

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Minutes of the Regular Board Meeting
April 2, 2003**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, April 2, 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; James Wickham, Boise City Legal Department; Denise McNeley, Boise City Budget Analyst; Mr. Doug Hardman, Ada City-County Emergency Management Director; Marge Ewing, Friends of the Library 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; 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 February 5, 2003 Board meeting be approved. All in favor, none opposed.

II. BILLS AND PAYROLL

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

Mr. Balukoff arrived at 11:34 a.m.

III. COMMUNICATIONS

Letter from Mr. Doug Hardman, Director of Ada City-County Emergency Management

Ms. Poertner introduced Mr. Hardman, Director of Ada City-County Emergency Management (ACCEM), who had sent a letter on March 19, 2003, requesting that Boise Public Library remove and shred Section D, DAMS from the two copies of the Ada County Flood Contingency Plan given to the library and requiring that the Library Director sign a statement acknowledging that this had been done. Ms. Poertner had replied to Mr. Hardman, explaining that his request was a violation of library policy and provided Board members with copies of both letters at the meeting. Mr. Hardman gave a brief

history of his agency and process for developing the emergency plans. The library had considered the publication to be a standard gift to the library from ACCEM. Under standard policy the gift is owned by the library and the library determines how it is to be classified and made available. Mr. Hardman stated that he had not intended his request as censorship, but viewed the publication as still belonging to ACCEM. In discussion it was decided that library staff would work with Mr. Hardman to develop an agreement similar to the one governing the library's federal document collection. All additions and deletions to the federal government publications are guided by that selective depository agreement. Ms. Lowder moved and Ms. Brennan seconded that library staff is to remove the two copies of the Ada County Flood Contingency Plan from the collection and follow the pending development of an agreement containing guidelines similar to the Federal Selective Depository Statement agreement. All in favor, none opposed.

Ms. Poertner gave an update on the Towne Square Library lease agreement negotiations.

IV. CONTINUING EDUCATION

Library Service Characteristics

Mr. Booe discussed the Boise Public Library Service Characteristics Review and Prioritization document. In order to meet the City of Boise Strategic Plan initiative to prioritize services and the Boise Public Library's Strategic Plan initiative to improve the library organization, the library's management team has been working with library staff members of all job classifications in all library divisions on and off since 1999, identifying and prioritizing each of the library's services within five core service areas, plus management/support services core. Mr. Booe and Ms. Poertner have just concluded staff input sessions on the draft document, receiving excellent feedback from staff members. Mr. Booe explained that they will be seeking the Board's ideas and suggestions for changes to the core services or in priorities at the May 7, 2003 Library Board meeting.

V. CONSENT ITEMS

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

Ms. Poertner noted and congratulated Mr. Booe on his job's reclassification to Grade R for the revised full-time Assistant Library Director job specification. This reclassification was a result of the City Council's direction in January 2003 that all positions citywide that were receiving stipends are reviewed by Human Resources.

VI. DIRECTOR'S REPORT

Ms. Poertner drew the Board's attention to her written report on the release of FM200 in the computer room on March 1, 2003. She expressed her concerns because investigation showed KJ Construction and its subcontractor Doherty Electric had neglected to program the new fire system control panel to receive signals from the Computer Room system and automatically call the Fire Department.

VII. REPORTS FROM DIVISION MANAGERS

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

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

FY04-05 Budget Process

Ms. Poertner first commented on the Economic Outlook report by John Church included in the Board packet. The report did not take into account the war with Iraq and the Micron layoffs, but was not optimistic even without those two events. She informed the Board that Alec Andrus, Boise City Budget Director, would be giving a City budget overview in a series of employee meetings. Ms. Poertner also reported that the City Council has advised the Budget Office that the City needs to set aside a contingency fund in the amount of \$7.5 million in the event Micron wins the lawsuit contending their property tax assessment was incorrect. A brief discussion followed on the possibilities of where these monies could come from. Ms. McNeley answered questions about the budget process from Board members. Capital and Major Equipment budgets are due to the Budget Office on April 7, 2003. The Maintenance of Current Operations (MCO) budget is due to the Budget Office on April 16, 2003. Ms. Poertner informed the Board members that a special Board meeting should be scheduled on either April 14 or April 15 in order to timely submit the MCO budget.

FY04-05 Major Equipment Request and Six-Year Major Equipment Plan

Ms. Poertner and Mr. Booe presented in draft form the FY2004/2005 Major Equipment List, Two-Year Plan and the Six-Year Major Equipment Plan for FY04-FY09. A thorough discussion followed. Mr. Balukoff moved and Ms. Brennan seconded to approve the FY04-05 Major Equipment Request and the Six-Year Major Equipment Plan as presented. All in favor, none opposed.

FY04-05 Capital Project Request and Six-Year Capital Project Plan

Ms. Poertner and Mr. Booe presented in draft form the Capital Improvement Plan for FY04-05 listed by priority and the Six-Year Capital Project Plan. After an in-depth discussion it was decided to revise the priorities for the Capital Improvement Plan for FY04 to the following: 1.) Replacements of two Lennox rooftop HVAC units and repair and replacement of HVAC wall units; 2.) Replacement and repair of the sidewalk between 8th Street and Capitol Boulevard along Battery Street, plus a portion of the sidewalk along Capitol Boulevard from the Battery Street corner; 3.) Demolition of the Ridley grocery store building at Cole and Ustick; 4.) New asphalt for the Main Library parking lot, plus re-striping; and 5.) Branch Library site purchase for SW, NW, far SE. The Capital Improvement Plan priorities for FY05 and for FY06-FY09 were not changed from the draft. Ms. Lowder moved and Ms. Brennan seconded to approve the FY04-05 Capital Project Request and the Six-Year Capital Project Plan as revised by the Library Board. All in favor, none opposed.

X. FRIENDS OF THE LIBRARY REPORT

Ms. Ewing gave a progress report on the Friends of the Library 2003 Annual Book Sale scheduled for April 4-6, 2003. She reported that the Friends spent approximately \$4,000 to get the former Shaver's warehouse up to specifications to obtain a temporary permit in order to have the book sale located at the warehouse. They are ahead of schedule and are very pleased with the additional room provided by using the warehouse as the location for the sale. After listening to the discussions about the economic

slowdown and foreseeable budget cuts, Ms. Ewing reminded Board members that the Friends of the Boise Public Library has over \$200,000 in funds available to the library. She stated that the goal of the Friends organization is not to build a bank balance. She suggested that the Library Board might consider taking advantage of the donations now, rather than holding them for the branch library projects.

XI. FOUNDATION REPORT

Ms. Poertner reported that the 2003 “At Home for May Day” fundraiser has been launched under the able guidance of the library’s Administrative Assistant, Toni Hansen.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

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

XIII. SELECTION OF MEETING DATE

Due to the submittal date of April 16 for the MCO budget, there will be a special Library Board of Trustees meeting on April 14, 2003, at 12:00 p.m. in the Administration Conference Room in the library.

XIV. ADJOURNMENT

There being no further business to come before the Board, Ms. Bounds adjourned the meeting at 1:30 p.m.

APPROVED

Marilyn Poertner
Library Director

Carol Bounds
President, Board of Trustees