

**BOISE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Minutes of the Special Board Meeting  
April 14, 2003**

The Boise Public Library Board of Trustees met for a Special meeting at 12:00 p.m. on Monday, April 14, 2003, in the Administrative 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; Emily Kane, Boise City Legal Department; Denise McNeley, Boise City Budget Analyst; Laurel White, I.T. and Circulation Services Division Manager; Susannah Price, Youth Services Division Manager; Vicki Kreimeyer, Adult Services Division Manager; Joy Lear, Acquisitions and Technical Services Assistant Supervisor; and Linda Ugrin, Senior Secretary.

**CALL TO ORDER:**

Ms. Bounds called the meeting to order at 12:00 p.m.

**I. NEW BUSINESS**

FY04/FY05 Budget Process

Ms. Poertner commented on the library's draft version of the Department Budget Overview FY04-05 that was distributed at the meeting. She explained that all departments are required to submit this Overview as part of the budget process. The Overview is an overall summary of what the department's plans are for FY04-FY05. She pointed out that it is similar to the Budget Overview for FY02-FY03, except the USA Patriot Act was added on the third page. Ms. Poertner asked Board members to please contact Mr. Booe or her by noon, Wednesday, April 16 if they have any corrections or questions regarding the Department Budget Overview before it is submitted to the Budget Office.

Ms. Poertner informed the Board members that the Boise City Council approved pursuing a bid process for the demolition of the Ridley grocery store building with an \$82,000 budget limitation. If bids exceed this amount, then the project might have to be requested again for FY04.

FY04/FY05 Library Maintenance of Current Operations Budget Review

The Maintenance of Current Operations (MCO) budget for FY04-FY05 was presented to the Board members. Motion by Ms. Lowder and seconded by Ms. Brennan to accept the MCO as presented for FY04-FY05 and to authorize its submittal to the City of Boise Budget Office. All in favor, none opposed.

FY04/FY05 Review and Prioritize Library Budget Options

Ms. Poertner referred to the memo of instructions from the Boise City Budget Office that all General Fund Departments were to identify Budget Balancing Alternatives (BBA) in the amount of a 5% reduction of costs from the planned FY04-FY05 base MCO budget, dated Friday, April 11, 2003. For the library the amount for a 5% reduction is \$234,783.

Ms. Poertner presented to Board members the list of enhanced Budget Options that might be considered in the event that no additional budget reductions beyond a zero increase from FY02 actual expenditures is required. A thorough discussion followed on each of these items. Motion was made by Ms. Brennan and seconded by Ms. Lowder to approve and accept as presented the enhanced budget options for submittal, in the priority order suggested by staff. All in favor, none opposed.

Ms. Poertner informed the Board that the Budget Options presented for a 2% holdback (\$88,605) from various budget line items requires no action for now. Ms. Poertner then identified options not to recommend unless the library's budget reductions reach the 10% cut level or greater than 10%, as follows: 1.) Hiring freeze, and 2.) Reduction in main library hours with associated staff layoffs.

The list of the budget options for a 5%-10% holdback was presented to Board members. Ms. Poertner and Mr. Booe explained that the list as presented is not in priority order, but asked for the Board's comments and recommendations to prioritize options in order to reach the \$234,783 level of budget reduction alternatives. Mr. Booe also presented additional options listed to reach the final 5% cut that were not included in the packet. They are as follows: 1.) Major Equipment -- \$61,500 (total available); 2.) Eliminate travel/training budget -- \$18,852 (total available); and 3.) Local transportation/meetings -- \$1,500 (total available).

Ms. Poertner explained each option to Board members in detail. Mr. Balukoff pointed out and all Board members agreed that even though it is not a large expense, the Local Transportation/Meetings expense could be cut by the Library Board meeting attendees paying for their own lunches. Board discussion opposed the option of eliminating the Garden City Library Open Access agreement or Courier Service. It was acknowledged that this option may be selected by the Boise City Council. If the entire Open Access Agreement is abandoned, then this potentially would also eliminate the Courier Service. The option of eliminating Towne Square Library branch may be determined by the result of negotiations for a new lease agreement, although other locations for the small branch can be identified. Ms. Kreimeyer, Ms. Price and Ms. White answered questions from the Board members about specific library services listed on the Budget Options List from the 5%-10% holdback.

After a detailed discussion, Board members recommended the budget cuts should be prioritized as follows: 1.) Reduce MCO Lines and Personal Service Lines (temporary wages and overtime) -- \$50,000; 2.) Reduce Major Equipment -- \$26,500; 3.) Eliminate the Funding Information Center, based on FY02 actual costs -- \$58,000; 4.) Reduce library materials budget including the electronic licenses budget -- \$50,000; and, 5.) Staff furlough without pay and close all library service points for one week -- \$48,600. Motion by Mr. Balukoff and seconded by Ms. Lowder to adopt the priorities listed above for FY04-FY05 as the Board members agreed to achieve the 5% (\$234,783) target in reduction of costs, with the provision that if Boise City Council votes to eliminate the Garden City Library Open Access Agreement, then reinstate options, working upward in reverse priority order. All in favor, none opposed.

It was decided that if the General Fund Departments are directed to submit a 10% reduction of costs below the FY04-FY05 base budget, the Library Board will call another special meeting.

## II. ADJOURNMENT

There being no further business to come before the Board, Ms. Bounds adjourned the meeting at 2:18 p.m.

## APPROVED

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Marilyn Poertner  
Library Director

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Carol Bounds  
President, Board of Trustees