

**BOISE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Minutes of the Regular Board Meeting  
October 1, 2003**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, October 1, 2003, in the Marion Bingham Conference Room of the library.

**BOARD MEMBERS PRESENT:**

Ms. Carol Bounds, President; Ms. Martie Brennan, Vice President; Ms. Julie Cheever; 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; Marge Ewing, Friends of the Library Representative; Denise McNeley, Boise City Budget Analyst; Paula Forney, Boise City Council Member; Vicki Rae, Circulation Assistant Supervisor; Joy Lear, Acquisitions and Technical Services Assistant Supervisor; Michael Stevens, I.T. Senior Computer System Technician; Linda Brilz, Youth Services Librarian; 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. Cheever seconded that the minutes of the September 3, 2003 Regular Board Meeting be approved. All in favor, none opposed.

**II. BILLS AND PAYROLL**

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

**III. COMMUNICATIONS**

None.

**IV. CONTINUING EDUCATION**

Bona Fide Boise Trivia

The October 1, 2003 Agenda Notes included the opportunity for Library Board members to answer the ten trivia questions on Boise that were included in the Board packet, and to bring their answers to the meeting. After Ms. Poertner provided the answers to the questions, it was determined that Ms. Lowder was the winner, answering the most trivia questions correctly. She received a round of applause from all of the Board attendees. Ms. Lowder revealed that she contacted "Ask a Librarian" for assistance, and

was praised for using the library's services. Ms. Lowder received a pewter bookmark and a "Library Lover" mug, and all the other Board members received "Library Lover" mugs for participating.

## **V. CONSENT ITEMS**

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

## **VI. DIRECTOR'S REPORT**

Ms. Poertner noted that four members of the Library Management Team, Ms. Toni Hansen, Administrative Assistant, and three division managers, Ms. Kreimeyer, Ms. Price and Ms. White were absent from the meeting today, either for vacation or for the attendance at the Idaho Library Association Conference. She explained that Ms. Rae was attending the Board meeting to represent Circulation, Mr. Stevens to represent I.T. and Ms. Brilz to represent Youth Services.

Ms. Poertner congratulated Ms. Lowder for winning the award as Idaho Library Association (ILA) Library Trustee of the Year for 2003. Ms. Kreimeyer, president of the ILA, presented the award to Ms. Lowder on September 18, 2003, at the Park and Recreation Department Commissioners meeting. At the annual ILA convention during October 2003 in Post Falls, Idaho, Ms. Kreimeyer will share with conference attendees the nomination letter from Mr. Booe and letters of support from Ms. Bounds, Ms. Poertner and Ms. Price.

Ms. Poertner complimented Mayor Terteling-Payne on her State of the City speech and on the 2003 Report "Learn, Celebrate, Create," and stated that in her opinion the report publication was outstanding. Ms. Poertner was also very grateful for the report including many items of Boise Public Library's accomplishments in 2003.

Ms. Poertner answered questions from Library Board members on the new procedure for documenting patron expulsion incidents that was mentioned in her written Director's Report. "Protective Services Specialist Procedures and Guidelines for Patron Expulsion" and the newly drafted "Notice of Expulsion" form were included in the library packet. Ms. Poertner stated this form will help in keeping better administrative records and give information to patrons on exactly where to call if they would like to contest the expulsion.

Ms. Poertner presented Library Board members with copies of her draft branch library A/E Team contract negotiation recommendation, and the draft versions of letters from Mayor Terteling-Payne.

Ms. Poertner updated the Library Board members on the selection of a youth member for the Boise Public Library Board of Trustees. Ms. Poertner, Mr. Booe and Ms. Bounds reviewed the four applications submitted and will make a recommendation to the Mayor. Ms. Poertner stated if the Mayor accepts the recommendation, then possibly by the November 5, 2003 Library Board meeting a youth member could be serving on the Board.

## **VII. REPORTS FROM DIVISION MANAGERS**

Mr. Booe, Ms. Brilz, Ms. Rae and Mr. Stevens updated Library Board attendees on current activities in the divisions each represent. Ms. Lear reported fiscal year-end preliminary statistics for Acquisitions and Technical Services: 16,000 new items were ordered; 50,000 items have been processed; 98.5% quality assurance rating; and an average turn-around processing time of 2 days.

Ms. Forney arrived at the meeting at 11:50 a.m.

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

Ms. Ewing thanked Ms. Brennan for all of the time and effort she contributed in support of the Friends Fall at the Mall Book Sale in September 2003. She also praised the efforts of the crew from the Nampa Work Center who loaded and moved all of the boxes of books from the main library to Boise Towne Square Mall and set up the tables. Ms. Ewing reported that the book sale grossed over \$16,000 in sales. The Friends were also able to promote the Friends Book Store located at the main library by displaying signs during the sale at Boise Towne Square Mall.

## **IX. OLD BUSINESS**

### Approval of Open Access Agreement flat fee payment agreement with Eagle Public Library

Ms. Poertner reported that the Eagle Public Library Board and the Eagle City Council have each approved the Open Access Agreement flat fee payment agreement that the Boise Public Library Board members reviewed at the September 3, 2003 Board meeting. Ms. Brennan moved and Ms. Cheever seconded to approve the Open Access Agreement flat fee payment agreement with Eagle Public Library as presented and send it to the Boise City Council with a recommendation for their approval. All in favor, none opposed.

## **X. NEW BUSINESS**

### Review of Amendment to Real Estate Purchase and Sale Agreement for SE Boise branch site

The draft Amendment to Real Estate Purchase and Sale Agreement that will revise the size of the branch library site at Bown Crossing from 4.6 acres to 3.0 acres was presented to Board members for review. The number of parking spaces dedicated for access to the Greenbelt was increased from 8 to 10 spaces. Ms. Poertner and Mr. Wickham answered questions from Library Board members.

### Review of draft letters to Friends of the Library and to the Foundation

Ms. Poertner distributed the draft letters proposed to be sent by Ms. Bounds to the Friends of the Boise Public Library and Boise Public Library Foundation requesting donations for the purchase of the SE Boise branch library site at Bown Crossing. Ms. Poertner reported that since much of the Friends' and Foundation's funds are invested in CDs with a maturity date after January 2004, she will request that the City of Boise have funds available for the full purchase price until the CDs reach their maturity date and can be withdrawn without a penalty. Discussion followed.

## **XI. FOUNDATION REPORT**

Ms. Poertner reported that Mr. James Stamey, president of the Boise Public Library Foundation, requested that a special Foundation Board meeting be scheduled for the purpose of considering the donation to help purchase the SE Boise branch library site. Representatives of the Boise Public Library Board, Mr. Jim Wickham, Boise City Legal, Mr. Kent Rock, City of Boise Treasurer, and Mr. Alec Andrus, City of Boise Budget Director, will be invited to attend that meeting. Ms. Poertner reported that the Friends Board will also be offered the same opportunity to meet with representatives of the Library Board and financial officials of the city of Boise.

Ms. Poertner reported that Balukoff, Lindstrom & Co. has completed the financial statement for the Library Foundation and that the funds that were requested at the July 23, 2003 Foundation Board meeting will be made available to Boise Public Library as approved at that meeting.

Ms. Poertner gave an update on the progress of the Donor Wall displays being replaced and moved to a different location, and the former donor wall surface being repaired.

## **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 a.m. on Wednesday, November 5, 2003, in the Marion Bingham Room at the library.

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

Ms. Brennan 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. Cheever, and carried on the following roll call vote: Ms. Brennan, yes; Ms. Cheever, yes; Ms. Lowder, yes; Ms. Bounds, yes.

Ms. Rae, Ms. Lear, Mr. Stevens, Ms. Brilz, Ms. Ewing, Ms. McNeley and Ms. Ugrin left the meeting.

The Board recessed to an Executive Session at 12:15 p.m. regarding personnel issues.

Ms. Brennan moved and Ms. Cheever seconded that the meeting go into Regular Session. All in favor, none opposed. The Board reconvened in Regular Session at 12:59 p.m.

## **XV. ADJOURNMENT**

There being no further business to come before the Board, Ms. Bounds adjourned the meeting at 1:00 p.m.

## **APPROVED**

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Marilyn Poertner  
Library Director

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Carol Bounds  
President, Board of Trustees