

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Minutes of the Regular Board Meeting
May 7, 2003**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, May 7, 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; and Ms. Helen Lowder.

OTHERS PRESENT:

Kevin Booe, Assistant Library Director; Emily Kane, Boise City Legal Department; Bill Mattox, Friends of the Library Representative; Toni Hansen, Administrative Assistant; Paula Forney, Boise City Council Member; 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; Joy Lear, Acquisitions and Technical Services Assistant Supervisor; Robert McMinn, Idaho Green Party; Gwen Sanchirico, Idaho Green Party; Susan Gray, Idaho Power Company; Tonia Wolf, Idaho Birding Trail; Kyrsten Bell, Bell Consulting; Jim Glass, Glass Consulting; 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 April 2, 2003 Regular Board Meeting and the April 14, 2003 Special Board Meeting be approved. 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.

Ms. Lowder joined the meeting at 11:34 a.m.

III. COMMUNICATIONS

USA Patriot Act

Mr. McMinn and Ms. Sanchirico addressed the Library Board members regarding the **Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA Patriot Act)**. They urged the Library Board to lay focus on informing the public how this Act impacts patrons' privacy and rights. Examples of how other libraries are addressing the USA Patriot

Act were presented. Mr. Booe informed Mr. McMinn and Ms. Sanchirico that the Boise Public Library is in the process of deciding on what format to use for informing patrons about this Act.

Funding Information Center

Ms. Wolf, Ms. Gray, Ms. Bell and Mr. Glass were present as representatives of nonprofit organizations and contributors to nonprofit organizations who use the services of the Funding Information Center (FIC). They expressed their concerns to the Library Board members on the Service Characteristics Review and Prioritization document regarding the FIC. They stressed support for maintaining the service and expressed concern that many corporations and organizations do not have funding information expertise and consider the FIC collections and the Funding Information Specialist, Mary K Aucutt, as a valuable tool in our community. Mr. Booe explained that the Service Characteristics study is a management study in response to the City of Boise and Boise Public Library's Strategic Plans. The Service Characteristics document lists and prioritizes each library service and is used as a tool. Action Step development and service prioritization is an ongoing process. He explained that at a Special Board Meeting on April 14, 2003, the Library Board was presented with instructions from the Boise City Budget Office to identify Budget Balancing Alternatives to reach a 5%-10% cut in the library's budget below the FY04 base budget target. Since that time, the Budget Office informed the Board that it does not have to present these options, although it may be requested later. The elimination of the FIC was then presented as one of the budget balancing options. Library Board members presented questions to the guests and discussion followed.

Mr. Booe and Ms. Bounds thanked everyone for their presence and expressed appreciation of their interest in the library.

Ms. Forney joined the meeting at 12:43 p.m.

IV. CONTINUING EDUCATION

None.

V. CONSENT ITEMS

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

VI. ASSISTANT DIRECTOR'S REPORT

Mr. Booe began his Assistant Director's Report by congratulating Ms. Lowder on the honor she received from the City Council and Mayor Terteling-Payne. Centennial Park in Southeast Boise will be renamed Helen B. Lowder Park in recognition of her many contributions to Boise. Mayor Terteling-Payne also proclaimed May 6, 2003, to be Helen B. Lowder Day.

Mr. Booe expressed his and Marilyn Poertner's appreciation of having Connor Moran serve as the youth member for the Library Board of Trustees. Mr. Moran was unable to attend this meeting, but will be giving a continuing education presentation at the June 11 Library Board meeting on graphic novels.

Mr. Booe informed the Library Board that Julie Cheever has been nominated as an appointee to the Boise Public Library Board of Trustees, replacing Al Henderson who resigned from the Board in November 2002. The Boise City Council is scheduled to confirm Ms. Cheever's appointment on Tuesday, May 13, 2003.

Mr. Booe stated that he met with Matt McCarter, Healthy Community Healthy Youth Executive Director, regarding the youth board member program. The youth board recruitment process is on hold until the budget process is complete.

Mr. Booe reported that the Boise Public Library received a \$66,000 donation from the Nancy M. Brown Estate designated for large print materials.

Mr. Booe extended an invitation to the Library Board members to attend the dedication ceremony for the bike rack public art project "Pedals to Pages" on May 18, 2003, at 11:30 a.m. He invited Ms. Bounds to speak at the dedication ceremony. Mayor Terteling-Payne will also be present at the ceremony.

Mr. Booe asked Ms. Hansen to give an update on the Boise City Fire Department using the old Ridley grocery store building on Cole and Ustick for fire drills during the Firefighter Training Symposium. Ms. Hansen will serve as the library's liaison with the Fire Department. Ms. Hansen reported that the training symposium will be on May 10-11, 2003, and that the Fire Department will inform the neighbors of the Evergreen Plaza shopping center before the training begins. The Fire Department will also be allowed to return and use the building again for their training exercise just before the scheduled date of the demolition of the building.

Mr. Booe gave an update on the contract negotiations for the Towne Square Library branch. Mr. Mark Thorsen, Vice President for Group Leasing at General Growth Properties, has agreed to Ms. Poertner's original proposal of approximately \$7 per square foot per month. The agreement still needs approval from General Growth's leasing committee. The library will continue to pay under the FY02 terms on a month-to-month basis until a final agreement is approved by both parties.

VII. REPORTS FROM DIVISION MANAGERS

Ms. Kreimeyer, Ms. Price and Ms. White updated everyone present on current library activities in their divisions. Ms. Lear reported for Mr. Booe on activities for Acquisitions and Technical Services.

Ms. Kreimeyer highlighted from the Assistant Director's Report the FIC survey that was mailed out on May 2, 2003, to users and potential users to determine the scope and depth of use of the FIC and its collections. She reported that there were approximately 580 mailings and the survey responses are due back May 23, 2003, for tabulation.

VIII. FRIENDS OF THE LIBRARY REPORT

Mr. Mattox reported that the membership for Friends of the Boise Public Library is now 344 members and that 96 of those members were registered in April just before the Annual Spring Book Sale. Mr. Mattox praised Bonnie Longstreth and Marge Ewing for all their dedication and hours they worked getting the book sale organized.

Mr. Mattox reported that the Book Store averages \$100 a day in book sales.

Mr. Mattox conveyed the Friends of the Library are frustrated because they have been working so hard to raise money for the new library branches, and now those projects have been put on hold due to budget constraints. He expressed the Friends Board members feel that the City of Boise is a great city, but lacking in branch libraries. Even though the branch library projects have been put on hold, they will continue to work hard to earn money for the branches. The Library Board members praised the efforts and the success of the Annual Spring Book Sale.

IX. OLD BUSINESS

FY04-05 Budget Update

Mr. Booe updated the Library Board members on the ongoing budget process. He presented the Budget Development Calendar and informed the Board that Ms. Poertner would be presenting the library's capital project proposal on Tuesday, May 13, 2003, and invited Board members to attend. When he learns the exact time of the presentation, he will notify the members. Monday, May 12, City department heads will be prioritizing capital projects.

Mr. Booe informed the Library Board that capital projects will be presented as proposed except for a few minor changes; new carpeting at the main library may be spread over a few years; and, asphalt may be patch and repair, instead of a complete new surfacing.

Mr. Booe reported that Micron settled with Ada County for a \$2.1 million settlement on property taxes. The City holdback implemented in FY03 may help cover the cost of that settlement. The library's FY03 holdback amount is \$42,000.

Library Service Characteristics

Mr. Booe gave a short review on the Library Service Characteristics process that the library's Management Team and staff participated in to prioritize library services. Mr. Booe asked Library Board members' thoughts and feedback regarding how the services were prioritized or rated. A brief discussion followed. All Library Board members agreed by consensus, that the core priorities as presented were appropriate and reflected Board priorities for core library services.

The Adult Services division examined each service it provides and analyzed the scope and use of each service. Division staff then prioritized each service. Discussion followed. Mr. Booe emphasized that we are only investigating restructuring the FIC and not eliminating the collection or service completely. Ms. Forney stated that Boise City Council is being inundated with calls from nonprofit and fund raising organizations with concerns regarding the FIC. She reported that the City Council would probably not consider eliminating this service. Discussion followed on several restructuring options for the FIC. Ms. Kreimeyer stated that this process is ongoing and that we are only investigating options at this time.

Mr. Booe suggested changing the "Action Step" language in the Service Characteristics document regarding the FIC services. He suggested rephrasing Action Step # 4, under Core 2: Reference and Information Services from "Restructure Funding Information Services....," to "Investigate restructuring Funding Information Services...."

All Board members agreed to wait until the FIC survey results are compiled before rephrasing language on the Service Characteristics document related to the FIC.

X. NEW BUSINESS

PHAROS Update

Ms. White and Mr. Stevens updated Library Board members on PHAROS. In January 2003, the Information Technology Group (IT Group) discovered that not all public PCs were compatible with the current PHAROS system due to a change to the Windows 2000 operating system. When the twenty Windows 2000 PCs were connecting to the PHAROS service the server did not recognize the patron's pre-selected choice of filtered, unfiltered, or no access to the Internet. All logins were sent to unfiltered access. An interim solution was developed by the IT Group that set all Windows 2000 PCs on the first floor to filtered Internet access and all Windows 2000 PCs on the second and third floors as unfiltered. Mr. Stevens reported that the IT Group has started implementing the new version of the PHAROS software and has already encountered problems. The IT Group has investigated the problem and come up with a solution of the problem and will begin implementing the software installation again. A team of public service staff members was formed for the project implementation, which may take approximately three weeks. During the transition, first floor PCs will have filtered Internet access only and second and third floor will have unfiltered access only. There will be signs posted and a Public Service Announcement issued to inform the public of these changes.

XI. FOUNDATION REPORT

Ms. Hansen reported that the 2003 "At Home for May Day" fundraiser grossed \$6,525 on basket orders and donations. This included 81 baskets delivered. Since 1997 when the fundraiser started, it has netted an average of \$5,000 each year.

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 scheduled for 11:30 on Wednesday, June 11, 2003, in the Marion Bingham Room at the library.

XIV. ADJOURNMENT

There being no further business to come before the Board, Ms. Bounds adjourned the meeting at 1:15 p.m.

APPROVED

Kevin Booe
Assistant Library Director

Carol Bounds
President, Board of Trustees