

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Minutes of the Regular Board Meeting
September 3, 2003**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, September 3, 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; Marge Ewing, Friends of the Library Representative; Alec Andrus, Boise City Budget Director; Laurel White, I.T. and Circulation Services Division Manager; Susannah Price, Youth Services Division Manager; Toni Hansen, Administrative Assistant; Denise McNeley, Boise City Budget Analyst; Derick O'Neill, O'Neill Enterprises, LLC; 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 August 6, 2003 Regular 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.

III. COMMUNICATIONS

Memo from Boise City Legal Department advising that library personnel changes should no longer be reported on the meeting agendas.

Ms. Bounds opened the discussion on the memo received from Ms. Emily Kane, Assistant City Attorney, recommending against the past practice of listing personnel changes on Boise Public Library Board agendas which are available to the public. Library Board members agreed by consensus to discontinue listing personnel changes on the Library Board agendas. In the future, Library Board members will receive a confidential listing of the library personnel changes.

IV. CONTINUING EDUCATION

None.

V. CONSENT ITEMS

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

VI. DIRECTOR'S REPORT

Ms. Poertner welcomed Mr. Derick O'Neill of O'Neill Enterprises, LLC, and stated that he would be attending the Executive Session in today's meeting.

VII. REPORTS FROM DIVISION MANAGERS

Mr. Booe reported to Library Board members that the Board's actions of the August 6, 2003 meeting regarding the USA PATRIOT Act have been implemented. Informational Patron Privacy brochures are now available to the public and signs are posted at all public service desks, including Towne Square Library branch and the bookmobile. Mr. Booe displayed a copy of the brochure and sign to Board members. Mr. Booe updated Board members on upcoming library events.

Ms. Price and Ms. White updated everyone present on current library activities in their divisions. Ms. White praised the IT staff for doing a great job of guarding the library's computers against the recent outbreak of computer viruses.

VIII. FRIENDS OF THE LIBRARY REPORT

Ms. Ewing reported that the Friends of the Boise Public Library are working very hard to prepare for the Fall at the Mall Book Sale on September 19-21, 2003. Ms. Ewing said that as of August 2003, the Friends Book Store has made approximately \$24,000 in book sales.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

Review of proposed Open Access Agreement flat fee payment agreement with Eagle Public Library
Ms. Poertner reviewed from her agenda notes the proposed flat fee Open Access Agreement with Eagle Public Library (EPL). Statistics show that Boise residents account for nearly 20% of EPL's circulation. The proposed agreement is a flat fee of \$39,000 for FY04 and a base flat fee of \$39,000 for FY05, with the possibility of an increase based on development of a marginal cost rate acceptable to both parties. Mr. Ron Baker, director of EPL, will present the same proposed agreement that is enclosed in the Library Board packet, to the EPL Board for their review. Ms. Poertner, Mr. Wickham and Mr. Andrus responded to Board members' questions.

Meeting Room Request from Boise Unitarian Universalist Fellowship

Library Board members reviewed the request of Ms. Suzanne Woodcock of the Fundraising Committee at the Boise Unitarian Universalist Fellowship, to serve alcoholic beverages at a meeting in the Hayes Auditorium on September 17, 2003. There is no City of Boise ordinance that prohibits alcoholic beverages served in a city building. Discussion followed on the precedent this might set for future requests of allowing alcoholic beverages served at meetings on library premises, if the request is

approved. Ms. Cheever moved and Ms. Lowder seconded to deny Ms. Woodcock's request for serving alcoholic beverages on September 17, 2003, in the Hayes Auditorium.

Approval of Library Board Meeting Dates – October 2003 to September 2004

Mr. Balukoff moved and Ms. Brennan seconded to approve the Library Board meeting schedule as outlined with the amended June 9, 2003 meeting date. All in favor, none opposed.

Appointment of Library Board Subcommittee for Director's Performance Review

Ms. Bounds and Ms. Brennan agreed to serve as the Subcommittee for the Library Director's performance review.

XI. MISCELLANEOUS

Ms. Price inquired about the program of a youth member serving on the Library Board of Trustees. Enclosed in the Library Board packet was an announcement from Matt McCarter, City of Boise Healthy Community Healthy Youth Coordinator, recruiting teens ages 15-18 to serve on the Library Board. Discussion followed on the process of this appointment. Ms. Poertner reported that we will follow through on this process and the Library Board will have an appointment.

XII. FOUNDATION REPORT

Ms. Poertner updated Library Board members on the events of the July 23, 2003 Boise Public Library Foundation meeting. Ms. Poertner informed the Library Board that she and Mr. James Stamey, President of the Boise Public Library Foundation Board, met with Mr. Mike Lindstrom of Balukoff, Lindstrom & Co. in August to discuss a proposed audit. She stated that Mr. Lindstrom reported that financial statements have been prepared annually, although not forwarded to the library in recent years. The annual tax return forms have consistently been provided for library files. The Boise Public Library Foundation has approximately \$245,000 on hand. Balukoff, Lindstrom & Co. is preparing a compilation of revenues, expenditures, and current status of funds that will be distributed to Foundation Board members in September. Mr. Stamey agreed with Mr. Lindstrom that no formal audit was necessary.

XIII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

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

XIV. SELECTION OF MEETING DATE

The next regular meeting of the Board of Trustees is scheduled for 11:30 a.m. on Wednesday, October 1, 2003, in the Marion Bingham Room at the library.

XV. ELECTION OF OFFICERS

Ms. Lowder moved and Ms. Brennan seconded to elect Ms. Bounds to serve a second term as President of the Boise Public Library Board of Trustees. All in favor, none opposed.

Ms. Lowder moved and Ms. Brennan seconded to elect Mr. Balukoff as Vice President of the Boise Public Library Board of Trustees. All in favor, none opposed.

XV. EXECUTIVE SESSION: LAND ACQUISITION [IDAHO STATE CODE 67-2345 (1)(C)]

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

Ms. Hansen, Ms. Price, Ms. White, and Ms. Ugrin left the meeting.

The Board recessed to an Executive Session at 12:15 p.m. regarding land acquisition.

Ms. Lowder moved and Ms. Brennan seconded that the meeting go into Regular Session. All in favor, none opposed. The Board reconvened in Regular Session at 1:22 p.m.

Ms. Bounds moved and Ms. Lowder seconded that the Library Board vote to urge the Boise City Council to accept the proposal for amending the Agreement of Purchase and Sale for the branch library site at Bown Crossing in Southeast Boise, as outlined on pp. 2-3 of the O'Neill Enterprises, LLC, white paper, "Boise Public Library Southeast Boise Branch at Bown Crossing" dated August 29, 2003. All in favor, none opposed.

Board discussion confirmed that the amount of the Lois N. Merrit Trust, plus interest reported in the Foundation financial balance sheet of June 30, 2003, was \$101,025, with the likelihood that the total Merrit Trust amount later this year will slightly exceed that amount.

Mr. Balukoff moved and Ms. Brennan seconded that the Library Board vote to request that the Boise Public Library Foundation make a donation to the Southeast Boise branch library site acquisition project in the current value of the Lois N. Merrit Trust; that the Board further request that the Friends of the Boise Public Library make a donation toward the remaining balance of the Southeast Boise branch library site acquisition project in an amount up to \$100,000, advising each of the groups to stipulate that the donated funds from each of these two library support groups must be used for the Bown Crossing branch library site acquisition or be returned by the City of Boise to them if the site is sold or used for non-library purposes in the future. All in favor, none opposed.

After additional discussion, Mr. Balukoff amended his motion with the consent of the second for the original motion, Ms. Brennan, and a further second by Ms. Bounds, to clarify that the timing of the requested donations would be as close as possible to the time that the property closing transaction takes place.

XV. ADJOURNMENT

There being no further business to come before the Board, Ms. Bounds adjourned the meeting at 1:25 p.m.

APPROVED

Marilyn Poertner
Library Director

Carol Bounds
President, Board of Trustees