

**Boise Public Library**  
**Board of Trustees**  
Regular Meeting Minutes  
March 9, 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, March 9, 2022.

**Board of Trustees Present:**

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

**Others Present:**

Jessica Dorr, Director; Jamie Lundergreen, Library Communications & Customer Experience Manager (Remote); Sarah Kelley-Chase, Public Services Manager; Heidi Lewis, Library Division Manager; Kathleen Stalder, Library Acquisitions/Technical Services Senior Manager; Ed Jewell, Boise City Legal Counsel; Logan Weis-Hurzeler, Boise City Legal Counsel; Lynette Gould, Finance Manager at Boise City Department of Finance and Administration (Remote); Brian Manship, Chair of the Boise Public Library Foundation (Remote); Jill Johnson, President of Friends of the Boise Public Library (Remote); Chloe Ross, Strategic Initiative Program Manager (Remote); Yorick de Tassigny, Facilities Services and Operations Manager (Remote); Rob Bousfield, Municipal Facility Program Manager Senior (Remote); Renee Addington, Branch Supervisor of Library! at Cole and Ustick (Remote); Jimmy Hallyburton, Boise City Council Member (Remote); Kari Davis, Library Administrative Assistant (Remote); Lian Taylor, Library Administrative Specialist Senior.

**1. Call to Order and Introductions**

Magnuson called the meeting to order at 11:35 a.m., and a roll call was conducted.

**2. Communications**

None.

**3. Minutes – Action Item**

MOTION by Klene and seconded by Galaviz to approve the February 9, 2022 regular meeting minutes. All in favor, motion carried.

**4. Consent Agenda – Action Item**

**a. Payment of Bills and Payroll**

**b. Financial Reports**

MOTION by Pantera and seconded by Galaviz to approve the February bills and payroll, the expenditure and revenue report for the period ending January 31, 2022, and the Gift Fund activity report for January 2022. All in favor, motion carried.

## 5. Reports

### a. Friends of the Boise Public Library

Johnson reported that the Friends completed three funding requests from the Library. These requests included multiple summer programs and events. Johnson also noted that income for the Friends was increasing, making funding more available for the Library's requests. In addition, Johnson mentioned the upcoming spring sale in April that will take place at the Main Library location.

### b. Boise Public Library Foundation

Manship updated the Board on the Foundation's hiring of administrative personnel. A committee was formed within the Foundation including human resources and legal experts. The committee will present to the rest of the Foundation at their March meeting to discuss the new position's job description. Another update on the position will be given at the Board's next meeting.

In addition to this update, Manship reported that funding conversations will happen at the Foundation's March meeting.

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

Dorr reported on recent Covid-19 regulation changes in the city. Because of new CDC guidance, masks are optional and social distancing is no longer required at any of the Library locations. However, locations will still have masks and hand sanitizer available for staff and the public. Both indoor and outdoor event planning will begin soon.

Dorr discussed Idaho House Bill 666 with the Trustees. She indicated that she, as well as others, are keeping informed on this proposed legislation.

Dorr directed the Trustees attention to financial and budget information for FY 23. A document was included in the Trustees' packet that explained key information and website links on budgeting for the Board to learn more.

## 6. Old Business

### a. Facilities Management

Dorr started the conversation by explaining how the new facilities management plan would benefit the Library. Ross then presented other benefits such as utilizing expertise and proactive maintenance to the Board in addition to a re-cap of February's Board meeting.

De Tassigny presented the operational process that would take place. He detailed VueWorks and the many uses for the application like tracking data, assigning maintenance schedules, and forecasting budgets. VueWorks would also be able to report on response times, work order counts, and customer satisfaction. De Tassigny explained that the operational process would make reporting costs easier.

Bousfield shared more on costs and the service level agreement. The Board would approve project costs on a yearly budgeting cycle with quarterly updates after the approval. Costs are allocated using a formula based on building layout and category.

Ross, De Tassigny, and Bousfield will return for the Board's April meeting and the service agreement approval. Trustees asked questions about characterizing levels of service and transition periods.

**b. Strategic Planning – Action Item**

Lewis provided an overview of the workgroups, committees, and leadership meetings that would occur during the planning process. The steering committee will comprise various library and city leadership members as well as one trustee member. While one Trustee will participate on the steering committee, all Trustees will participate in various conversations and briefings.

MOTION by Pantera and seconded by Klene to elect Magnuson to serve as the Board of Trustee member on the strategic planning steering committee. All in favor, motion carried.

City Council member Hallyburton – who is also participating in the strategic planning steering committee -- expressed his commitment to keeping other city council members informed of the process.

**c. Boise Public Library Policy Review – Action Item**

**Section 5.00, Collection Development and Maintenance**

Kelley-Chase presented Section 5.00, Collection Development and Maintenance (Policy 5.01, Collection Development and Maintenance; Regulation 5.01a, Library Bill of Rights; Regulation 5.01b, Freedom to Read Statement; Regulation 5.01c, The Nature and Quality of Materials) of the Boise Public Library Policy Manual. Recommended changes to Policy 5.01 were included in the packet and reviewed by Kelley-Chase with the Trustees. Regulation changes were for discussion only as Board approval is unnecessary for regulation changes.

Kelley-Chase presented Section 5.00, Collection Development and Maintenance (Policy 5.02, Exclusion of Materials; Regulation 5.02a, Request for Reconsideration of Library Materials) of the Boise Public Library Policy Manual. Recommended changes to Policy 5.02 were included in the packet and reviewed by Kelley-Chase with the Trustees. Regulation changes were for discussion only as Board approval is unnecessary for regulation changes.

MOTION by Pantera and seconded by Klene to accept recommended changes to Section 5.00, Collection Development and Maintenance of the Boise Public Library Policy Manual. All in favor, motion carried.

This continues the Library Board of Trustees annual policy review for Fiscal Year 2022 as stipulated by the Board's bylaws.

**7. New Business**

None.

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

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

**9. Selection of Meeting Date**

The next Board of Trustees meeting is scheduled for Wednesday, April 13, 2022 at 11:30 a.m.

**10. Adjourn**

Galaviz left the meeting at 12:31pm.

MOTION by Pantera and seconded by Klene to adjourn at 12:32 p.m. All in favor, motion carried.

**Approved:**

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Jessica Dorr, Director

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Tonya Westenskow, President