

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Minutes of the Regular Board Meeting
May 5, 2004**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, May 5, 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; Mr. Andrew Stokes and Mr. Jim Thompson.

OTHERS PRESENT:

Steve Cottrell, Library Director; Kevin Booe, Assistant Library Director; Jim Wickham, Boise City Legal Department; Marge Ewing, 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; Denise McNeley, Administrative Assistant; Vicki Rae, Circulation Assistant Supervisor; Glenna Rhodes, Adults Services Electronic Resources Librarian; and Linda Ugrin, Senior Secretary.

CALL TO ORDER:

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

Ms. Bounds welcomed the new Library Director Mr. Cottrell and Ms. McNeley in her new role as Administrative Assistant. Ms. McNeley was formerly the library's budget advisor liaison in the city budget office.

A certificate of appreciation was presented to Mr. Stokes by Ms. Bounds. She expressed the Library Board's gratitude for his outstanding contribution as a 2003-2004 youth representative on the Boise Public Library Board of Trustees.

I. MINUTES

Ms. Cheever moved and Ms. Brennan seconded that the minutes of the April 7, 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

The Virtual Reference Project, Glenna Rhodes and Vicki Kreimeyer

Ms. Kreimeyer gave an overview and brief history of the new Virtual Reference on-line chat project, answerXpress.com 24/7. Boise Public Library partnered with Ada Community Library and Boise State University and was awarded a grant contract from Idaho State Library. Ms. Kreimeyer stated the on-line chat reference service recorded 882 questions during April 2004. She explained this was largely due to the great publicity campaign. Ms. Rhodes gave a PowerPoint demonstration of the on-line chat reference service.

V. CONSENT ITEMS

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

VI. INTERIM DIRECTOR'S REPORT

Mr. Booe updated from his written Interim Director's Report that he and Mr. Cottrell met with Mayor Dave Bieter. Mayor Bieter appointed Mr. Cottrell to work with Boise State University on education issues. Mr. Booe stated Mr. Cottrell attended the library staff "doughnut delight" meeting and answered questions from staff members.

Mr. Booe expressed his appreciation to the library staff for the help and support over the last 10 weeks as he served as Interim Library Director.

Mr. Booe reported that Get Wild at the Library had an attendance of approximately 1,400 patrons. He stated that Earth Day representatives expressed interest in partnering with the library for next year's event since National Library Week coincides with National Earth Day.

Mr. Booe reported that Mr. Wickham is in the process of drafting an agreement between the City of Boise and Evergreen Partners, Inc. for an acceptable solution to bring the insulation of the north wall of JoAnn's Fabrics up to the City's building code. This will end the demolition project at Cole and Ustick. Library Maintenance/Mechanic Theron Keys is maintaining abatement of weeds.

Mr. Booe stated the HVAC project is completed, but the contractors are still ironing out a few bugs.

An indoor air quality analysis was conducted on April 12, 2004, in the library's dock, homebound/bookmobile, acquisitions and technical services and the information technology areas due to the bookmobile and other library vehicle exhaust fumes. Mr. Booe announced that the results of the analysis concluded that the indoor air quality of the above areas met with indoor air quality standards.

VII. REPORTS FROM DIVISION MANAGERS

Ms. Kreimeyer, Ms. Price and Ms. White updated Library Board attendees on current activities in the divisions they each represent.

Mr. Booe referred to the copy of an internal audit report that was sent to Library Board members. Mr. Booe asked the Board members if they had any questions. He explained the internal audit regarded sole source vendors/purchasing and the library's plan to change and correct purchasing practices related to sole source purchasing.

VIII. FRIENDS OF THE LIBRARY REPORT

Ms. Ewing reported the 2004 Spring Book Sale grossed \$28,000 in used book sales. She stated that there was an incident with a book dealer at the book sale this year. They will be checking with other libraries to see how they handle this kind of situation.

IX. OLD BUSINESS

None

X. NEW BUSINESS

Towne Square Library Lease Agreement Extension

Mr. Booe requested consent from Library Board members to have library administration send a letter to General Growth Properties, Inc. requesting an extension for the two-year lease for the Towne Square Library branch that expires in January 2005. Included in the Board packet was a copy of the initial letter transmitted to General Growth Properties, Inc. in July 2002 requesting an extension process for 2003 and 2004. Library Board members gave unanimous consent to library administration to send a letter of inquiry and interest to General Growth Properties, Inc. with the purpose of extending the lease for Towne Square Library.

XI. FOUNDATION REPORT

Ms. Ugrin gave an update on the Boise Public Library Foundation's 2004 May Basket fund raiser. She reported that the fund raiser grossed \$5,175 on basket orders and donations. This included 52 baskets delivered. Mr. David Hindson was the winner of two Shakespeare season passes.

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 June 9, 2004, at 11:30 a.m. in the Marion Bingham Room at the library.

XIV. ADJOURNMENT

There being no further business to come before the Board, Ms. Bounds adjourned the meeting at 12:30 p.m.

APPROVED

Kevin Booe
Assistant Library Director

Carol Bounds
President, Board of Trustees