

**BOISE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Minutes of the Regular Board Meeting  
February 5, 2003**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, February 5, 2003, in the Marion Bingham Conference Room of the library.

**BOARD MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Marilyn Poertner, Library Director; Kevin Booe, Assistant Library Director and Acquisitions and Technical Services Division Manager; James Wickham, Boise City Legal Department; Emily Kane, Boise City Legal Department; Fran Beuttel, Friends Representative; Toni Hansen, Administrative Assistant; Laurel White, I.T. and Circulation Services Division Manager; Susannah Price, Youth Services Division Manager; Vicki Kreimeyer, Adult Services Division Manager; Michael Stevens, I.T. Senior Computer System Technician; 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 Mr. Balukoff seconded that the minutes of the January 8, 2003 Board meeting be approved with the following correction:

Replace the statement, "Mr. Booe stated public libraries are in full support of the USA Patriot Act and want to comply with the law," under IV. Continuing Education in the January 8, 2003 Board meeting minutes with the following:

Mr. Booe referred to the American Library Association's official statement concerning the USA Patriot Act which states "America's libraries support President Bush and Congressional leaders in our nation's efforts to preserve and protect the many hard-fought freedoms we enjoy as Americans." Mr. Booe further commented that libraries and librarians support various anti-terrorists measures, and Boise Public Library will support upholding the law. There are however, serious implications to the USA Patriot Act for libraries.

All in favor, none opposed.

**II. BILLS AND PAYROLL**

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

### **III. COMMUNICATIONS**

#### Letter from the Idaho Human Rights Education Center

Ms. Poertner presented a letter addressed to Mr. Booe from Mr. Les Bock, Executive Director of the Idaho Human Rights Education Center, and her letter of reply. Mr. Bock expressed interest in leasing office space for the Idaho Human Rights Education Center in the small building at 777 S. Eighth Street located on the property recently purchased by the City of Boise from Shaver's, Inc., a business owned by Mr. Carl Shaver at the time of closing. Ms. Poertner informed Mr. Bock that as part of the terms of the property purchase agreement, Shaver's, Inc. would be able to lease the small building at 777 S. Eighth Street until December 31, 2003. Shaver's, Inc. will then have the right of first refusal for subsequent rental of that location at a market price satisfactory to the Boise Public Library Board of Trustees and the Boise City Council. If Shaver's, Inc. refuses to continue as tenant, then Idaho Human Rights Education Center could be considered as a potential tenant.

#### Letter from library patron Kimberly Browning

Ms. Poertner presented a letter from Ms. Kimberly Browning, a library patron, who has written with several complaints against library procedures and staff. Ms. Poertner reported that she had shared these issues with the supervisors of the library divisions that were involved in the incident. Ms. Poertner's reply to Ms. Browning addressed each of her issues and assured her that her concerns are being taken seriously.

#### Communication from Molly Birkhead via Channel 6 News

Ms. Molly Birkhead appealed to Channel 6 News and received coverage of the \$900 library fine she accrued when her library card was stolen a month or more before she reported it missing. Mr. Booe appeared on Channel 6 saying that individuals are responsible for anything checked out on their library account. He advised library cardholders to immediately report a stolen card to the library and to check their library record periodically. The ending to Ms. Birkhead's story was that her fine was cut to \$29 --- that is just \$1 for every book.

### **IV. CONTINUING EDUCATION**

Ms. Poertner, Mr. Booe, and Ms. Hansen gave Board members a tour of the former Shaver's, Inc. warehouse building at the conclusion of the Board meeting.

### **V. CONSENT ITEMS**

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

Ms. Poertner highlighted the hiring of Jessica Havey, a Page in Youth Services, who was the first youth member on the Library Board of Trustees.

### **VI. DIRECTOR'S REPORT**

Ms. Poertner reported that on February 6, 2003, representatives of HSA Architects would be

re-inspecting some of the punch list items and the main elevator in regards to library building systems and safety upgrades.

Ms. Poertner informed the Board that the library's primary contact at General Growth Properties, Inc. for Towne Square Library lease negotiations, Mr. Collier Reid, has left General Growth Properties, Inc. There will be a new contact person assigned to the lease negotiations. Ms. Poertner was assured that General Growth Properties, Inc. is still very interested in working with the library to negotiate a new lease. The library is continuing to pay common area maintenance fees at the former rate.

Ms. Poertner informed the Board that the Boise City Council adopted a revision to the Travel Approval Procedure. In the future the Boise City Council will require the pre-authorization process for overnight travel only.

## **VII. REPORTS FROM DIVISION MANAGERS**

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

## **VIII. OLD BUSINESS**

None.

## **IX. NEW BUSINESS**

### Staff update on lease with Shaver's, Inc. and warehouse safety and occupancy issues

As part of the sales agreement for the Shaver's, Inc. property, the City of Boise agreed that Shaver's, Inc. could lease the warehouse through January 31, 2003, and the small building through September 30, 2003, for a rental fee of \$1 per month. Mr. and Mrs. Dennis Shaver recently have purchased the Shaver's, Inc. business name from other members of the Shaver family. It is with Mrs. Dennis Shaver (Kathy Shaver) that the library is now negotiating a formal lease for the small office building at 777 S. Eighth Street. Ms. Poertner reported that Mrs. Shaver has requested that the initial term of the lease for the small office building be extended to December 31, 2003, with no increase in monthly rent and Ms. Poertner has agreed with that request. Mr. Wickham and Mr. Collins, the attorney for Shaver's, Inc., are working out the details of the lease agreement. Mrs. Shaver is now occupying the small office building. A brief discussion followed.

Currently the Boise Art Museum is using the lower floor of the Shaver's, Inc. warehouse for storage and Ms. Vangie Osborn has some of the electrical signs that belonged to Boise businesses of the past stored on the lower floor. Both parties had an informal agreement with Shaver's, Inc. for this storage, and as yet, the Library has made no change. Also the Friend's of the Boise Public Library have expressed interest in having their annual spring book sale located at the warehouse in April. Ms. Hansen initiated a safety inspection of the warehouse on January 27, 2003, with Ken Malgren, Boise Fire Department Fire Prevention Inspector, and Corey Pence, Boise City Safety Coordinator and another tour on January 16, 2003, with Mr. Pence and Kent Rock, Boise City Risk Manager. A ThyssenKrupp Elevator technician has also inspected the freight elevator in the warehouse. It was recommended that the elevator be shut down from further use. The elevator was shut down that day. In a memo to the Library Director and to the Board, Ms. Hansen itemized various safety issues with the warehouse building. According to the

Fire Department inspector no storage of any kind can be permitted on the basement floor of the warehouse without an automatic fire suppression system in place. This impacts both the Boise Art Museum and Ms. Osborn. A brief discussion followed about the safety concerns and the cost to repair the warehouse in order to comply with safety regulations.

Ms. Poertner requested direction from Library Board members to conclude lease negotiations with Shaver's, Inc. and take the resulting lease on to Boise City Council for formal approval; whether or not to try and identify cost for safety repairs in order for the Friends of the Library to use the top floor for their spring book sale; and, whether or not to continue warehouse occupancy with Boise Art Museum and electrical sign storage or other potential users. Board members were in favor of concluding the lease negotiations with Shaver's, Inc. and taking to Boise City Council for formal approval; to identify costs of the safety upgrades for the warehouse; and to pursue formalizing an agreement with Boise Art Museum for storage on the main floor of the warehouse to protect the library from liability.

#### Staff update on Internet filtering technological issues

In January 2003 the Library Board was made aware of the recent development that not all public PCs are compatible with the current Pharos system due to a change to the Windows 2000 operating for some PCs. When the 20 Windows 2000 PCs are connecting to the NT server housing Pharos, the NT server is not recognizing the patron's pre-selected choice of filtered, unfiltered, or no access to the Internet. It sends all logins to unfiltered access. Ms. White and Mr. Stevens discussed with Board members current options available. The IT Group is making this a high priority in continuing to study the issues in order to make a recommendation to the Board for a course of action. Ms. Bounds requested that until this issue has been corrected, that signs be displayed by all public PCs to identify if they have filtered or unfiltered access.

### **X. FRIENDS OF THE LIBRARY REPORT**

Fran Beuttel reported the Friends organization made \$57,000 in total book sales for 2002. This includes the ongoing book sale under the staircase on the first floor, which produced \$8,600 in book sales. The Friend's bookstore has made \$3,300 in book sales in the one and a half months that the store has been opened. She also reported that \$26,000 of support money was given to the library last year. There was a brief discussion on the outstanding efforts of the Friends members and all that they do for the library.

### **XI. FOUNDATION REPORT**

None.

### **XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS**

Ms. Brennan 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, March 5, 2003, in the Marion Bingham Room in the library.

### **XIV. EXECUTIVE SESSION: PROPERTY ACQUISITION [IDAHO STATE CODE 67-2345(1)(c)]**

Ms. Brennan moved that under provisions of Idaho Code 67-2345(1)(c) this Board recess to an Executive Session and that a roll call vote be taken on the motion. Motion seconded by Ms. Lowder, and carried on the following roll call vote: Mr. Balukoff, yes; Ms. Brennan, yes; Ms. Lowder, yes; Ms. Bounds, yes.

The Board recessed to an Executive Session at 12: 34 p.m. for the purpose of discussing property acquisition. On a motion by Ms. Brennan and seconded by Mr. Balukoff the Library Board returned to regular session at 12:45 p.m.

## **XV. ADJOURNMENT**

There being no further business to come before the Board, Ms. Bounds adjourned the meeting at 12:45 p.m.

## **APPROVED**

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Marilyn Poertner  
Library Director

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Carol Bounds  
President, Board of Trustees