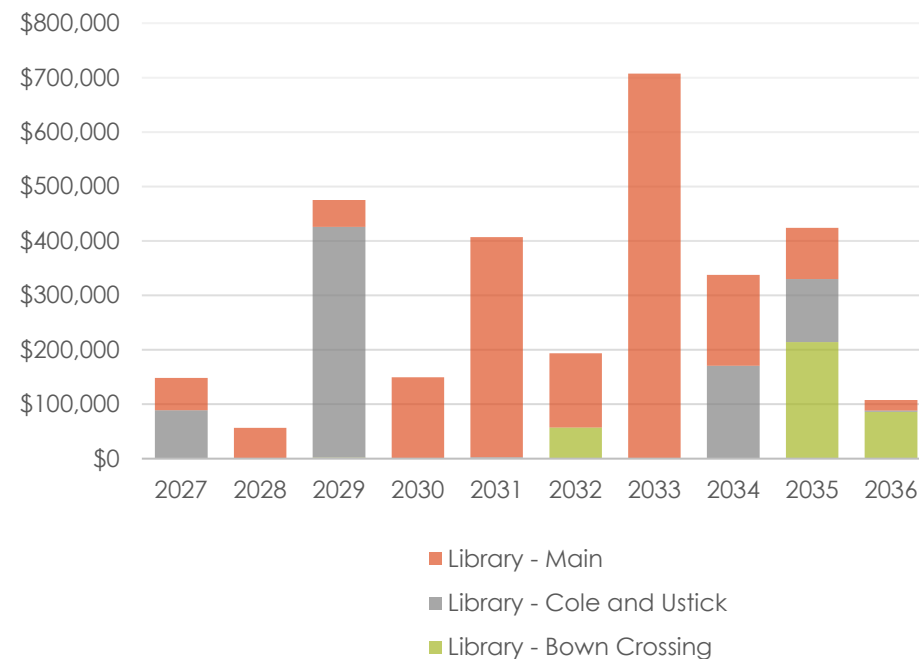
Improve performance or add capacity

- Increase energy efficiency
- Upgrade lighting systems
- Add EV chargers

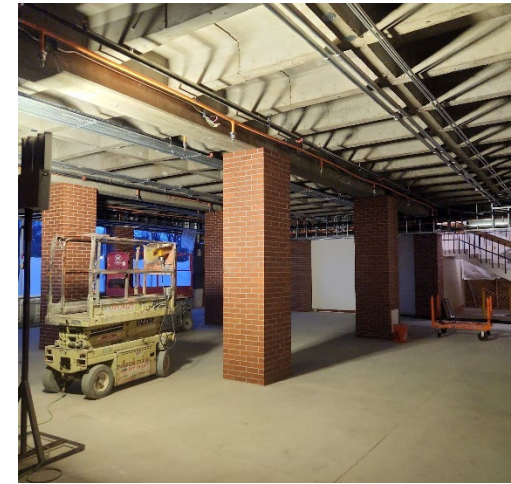
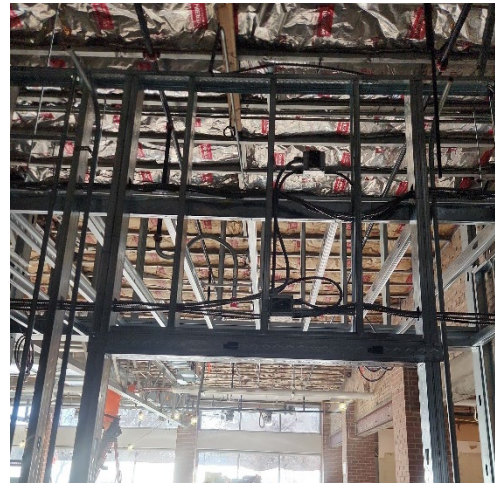
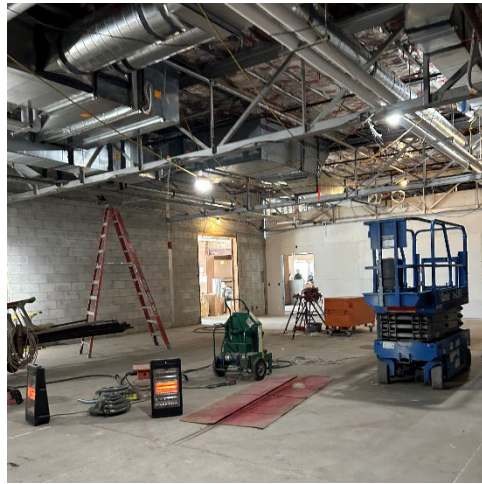
LIBRARY MRM PLANNING

- 10-year year forecast \$3M to \$4M
- Additional dollars budgeted for improvements and finish upgrades
- Integrate MRM into programmatic space renewals

OWNED LIBRARIES ASSET REPLACEMENT FORECAST



PROJECT UPDATES



DOWNTOWN: 1ST FLOOR REMODEL

**1st Floor
remodel and
Deferred
Maintenance**

**HVAC
Upgrades**

**Youth Services
upgrades**

**ADA /
Plumbing
upgrades**

**Update
information
desk and
programming
space**

DOWNTOWN (MRM/CIP)

Current

- Elevator replacement and modernization – FY 26/27
- Exterior façade and windows spring 26
- Parking lot – address storm drainage FY 27

Future

- Replacement cycle of carpet and paint to align with 1st floor on floors 2 and 3
- Complete 4th floor updates
- Relocated ATS, Admin, Courier Services and Remodel / Repurpose Space for programming, collections and meeting rooms

COLE AND USTICK

Completed

- AutoSorter Installation (**MEQ**)
- Additional Workstations to support new staffing model (**FURN**)
- Bird Strike Mural (**MRM**)
- Lighting Upgrades (**MRM**)
- ADA Upgrades (**CIP**)

Future

- Remodel of inefficient use of space for programming, collections, study rooms (**CIP**)



BOWN CROSSING



2026 Projects

- **AutoSorter (MEQ)**
 - Anticipated installation – June
- **Bird strike Mural (MRM)**
 - Anticipated Installation – May
- **Information Desk (FURN)**
 - Anticipated Installation – June

Future

- Sound Absorption design and install
- Remodel of inefficient use of space for programming, collections, and study rooms

Integrate MRM into programmatic space renewals

PROPERTY CONSTRAINTS



Bown Crossing



Cole and Ustick

WHY EXPANSION IS NOT POSSIBLE

Original designs
are **not intended
for expansion**

Site Boundaries

- Adjacent Development
- Limited Undeveloped Land Available

Zoning Code

- Landscaping water retention
- Parking

COLLISTER



Completed:

- LED lighting upgrades and controls **(MRM)**

2026 Projects

- **Workstation Upgrade (FURN)**
 - Anticipated installation – April
- **Staff Area Carpet Replacement (MRM)**
 - Anticipated Installation – April

HILLCREST



Completed:

- LED Lighting and controls upgrades (**MEQ**)

Future:

- Remodel of "Front Porch" into branch footprint (**CIP**)

LEASE OVERVIEW

LEASED FACILITIES

The City of Boise currently leases two library branches from private real estate investors.

- **Hillcrest** Branch: 13,502 SF, grocery-anchored shopping center off Overland Road.
 - **Collister** Branch: 12,000 SF retail strip center off State Street.
- Lease control limited to duration of lease agreements

Current Lease Summary					Lease Renewal Summary					
Location	Lease Start Date	Current Term Ends	Full Lease Coverage Through	Base Rent Final Year (PSF)	Option Exercise Date (OED)	Options	Rent Reset Type	Option Exercise Timeline	Est. Base Rent (PSF)	% Current Annual Rent
Hillcrest	8/1/2017	7/31/2027	7/31/2037	\$14.66	8/1/2026	2 x 5-year	FMV rent reset	90-180 days prior to OED	\$18.50	26.2%
Collister	3/1/2018	2/28/2028	2/28/2038	\$13.15	6/4/2027	2 x 5-year	Pre-set rent	(Pre-set; 1st option starts 3/1/2028)	\$13.41	2.0%

Recommendation: Renew both leases while the long-term facilities plan is finalized to maintain uninterrupted library service. Additionally, continue exploring long-term ownership opportunities.

Questions?

BULLPEN



CREATING A CITY FOR EVERYONE

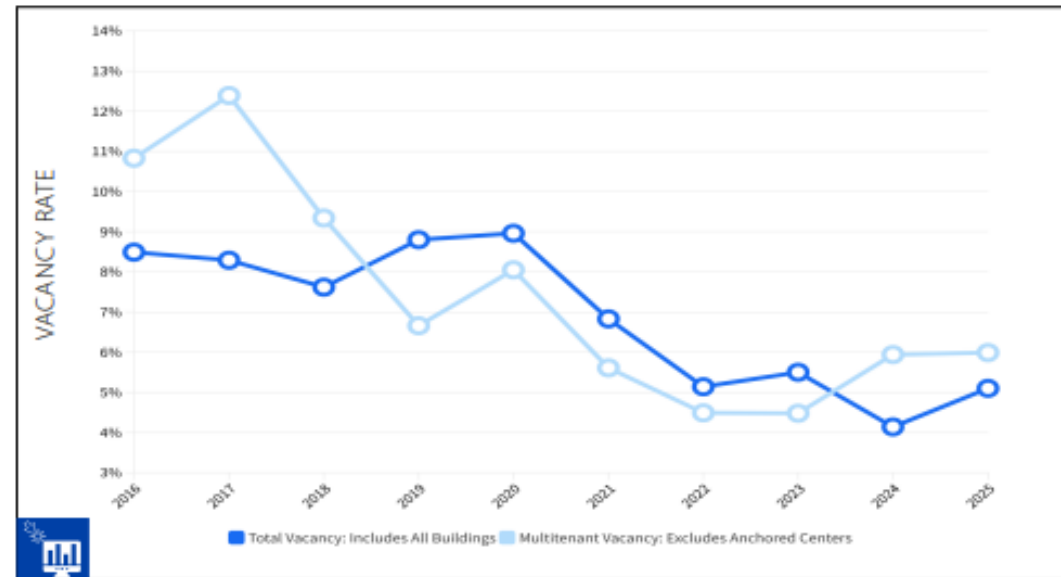
CURRENT MARKET CONDITIONS

Boise Retail Market Trends

- Retail lease rates have ***steadily increased*** over the past decade
- ***Limited new retail development*** within Boise – puts upward pressure on rates (*supply < demand*)
- Majority of ***available space <10,000 SF*** (*library branches typically require 25,000–30,000 SF*)

VACANCY TRENDS

OVERALL VACANCY held below 5% FOR MOST OF 2025 before ticking up to 5.1% AT YEAR-END, an INCREASE of 100 BASIS POINTS compared to December 2024.



Source: TOK Q1 Retail Market Report

Recommendation: Renew both leases while the long-term facilities plan is finalized to maintain uninterrupted library service. Additionally, continue exploring long-term ownership opportunities.