

**BOISE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Minutes of the Regular Board Meeting  
February 4, 2004**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, February 4, 2004, 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; and Mr. Andrew Stokes.

**OTHERS PRESENT:**

Marilyn Poertner, Library Director; Kevin Booe, Assistant Library Director; David Eberle, Boise City Council Member; Jim Wickham, Boise City Legal Department; Bonnie Longstreth, 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; Toni Hansen, Administrative Assistant; Vicki Rae, Circulation 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 welcomed Mr. Eberle, newly elected Boise City Council member assigned as the Council Liaison for Boise Public Library.

Ms. Bounds stated "the Library Director has requested that the Board withdraw the agenda item concerning the Snoopy 'Read' poster from consideration. At the time the agenda was submitted, the Director believed the poster was library property subject to the Library Board's governance and that it was of *de minimus* value because of its damaged state. After consultation with the library's attorney, Jim Wickham of the Boise City Legal Department, we concur that award of the poster is inappropriate at this time."

Ms. Poertner, who will be retiring February 29, 2004, thanked the Library Board members for all of their commitment, interest and support.

**I. MINUTES**

Ms. Cheever moved and Mr. Balukoff seconded that the minutes of the January 14, 2004 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**

None.

**V. CONSENT ITEMS**

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

## VI. DIRECTOR'S REPORT

Ms. Poertner expressed her appreciation to Toni Hansen, who will be resigning February 6, 2004, for all that she has contributed and for all of her hard work.

Ms. Poertner added from her written Director's Report that on February 3, 2004, Boise City Council approved the library's two-year lease of the small building at 777 S. 8<sup>th</sup> Street, plus six dedicated parking spaces to Shaver's Inc. The terms of the lease will begin January 1, 2004.

Ms. Poertner reported that Youth Services and the William F. Hayes Memorial Auditorium will be closed and the south end area of the library parking lot will be closed off during the removal of the old units and installation of the two new large rooftop HVAC units. This is scheduled for February 9-10, 2004.

Ms. Poertner reported that the library will co-sponsor the brown bag Literature for Lunch program featuring Dr. Carol Martin from Boise State University. This program is free and open to the public. It will be held in the William F. Hayes Memorial Auditorium starting March 5, 2004. Ms. Poertner expressed appreciation to Ms. Kreimeyer for working with Dr. Martin on this collaboration.

## 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.

## VIII. FRIENDS OF THE LIBRARY REPORT

Ms. Longstreth distributed flyers to Library Board members for the Annual Used Book Sale scheduled April 2-4, 2004.

Ms. Longstreth reported that the Friends Book Store made \$35,000 in used book sales for calendar year 2003.

## IX. OLD BUSINESS

### Marion Bingham Room – Revised Use Policy

The Library Board reviewed the draft policy statement presented in the Library Board packet allowing multiple bookings for the Marion Bingham Room for up to four months from the same group. Mr. Balukoff moved and Ms. Brennan seconded to approve the draft revised policy as presented in the February 4, 2004 Library Board packet. All in favor, none opposed.

### **Policy VIII. Use of the Meeting Rooms**

#### **Section A. Procedures Governing the Public Use of Library Meeting Rooms**

#### **# 11**

11. a. **The William F. Hayes Memorial Auditorium.** Groups may not make or accumulate reservations for more than two days without written permission in advance from the Director. Library-related boards and committees, library-sponsored series, and the Friends of the Boise Public Library, Inc. may exceed this limit without advance permission from the Director.
- b. **The Marion Bingham Room.** Groups may not make reservations more than 4 months in advance without written permission from the Director. Library-related boards and committees, library-sponsored series, and the Friends of the Boise Public Library, Inc. may exceed this limit without advance permission from the Director.

## X. NEW BUSINESS

### Letter of support for 2004 ILA legislative package

Ms. Poertner stated that Patricia Younger, Idaho Library Association Legislative Liaison, requested a letter of support from the Boise Public Library Board of Trustees to two members of the House Revenue and Taxation Committee. Ms. Poertner requested Board members to approve the draft letter addressed to Representative Debbie Field of District 18 and

Representative Margaret Henbest of District 16 that was included in the Library Board packet. Discussion followed. Library Board members requested that the third paragraph, sentence "Neighboring libraries, such as the Ada Community Library District, are experiencing declining revenues for operations and have reached the .06% rate." be reworded to clarify *declining revenues* are due to property tax revenues diminishing because of annexation. Ms. Cheever moved and Ms. Brennan seconded to approve the letter of support for the 2004 Idaho Library Association legislative package as revised. Ms. Bounds will sign the revised letter and then it will be submitted. All in favor, none opposed.

Confirmation of the library's planned holiday closures, 2004

Ms. Poertner requested the Library Board's approval of the planned holiday closures for 2004 as there are some two-days-in-a-row closures required because of the way the Independence Day (impacts Towne Square Library only), Christmas Day and New Year's Day holidays fall. Ms. Poertner also requested confirmation that the closing on Easter Sunday is still acceptable to the Library Board in today's political climate. Enclosed in the Library Board packet was a copy of Boise City policy "5.03 Holidays" for the Board's review. Discussion followed. Mr. Balukoff moved and Ms. Cheever seconded to approve the 2004 holiday schedule of library closures as written. All in favor, none opposed.

**XI. FOUNDATION REPORT**

Mr. Booe reported that he and the library's Community Relations Coordinator Joanne Hinkel will be working with the Mayor's office in sending out a joint press release announcing the donations by Boise Public Library Foundation and Friends of the Boise Public Library towards the purchase of Bown Crossing for the future southeast site library branch.

**XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS**

Ms. Cheever 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 March 3, 2004, at 11:30 a.m. in the Marion Bingham Room at the library.

Ms. Cheever asked that the minutes show the Library Board's appreciation to Mr. Swanstrom for all of his guidance and work he has done in the process of recruiting a new Library Director.

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

Ms. Poertner, Mr. Booe, Ms. White, Ms. Price, Ms. Kreimeyer, Ms. Hansen, Ms. Longstreth, Ms. Rae, and Ms. Ugrin left the meeting.

The Board recessed to an Executive Session at 12:07 p.m. regarding personnel issues.

Ms. Brennan moved and Mr. Balukoff seconded that the meeting go into Regular Session. All in favor, none opposed. The Board reconvened in Regular Session at 1:52 p.m.

**XV. ADJOURNMENT**

There being no further business to come before the Board, Ms. Bounds adjourned the meeting at 1:53 p.m.

**APPROVED**

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Marilyn Poertner  
Library Director

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Carol Bounds  
President, Board of Trustees