

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Minutes of the Regular Board Meeting
December 4, 2002**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, December 4, 2002, in the Marion Bingham Conference Room of the library.

BOARD MEMBERS PRESENT:

Ms. Carol Bounds, President; Mr. A. J. Balukoff; Ms. Martie Brennan; Ms. Helen Lowder; and Mr. Connor Moran.

OTHERS PRESENT:

Marilyn Poertner, Library Director; Kevin Booe, Assistant Library Director and Acquisitions and Technical Services Manager; James Wickham, Boise City Legal Department; Emily Kane, Boise City Legal Department; Dorothy Marcoux, Friends Representative; Toni Hansen, Administrative Assistant; Laurel White, Circulation and I.T. Manager; Vicki Kreimeyer, Adult Services Division Manager; Susannah Price, Youth Services Manager; Joanne Hinkel, Community Relations Coordinator; and Linda Ugrin, Senior Secretary.

CALL TO ORDER:

Ms. Bounds called the meeting to order at 11:30 a.m.

I. MINUTES

Ms. Brennan moved and Ms. Lowder seconded that the minutes of the November 6, 2002 Board meeting be approved. All in favor, none opposed.

II. BILLS AND PAYROLL

Mr. Balukoff moved and Ms. Brennan seconded that all bills and payroll be approved as presented. All in favor, none opposed.

III. COMMUNICATIONS

Ms. Bounds read a letter of resignation dated November 25, 2002, from Board member Mr. Al Henderson, serving as Vice President, to be effective immediately. Ms. Brennan was appointed to serve as Vice President for the remainder of Mr. Henderson's term.

IV. CONTINUING EDUCATION

None.

V. CONSENT ITEMS

The consent items were reviewed by the Board. There were no questions.

VI. DIRECTOR'S REPORT

Ms. Poertner announced that the Friends of the Boise Public Library are sponsoring their thank-you holiday reception for library staff members on December 6, 2002, in the Hayes Memorial Auditorium. All Board members are invited to attend.

Ms. Poertner also highlighted the following items from her written report: FY02 year-end budget results; the success of the "Dinner and a Book" event during Family Reading Week; and the program "The War on Terrorism and Civil Liberties" planned for the evening of December 4th.

Ms. Poertner reported that Mr. Booe, Mr. Wickham and she had a telephone conversation with Mr. Collier Reid, Senior Leasing Representative, with General Growth Properties, Inc. regarding the new lease agreement for the small library branch at Boise Towne Square Mall. Mr. Reid is amenable to the idea of temporarily going on a month-to-month lease in the amount of last year's rate until negotiations for a new lease are completed.

Ms. Poertner reported that she would meet with Dian Hoffpauir, Director of Ada Community Library, on December 12th. The purpose of the meeting is to review the revised draft of a proposed contract agreement for Boise Public Library to operate Ada Community Library. Ms. Poertner will then send copies of the draft to Mr. Wickham, Ms. Bounds and Ms. Brennan.

VII. REPORTS FROM DIVISION MANAGERS

Mr. Booe, Ms. Kreimeyer, Ms. Price and Ms. White updated everyone present on current library activities in their divisions.

Ms. Kreimeyer announced that the Idaho Library Association would again sponsor a Legislative Breakfast on January 9, 2003, at the State Capitol building. The preview meeting on the evening of January 8, 2003, will include information on what ILA-sponsored legislation will be proposed this year. Ms. Kreimeyer invited all Board members to attend the breakfast.

Ms. White reported that the new server has been installed. Overall, the transition went well. Now the IT group is working to bring all service modules back to full operation. TeleCirc is not yet working and text-based catalog via the web is still not available. Ms. Poertner praised Ms. White and the IT group in doing a great job and for achieving a smooth transition from the Hewlett-Packard server to the Sun server.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

Community Relations Plan

Ms. Hinkel and Mr. Booe have worked together over the past year to develop a focused *Community Relations Plan* for the Boise Public Library. Ms. Hinkel gave a PowerPoint presentation explaining the plan by highlighting goals and strategies, including specific activities to accomplish these, key audiences and key messages. Mr. Booe stated this is a marketing plan, not a service plan. Ms. Hinkel's

presentation also included an estimate of costs for FY2003 and FY2004. The Library Board briefly discussed possible funding sources and asked questions about the plan. The Board consensus was in favor of proceeding as outlined. All Board members expressed support and enthusiasm for the *Community Relations Plan*.

X. FRIENDS OF THE LIBRARY REPORT

Ms. Marcoux stated her support of the *Community Relations Plan* and she also extended her invitation to Board members to The Friends of the Boise Public Library holiday reception.

Ms. Marcoux reported the Friends Bookstore opened November 25, 2002, and is doing well, and they have extended their hours for the holiday season. She invited the Board members to visit the Bookstore after the Board meeting. She reported that this week a patron donated 500 videos to the Friends organization.

XI. FOUNDATION REPORT

Due to Mr. Henderson's resignation from the Library Board, another Board member will be asked to replace him by joining Ms. Lowder as one of the two Library Board members on the Boise Public Library Foundation Board. There was a brief discussion on the duties required for this position. An appointment was postponed until the January 8, 2003 Board meeting.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Ms. Lowder is the next Trustee in rotation to review vouchers.

XIII. SELECTION OF MEETING DATE

The next regular meeting of the Board of Trustees is 11:30 a.m. on Wednesday, January 8, 2003, in the Marion Bingham Room in the library.

XIV. ADJOURNMENT

There being no further business to come before the Board, Ms. Bounds adjourned the meeting at 12:37 p.m.

APPROVED

Marilyn Poertner
Library Director

Carol Bounds
President, Board of Trustees