

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Minutes of the Regular Board Meeting
August 6, 2003**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, August 6, 2003, in the Marion Bingham Conference Room of the library.

BOARD MEMBERS PRESENT:

Ms. Carol Bounds, President; Ms. Martie Brennan, Vice President; and Ms. Helen Lowder via speaker telephone call.

OTHERS PRESENT:

Marilyn Poertner, Library Director; Kevin Booe, Assistant Library Director; Jim Wickham, Boise City Legal Department; Emily Kane, Boise City Legal Department; Denise McNeley, Boise City Budget Analyst; Dorothy Marcoux, Friends of the Library Representative; Laurel White, I.T. and Circulation Services Division Manager; Susannah Price, Youth Services Division Manager; Toni Hansen, Administrative Assistant; Vicki Kreimeyer, Adult Services Division Manager; Michael Stevens, I.T. Senior Computer System Technician; Vicki Rae, Assistant Circulation Supervisor; Gary Lackey, Library Protective Services; Marty Durand, American Civil Liberties Union of Idaho; Darlene McMaster, Citizen; Robert McMinn, Idaho Green Party; Gwen Sanchirico, Idaho Green Party; and Linda Ugrin, Senior Secretary.

CALL TO ORDER:

Ms. Bounds called the meeting to order at 11:28 a.m.

Ms. Lowder was unable to be present at the Library Board meeting so she participated via speaker telephone call.

Ms. Bounds explained to Library Board attendees that there would be a change in the order of business because of the possibility Ms. Lowder would have to end the conference call before the full agenda would be discussed. She congratulated Ms. Lowder for her reappointment to the Library Board of Trustees for a five-year term, July 1, 2003 to July 1, 2008.

Ms. Bounds deferred the Executive Session on land acquisition, Idaho State Code 67-2345 (1)(C) until the September 3, 2003 Library Board meeting.

Ms. Bounds welcomed all of the guests who were present, and informed them of the availability of meeting agendas and packets.

I. MINUTES

Ms. Brennan moved and Ms. Lowder seconded that the minutes of the July 9, 2003 Regular 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.

III. **CONSENT ITEMS**

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

IV. **OLD BUSINESS**

Discussion of federal funds received by Boise Public Library and the most recent information on the application of Children's Internet Protection Act provisions to public libraries

At the July 9, 2003 Library Board meeting Board members postponed a decision on the issue of changing the present Internet filtering choice options due to the U.S. Supreme Court ruling on the Children's Internet Protection Act. The Library Board had requested information on the amount of federal funds the library has received in recent years. Ms. Poertner went over a report, included in the Board packet, of federal grant funds received over the last five-year period. Total funds received in FY99-FY03 were \$158,026. Ms. Poertner discussed the latest information received from American Civil Liberties Union. Ms. Poertner recommended to keep the current policy of offering Internet filtering choices and to proceed with the PHAROS upgrade. Discussion followed. Ms. Brennan moved and Ms. Lower seconded to continue with the philosophy of offering patron choice of Internet filtering options by use of the PHAROS (or comparable) PC management system. All in favor, none opposed. Ms. Brennan moved and Ms. Lowder seconded to proceed with the PHAROS upgrade. All in favor, none opposed.

V. **NEW BUSINESS**

Proposed Open Access Agreement flat fee payment agreements with Garden City Library and to Ada Community Library for FY04-05

Mr. Wickham prepared a draft Open Access Agreement payment agreement for Garden City Library (GCL) and Ada Community Library (ACL). The flat fee payment agreement amount proposed for GCL is \$72,000 per year for FY04-05. The ACL agreement proposes a flat fee of \$270,000 per year for FY04-05. The ACL agreement includes a clause that if the City of Boise undertakes a major annexation, the ACL Board of Trustees may elect to request a renegotiations of the flat fee payment for the FY05 budget year. Discussion followed. Ms. Brennan moved and Ms. Lowder seconded to approve the draft Open Access payment agreements presented to Library Board members for the GCL and ACL. All in favor, none opposed.

Staff recommendations to reduce overdue fines for nonfiction videos and DVDs from \$1.00 per item per day to \$0.25 per item per day and to increase the loan period for nonfiction videos and DVDs to 28 days

Ms. Poertner reported that due to a verbal request by Mr. Roy Snider as described under Communications on the Agenda, library policy concerning fines on nonfiction DVDs and nonfiction videos was reviewed. Ms. White discussed that an analysis of use statistics and procedures used in other Consortium libraries was conducted. Ms. White and Ms. Rae responded to questions from Board members. Discussion followed. Ms. White recommended increasing the length of time that nonfiction

videos and DVDs may be borrowed from 7 days to 28 days. Ms. Brennan moved and Ms. Lowder seconded to revise Library Policy Manual Section V. Use of the Library, D. Fines and Fees, 1. Overdue Fines, Item a., as follows: "Fines for DVD and video cassette feature films, Kidpacks and Reference materials shall be charged at \$1.00 per day, with no grace period. Fines for all other overdue items will be charged at \$.25 per item." All in favor, none opposed.

Staff recommendation to increase the dollar amount in the Dynix ILS that will block a patron from borrowing materials from \$1.00 to \$10.00, to increase the one-time override amount to \$25.00 and to add a new stipulation on payment of overdue fees to the policy statement

Discussion followed on the reasons for the suggested policy change of raising the dollar amount in the Dynix ILS that will block a patron from borrowing materials and to increase the one-time override amount to \$25, requiring clearing up all fines/fees before a borrower's card is reissued. Ms. White answered Board members' questions and explained the overdue fine procedures. Ms. Lowder moved and Ms. Brennan seconded to revise Library Policy Manual Section V. Use of the Library, D. Fines and Fees, 1. Overdue Fines, Item b., as follows: "Fines of \$10.00 or more will prevent use of a patron's library card until all charges are cleared. Any fines and fees, regardless of amount, still outstanding at the time of library card renewal, will prevent the renewal of the patron's library card until all charges are cleared. Staff may override up to \$25.00 one time for the convenience of the patron with the understanding that payment must be made on their next checkout." All in favor, none opposed.

Library Board direction re: two meeting room use requests

Item #1

Ms. Poertner discussed a request she received from Mr. Tod Holden, Manger of Franklin Covey. In return for free use of the Towne Square Library Community Room for workshops to be held in October, Mr. Holden offered free registration for two library staff to attend the workshop. Other registrants would pay \$199 each to attend. Although no products would be sold at the workshop, the Franklin Covey store would be mentioned as a source for products. Ms. Poertner cited three areas of the existing policy that she believes disqualify the Franklin Covey workshops. These were Paragraph 1, Paragraph 10 and Paragraph 11. She is also concerned how this will apply to the new City of Boise Code of Ethics policy and how this will set a precedent for similar requests in the future. Ms. Poertner recommended that the Board deny Mr. Holden's request and continue to require compliance with the existing Boise Public Library Board meeting room policy. All Library Board members agreed by consensus.

Item #2

Library Board members discussed a proposal by Glenna Rhodes of Adult Services for the library to co-sponsor a series of classes with Northwest Earth Institute (NWEI) by providing use of the Marion Bingham Room for multiple room reservations over several eight to nine week periods. Ms. Poertner stated she has previously approved reservations of the Marion Bingham Room for NWEI, but the library had not been a co-sponsor of the classes, as Ms. Rhodes suggested. Ms. Poertner stated she has received several requests lately to reserve the Marion Bingham Room for more than two times at once. Library Board policy requires the Library Director's approval for these exceptions. Ms. Poertner requested that the Board consider a change to permit more reservations as a standard procedure rather than as currently limited. Library Board members discussed data provided in the packet showing the percentage of use in the Marion Bingham Room in the evenings. The Marion Bingham Room is in use only about half of the available hours. Discussion followed. The Library Board members agreed by consensus to approve a six month trial period during which time there will be no limitation placed on the number of reservations a group may make at one time for use of the Marion Bingham Room. The NWEI classes in

the Marion Bingham Room will be scheduled for fall 2003 and spring 2004, but Boise Public Library will not become a co-sponsor of the classes.

VI. OLD BUSINESS

Wording of USA PATRIOT Act informational signs

Ms. Poertner presented a commercially printed sign that Mr. Jack Van Valkenburgh of the Idaho American Civil Liberties Union donated for consideration of wording for the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act information signs to be displayed in the library. Discussion followed on alternative wording presented in the Library Board packet and additional alternatives presented at the meeting. Ms. Brennan moved and Ms. Lowder seconded to approve the wording for the USA PATRIOT Act signs to read as follows: "Under Section 215 of the federal USA PATRIOT Act (Public Law 107-56), records of your Internet/computer use and/or records of the books and other materials you use or borrow from this library may be obtained by federal agents. That federal law prohibits library staff from informing you if records about you have been obtained by federal agents." All in favor, none opposed. The Library Board agreed by consensus to display the posters at each public service desk: Circulation Desk, Information Desk, Youth Services Desk, Adult Services Desk on the second and third floors and also for display at the Towne Square Library branch and the Bookmobile.

VII. NEW BUSINESS

Board Direction for deposit of the funds from the Albert L. and Nancy M. Brown Trust to either the Boise Public Library Gift Fund or to the Boise Public Library Foundation

The advantages and disadvantages were discussed on where to deposit the \$72,000 donation. Ms. Lowder moved and Ms. Brennan seconded to deposit the \$72,000 donated by the Albert L. and Nancy M. Brown Trust for purchase of large print materials into the Boise Public Library Gift Fund. All in favor, none opposed.

VIII. DIRECTOR'S REPORT

Ms. Poertner commented on items from her written Director's Report. Two of the demolition bids received for the Ridley building at Cole and Ustick were under the budgeted amount of \$82,000, but because of added work identified by Mr. Ron Redmond of Public Works the actual project cost will increase. Relocation of an electrical transformer and changes to existing parking lot lighting (not the poles) are included in the added work.

Ms. Poertner noted that copies of the article published by the *Boise Weekly* on City of Boise Boards and Commissions having a youth representative were provided to Board members. Ms. Bounds and Mr. Connor Moran, Boise Public Library Board of Trustees 2002-2003 Youth Representative, were quoted in the article. Ms. Bounds commented at the meeting that having a youth member on the Library Board of Trustees was a positive and valuable experience.

IX. REPORTS FROM DIVISION MANAGERS

Ms. Kreimeyer, Ms. Price and Ms. White updated everyone present on current library activities in their divisions. Mr. Booe stated he has just returned from vacation leave so had nothing to report at this time.

Ms. Kreimeyer and Ms. Price reminded attendees that the Pacific Northwest Library Association Annual Conference is August 13-15, 2003, in Boise, Idaho.

X. FRIENDS OF THE LIBRARY REPORT

Ms. Marcoux reported that donations of books to the Friends of Boise Public Library keep coming and that the Book Store sales have slowed down a little this summer. Ms. Marcoux reported that since March 2002 there has been approximately \$8,000 in book sales on eBay. Ms. Hansen donates her time selling valuable and collectable donated books on eBay for the Friends of the Boise Public Library. Ms. Marcoux reported Friends contributed \$1,000 towards the Pacific Northwest Library Association's 2003 Annual Conference, sponsoring the Author's Lunch on Thursday and a special program. Friends members are busy preparing for the Fall at the Mall Book Sale scheduled for September 19-21, 2003, at the Boise Towne Square Mall.

XI. FOUNDATION REPORT

Ms. Poertner reported that the Boise Public Library Foundation Board of Directors met in the Marion Bingham Room on July 23, 2003. Ms. Bounds and Ms. Lowder were there as Library Board representatives. Ms. Kari Davis, Senior Accounting Specialist, prepared a financial balance sheet report and recommended the Foundation Board commission an audit since the last audit conducted was in January 1995 for calendar year 1994. Ms. Poertner reported the Library Foundation Board approved the following two requests on the contingency that the funds not be transferred until an independent audit/or financial statement be prepared: 1.) request to transfer \$30,000 from the Mary Clara Allison Trust to the Boise Public Library Gift Fund for the purpose of purchasing print materials in FY04; 2.) request for \$6,000 for relocating and replacing the Donor Wall plaques and repair the existing Donor Wall.

[Note: Mr. James Stamey, President of the Boise Public Library Foundation Board, and Ms. Poertner will meet August 27, 2003, with Mr. Mike Lindstrom of Balukoff, Lindstrom & Co. to discuss the proposed audit.]

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Ms. Bounds 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, September 3, 2003, in the Marion Bingham Room at the library.

XIV. ADJOURNMENT

Ms. Bounds thanked Ms. Lowder for participating by telephone in order to provide the quorum for today's Library Board meeting.

There being no further business to come before the Board, Ms. Bounds adjourned the meeting at 12:50 p.m.

APPROVED

Marilyn Poertner
Library Director

Carol Bounds
President, Board of Trustees