

**BOISE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Minutes of the Regular Board Meeting  
June 11, 2003**

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

**OTHERS PRESENT:**

Marilyn Poertner, Library Director; Kevin Booe, Assistant Library Director; Jim Wickham, Boise City Legal Department; Irene Hegg, Friends of the Library Representative; Paula Forney, Boise City Council Member; Alan Shealy, 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; Linda Brilz, Youth Services Librarian; Connor Moran, Boise Public Library Board of Trustees 2002-2003 Youth Representative; Craig Parry, Idaho Community Foundation; and Linda Ugrin, Senior Secretary.

**CALL TO ORDER:**

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

Ms. Bounds opened the Library Board meeting by welcoming Ms. Cheever. Ms. Cheever is the newly-appointed Board member appointed to fill the unexpired term left vacant by the resignation of Mr. Al Henderson.

**I. MINUTES**

Ms. Brennan moved and Ms. Lowder seconded that the minutes of the May 7, 2003 Regular Board Meeting be approved. All in favor, none opposed.

**II. BILLS AND PAYROLL**

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

Mr. Balukoff arrived at the meeting at 11:32 a.m.

**III. COMMUNICATIONS**

Letters of Reply to Greens Party Members and Funding Information Center Supporters

Ms. Bounds inquired if Library Board members had any questions or comments about the letters of reply included in the Library Board packet from Mr. Booe and Ms. Poertner to Greens Party members and Funding Information Center (FIC) supporters. There were no questions or comments.

#### Letter from the State of Idaho, Office of the Attorney General

Ms. Poertner shared with Library Board members a letter received from the Attorney General's Office regarding a litigation settlement involving Idaho and 49 other states with five music distributors and three music retailers. The litigation involved allegations that the distributors entered into illegal conspiracies to raise the price of prerecorded music to consumers. As part of the settlement in this case, Boise Public Library will receive 3,932 CDs for circulation to the public.

#### **IV. CONSENT ITEMS**

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

#### **V. DIRECTOR'S REPORT**

Ms. Poertner highlighted the following items from her written Director's Report.

The names of the recipients of the Library Employees of the Year for 2002 are Kevin Booe, Assistant Library Director, as Library Mid-Manager of the Year 2002; Connie Olsen, Adult Services Library Page, as Library Part-Time Employee of the Year 2002; and Tamra Hawley-House, Youth Services Librarian, as Library Employee of the Year 2002.

Ms. Poertner also noted that Mr. Mark Thorsen of General Growth Properties confirmed that the leasing committee agreed to a twenty-month lease period with an annual lease cost equivalent to \$7 per square foot for the Towne Square Library branch. Included in that amount is an annual cost of \$.027 per square foot for promotional fees. The First Amendment of Lease document is being reviewed by Mr. Wickham of the Boise City Legal Department.

Bid specifications prepared by Ron Redmond and Jim Wyllie of Public Works for asbestos removal and demolition of the Ridley building are now being reviewed by the Boise City Purchasing Department. Ms. Poertner expressed her appreciation for all of Mr. Redmond's hard work.

Boise Public Library may host a month-long exhibit sponsored by NASA and the Association for Library Service for Children in December 2003. Ms. Price will supply more information on the possibility of hosting the exhibit to the Library Board as details become available.

Ms. Poertner invited all Library Board members to attend the Pacific Northwest Library Association Conference being held in the Boise area August 13-15, 2003.

#### **VI. CONTINUING EDUCATION**

Get Graphic @ Your Library: Graphic Novels for Teens

Ms. Brilz gave a brief introduction to the Library Board members on graphic novels. She defined a graphic novel as a story done in illustrated art or comic book format. As of June 3, 2003, there are 541 graphic novels in the Young Adult collection. In the month of May these novels circulated 584 times. Ms. Brilz deferred to Mr. Moran for further comments and then left the meeting.

Mr. Moran began his presentation on graphic novels with a brief history on the beginning of the comic strip, to comic books to graphic novels. He stated that graphic novels combine visual art and text to convey emotions. Mr. Moran ended the presentation with his recommendation of good examples of graphic novel titles for the Library Board members to read.

Ms. Bounds presented Mr. Moran with a certificate and expressed the Library Board's appreciation for his outstanding participation as a 2002-2003 youth representative on the Boise Public Library Board of Trustees.

## **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, Ms. Price and Ms. White all reported that the summer reading programs are producing a lot of activity at the library. Mr. Booe stated that based on the FY03 patron count, 2,800 people a day visit a library service point, which will be over 1,000,000 patrons a year if this level of patron count continues.

Ms. Forney arrived at the meeting at 12:13 p.m.

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

Ms. Hegg reported that the Friends of the Boise Public Library Book Store is continuing to make an average of \$100 a day in used book sales. She also stated that the Friends have given support to the Summer Reading programs this year.

## **IX. OLD BUSINESS**

Mr. Shealy arrived at the meeting at 12:19 p.m.

### FY04-05 Budget Update

Ms. Poertner reported on the progress of the Mayor's review of four items requested by the Library Board for the FY04-05 budget: sidewalk repair, which will include replacement of leaking irrigation pipes with PVC pipes; the Open Access Agreement will continue to be funded; maintenance costs for the Cole and Ustick property and the former Shaver property have been added to the base budget; and funds for technology hardware and software replacement have been added to the base budget. These items addressed to the Mayor's review were all favorably received and are now subject to formal Boise City Council approval along with the rest of the FY04/05 budget requests. The schedule for the City Council FY04/05 workshops was presented and Ms. Poertner noted that Library Board members are welcome to attend. The planned schedule for the library's presentation is on June 17 at 2:30 p.m. Ms. Poertner stated that she is grateful for the generous time allotment that the Boise City Council has given the departments to present their budget requests.

PHAROS Update

Ms. White reported the new PHAROS software has been installed on all public PCs. The library is using only the basics of the new software now. There is a 1 hour time limit set for users, but the new system can override this for special circumstances. Ms. Price stated there is a 30-minute time limit on Youth Services' PCs. Ms. White stated that training in the new software will be given to staff members. Ms. White and Ms. Price both reported that the demand for use of the public PCs has patrons waiting in line and it is hoped the new time limit will improve availability.

## **X. NEW BUSINESS**

### Report on Local Documents Depository Agreement with Ada City-County Emergency Management

A draft agreement with Ada City-County Emergency Management (ACCEM) regarding updates and ownership of ACCEM documents was presented to Library Board members. Ms. Kreimeyer reported that Mr. Doug Hardman, Director of ACCEM, has approved the proposed agreement. Ms. Kreimeyer received questions from Board members. Discussion followed. All Board members agreed to have Mr. Wickham of the Boise City Legal Department review the draft agreement before consenting to have the library staff implement this agreement.

### Results of Use Survey on Funding Information Center Services

Ms. Poertner began the discussion of the FIC survey results by thanking Mr. Parry for reviewing the draft survey and giving his suggestions, and for the contributions of the Idaho Community Foundation towards the FIC survey mailing list.

A copy of the survey was provided to Library Board members in the May 7, 2003 Board packet. The survey period was from May 2, 2003 to May 23, 2003. The results of the survey were compiled by Toni Hansen, Administrative Assistant. These results were enclosed with the June 11, 2003 Board packet.

The survey development committee consists of Mary K Aucutt, FIC Specialist; Ms. Vicki Kreimeyer, Adult Services Division Manager; Ms. Joanne Hinkel, Community Relations Coordinator; Mr. Kevin Booe, Assistant Library Director; and Ms. Marilyn Poertner, Library Director. The FIC survey development committee members will meet with Mr. Parry to go over the survey results.

Ms. Poertner addressed the Library Board of Trustees with a memo stating her initial comments concerning the FIC survey results. Ms. Poertner stated that her "hash marks" may not match the committee's survey results. Ms. Poertner gave a percentage breakdown of each survey question. The survey resulted in a return rate of 32%, which is an excellent response for surveys. Discussion followed.

Mr. Parry clarified that the survey questions did not specify whether using the FIC resources was Ms. Aucutt's services or the reference materials. The FIC reference materials and the consulting services are two different services. Ms. Poertner, Mr. Booe and Ms. Kreimeyer responded to questions from the Library Board members and City Council Liaison members. Discussions ended by agreement that the Library Board will be in a better position after learning of the survey development committee's results to analyze the current FIC services and whether or how the services should be restructured.

## **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 scheduled for 11:30 on Wednesday, July 9, 2003, in the Marion Bingham Room at the library.

**XIV. EXECUTIVE SESSION: PERSONNEL MATTERS [IDAHO STATE CODE 67-2345 (1)(B)]**

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

Mr. Booe, Ms. Kreimeyer, Ms. Price, Ms. White, Ms. Hegg, Mr. Parry, Mr. Moran, Mr. Shealy, Ms. Forney and Ms. Ugrin left the meeting.

The Board recessed to an Executive Session at 1:21 p.m. regarding personnel matters.

Mr. Booe returned to the meeting at 1:24 p.m.

Mr. Balukoff moved and Ms. Brennan seconded that the meeting go into Regular Session. All in favor, none opposed. The Board reconvened in Regular Session at 1:55 p.m.

Ms. Lowder left the meeting at 1:55 p.m.

**XV. ADJOURNMENT**

There being no further business to come before the Board, Ms. Bounds adjourned the meeting at 1:56 p.m.

**APPROVED**

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Marilyn Poertner  
Library Director

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Carol Bounds  
President, Board of Trustees