

**BOISE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

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

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, December 3, 2003, in the Marion Bingham Conference Room of the library.

**BOARD MEMBERS PRESENT:**

Ms. Carol Bounds, President; Mr. A.J. Balukoff, Vice President; Ms. Martie Brennan; Ms. Julie Cheever; Mr. Jim Thompson; and Mr. Andrew Stokes.

**OTHERS PRESENT:**

Marilyn Poertner, Library Director; Kevin Booe, Assistant Library Director; Jim Wickham, Boise City Legal Department; Alan Shealy, Boise City Council Member; Dorothy Marcoux, Friends of the Library Representative; Vicki Kreimeyer, Adult Services Division Manager; Susannah Price, Youth Services Division Manager; Laurel White, I.T. and Circulation Services Division Manager; Joy Lear, Acquisitions and Technical Services Assistant Supervisor; and Linda Ugrin, Senior Secretary.

Troy Swanstrom, Boise City Human Resources Advisor, arrived at the meeting for the Executive Session only.

**CALL TO ORDER:**

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

Ms. Bounds began the Library Board meeting by welcoming Mr. Thompson. Mr. Thompson is the newly-appointed Library Board Trustee to fill the unexpired term of Ms. Helen Lowder.

**I. MINUTES**

Ms. Cheever moved and Ms. Brennan seconded that the minutes of the November 5, 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**

From Publisher to Shelf: Library Materials Selection and Processing Mysteries Revealed

Ms. Lear gave an informative overview to Library Board meeting attendees of the process of selecting, ordering, receiving and processing the library's material collection. This was followed by questions from Board members.

Mr. Shealy arrived at the meeting at 11:50 a.m.

## **V. CONSENT ITEMS**

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

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

Ms. Poertner reported to Library Board members that the Mayor's Office was contacted by World Sports Humanitarian Hall of Fame for the possibility of Boise City having storage space available for Hall of Fame items. Ms. Poertner and Mr. Booe went to the former Shaver's warehouse to look for a possible secured storage space for the items. Ms. Poertner stated that the library is in the process of seeking a building occupancy permit to legitimize items stored at the warehouse. The Library Board indicated their willingness to lease storage space at a token amount to the World Sports Humanitarian Hall of Fame once an occupancy permit is obtained.

Ms. Poertner gave an update on the process of drawing up donation agreements between the Boise Public Library Foundation, the Friends of Boise Public Library, Inc. and the City of Boise to help purchase the 3.0 acre site at Bown Crossing for the future southeast library branch. Mr. Wickham, Library Foundation Board Trustee Mr. Dale Higer, also an attorney, and Friends of the Library attorney Mr. Terry Copple are working on the agreements.

Ms. Poertner reported that the responsibility of insulating the north wall of the Jo-Ann Fabrics building at Evergreen Plaza has been researched by Boise City legal department. They determined that the City has no legal requirement to insulate the north wall. A letter with this information has been written to Evergreen Partners. There has been no response yet.

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

Mr. Booe, Ms. Kreimeyer, Ms. Price and Ms. White updated Library Board attendees on current activities in the divisions each represent. Ms. Lear reported for Acquisitions and Technical Services.

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

Ms. Marcoux reported on the current activities of the Friends of the Boise Public Library. Volunteers have started sorting donated books for the spring book sale scheduled for the first weekend in April 2004. She informed the Board members that the Friends are looking for a volunteer coordinator for the Book Store.

Ms. Marcoux invited the Library Board members to attend the Christmas Holiday Reception that the Friends are hosting on December 12, 2003, in the Hayes Memorial Auditorium.

**IX. OLD BUSINESS**

None.

**X. NEW BUSINESS**

Library Issues for the New Boise City Administration

Ms. Poertner informed the Library Board members that each City Department Head was asked by the Mayor's Chief of Staff to prepare a briefing memo of their department's issues for Mayor-Elect Bieter. Ms. Poertner sent the library's briefing memo with attachments to Mayor-Elect Bieter and copies to Mayor Carolyn Terteling-Payne, Chief of Staff Jim Thompson and the Library Board of Trustees. A copy of the memo was also enclosed in the December 3, 2003 Library Board packet. Ms. Poertner stated she would not go over all the issues stated in the memo since the Library Board members are aware of these issues, but invited questions and comments. She asked Library Board members if there were any other issues that were overlooked that they would like to give to the new mayor. Mr. Shealy commented that until reading excerpts from the *Master Library Facility Plan* prepared by PROVIDENCE Associates, Inc., which was an attachment to Ms. Poertner's memo to Mayor-Elect Bieter, he had not realized how really deficient Boise's access to library services are for a city of this size. Ms. Poertner answered questions from Board members. Discussion followed. All Board members agreed the memo was thorough and accurate.

Five Years of Statistics / Trends at Boise Public Library

Mr. Booe gave a PowerPoint presentation of a five-year (1998-2003) statistical review of Boise Public Library compared with peer libraries, national and regional. Mr. Booe stated all the peer libraries in this review have branch library service and that Boise is ranked 117 out of 123 public libraries providing branch library services. Discussion followed.

Mr. Shealy left the meeting at 1:08 p.m.

Mr. Thompson left the meeting at 1:10 p.m.

**XI. FOUNDATION REPORT**

None.

**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 rescheduled from January 7, 2004, to Wednesday, January 14, 2004, at 11:30 a.m. in the Marion Bingham Room at the library.

Mr. Thompson returned to the meeting at 1:13 p.m.

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

Mr. Balukoff 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; Mr. Thompson, yes; Ms. Bounds, yes.

Ms. Poertner, Mr. Booe, Ms. White, Ms. Price, Ms. Kreimeyer, Mr. Wickham, Ms. Lear, Ms. Marcoux and Ms. Ugrin left the meeting.

The Board recessed to an Executive Session at 1:15 p.m. regarding personnel issues.

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 2:14 p.m.

**XV. ADJOURNMENT**

There being no further business to come before the Board, Ms. Bounds adjourned the meeting at 2:15 p.m.

**APPROVED**

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Marilyn Poertner  
Library Director

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Carol Bounds  
President, Board of Trustees