

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Minutes of the Regular Board Meeting
June 9, 2004**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, June 9, 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; and Ms. Julie Cheever.

OTHERS PRESENT:

Steve Cottrell, Library Director; Kevin Booe, Assistant Library Director; Jim Wickham, Boise City Legal Department; 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; Denise McNeley, Administrative Assistant; Jim Jatkevicius, Adult Services Librarian; Chrisanne Brown, Acquisitions and Technical Services Librarian/Assistant Supervisor; and Linda Ugrin, Senior Secretary.

CALL TO ORDER:

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

Ms. White shared with the Library Board members that this week the library is recognizing and giving thanks to the library's volunteers. She explained this is an annual celebration. Ms. White expressed thanks also to all of the Board members and presented them with a card of appreciation. A plaque was presented to Friends representative Ms. Marcoux in recognition of all the hard work the Friends perform.

I. MINUTES

Ms. Brennan moved and Ms. Cheever seconded that the minutes of the May 5, 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 FARRIT (Finding All Resources Related to Idaho Topics) Project, Jim Jatkevicius

Mr. Jatkevicius gave an overview on the new reference project FARRIT designed to enhance service for patrons requesting information on Idaho. Librarians representing libraries in Southwest Idaho share information about Idaho related resources, collections, and new developments with each other and maintain a Web page as an information sharing and outreach tool. Questions and answers followed.

V. CONSENT ITEMS

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

VI. DIRECTOR'S REPORT

Mr. Cottrell called attention to an article from the Idaho State Library Newsletter "Leadership, advocacy, and change important concepts to trustees" which was included in the Library Board packet. The article stated that the Idaho State Library is planning a workshop on leadership in September 2004 to help individual trustees and boards. He also brought to the Board's attention that the 2004 Idaho Library Association Conference will be held in Boise this year. They are planning a full day of workshops for library board trustees.

Mr. Cottrell discussed the ongoing activities with the City's budget process. Mr. Alec Andrus, Boise City Budget Manager, is collecting from all of the City departments budget information for FY05. Ms. McNeley is reviewing maintenance projects for FY05-FY09. Mr. Cottrell, Mr. Booe, Ms. McNeley and Ms. Kari Davis, Library Senior Accounting Specialist, have been gathering information on the outside maintenance budget, major repair and maintenance and updating figures for the branch library projects. This information is due to Mr. Andrus June 11, 2004. The Mayor's recommendation will go to City Council the week of June 21. There will be a Budget Workshop June 28-30, 2004.

Mr. Cottrell reported that ABC Network is working with American Library Association on a campaign for American libraries, "The Importance of Families Reading Together and Libraries." Channel 6 will be broadcasting this project.

Ms. Bounds noted that The Idaho Statesman ran an online poll of "what people think of libraries."

The Poetry Bug dropped in at the meeting to share with Library Board members information about Youth Services summer program creating and sharing poetry.

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 introduced Ms. Brown the new Acquisitions and Technical Services Librarian/Assistant Supervisor.

Mr. Booe noted a correction on the recruitment advertisement for the Library Board 2005 youth member representative which was included in the Board packet. The wording of "Commission Member" was replaced with "Board Member."

Mr. Booe announced Ms. Cheever's term as Library Board Trustee expires June 30, 2004. She was appointed in May 2003 to fill the remainder of Al Henderson's term. Ms. Cheever's nomination for reappointment is in the Mayor's Office for approval.

Mr. Booe reported that Mr. DaWuan Miller of Lamar Advertising recently contacted the library again regarding their billboard located on property owned by the City of Boise on the corner of Battery Street and 9th Street behind the library. At the March 3, 2004, Library Board meeting Board members agreed by consensus to reject the proposed lease agreement due to the low amount of revenue it would generate and in keeping with the efforts to reduce large signs in the Capitol Boulevard area. Mr. Booe then contacted Mr. Miller and informed him of the Board's decision. Mr. Booe stated that now Mr. Miller is proposing to offer one month of free advertising in January for the library and raise the lease agreement fee if the Board would reconsider their decision. In keeping with the City's beautification policy on Capitol Boulevard in reducing the number of signs, the Library Board

agreed by consensus to stay with their previous decision and reject the lease agreement with Lamar Advertising. Mr. Booe will notify Mr. Miller of the Board's decision.

Mr. Booe pointed out that the Master Library Facility Plan Timeline and Project History in the June 9 Library Board packet was included to update Mr. Cottrell and new Library Board members. Library Board members expressed their appreciation for the background information.

VIII. FRIENDS OF THE LIBRARY REPORT

Ms. Marcoux announced that the Friends 2004 Fall at the Mall Book Sale will be September 24-26, 2004. The location of the sale at Boise Towne Square Mall is not known at this time.

Ms. Marcoux reported the ongoing used book sale under the first floor staircase has made approximately \$700 in used book sales this year through April.

Ms. Marcoux reminded Board members that even though they have dedicated the funds raised by the Friends for the future library branches, it is not written in stone and the funds are also available for other library projects.

IX. OLD BUSINESS

None

X. NEW BUSINESS

Proposed appointment of two Board members to a library Building Projects Committee

Mr. Cottrell asked Ms. Bounds to appoint two Library Board members to serve on the library Building Projects Committee to work with key staff in implementing the Master Library Facility Plan. Discussion followed. Ms. Bounds and Mr. Balukoff were appointed to the Building Projects Committee.

Proposed changes to the Library Board of Trustees Policy Manual, V-d: Fines and Fees, adding a section for Document Delivery Fees Related to Special Library Collections; and revising Section V-d, #4, Fax Charges

Included in the Library Board packet were two draft policy changes to the Library Board of Trustees Policy Manual proposed by Adult Services staff. The first proposal would add new fees for document delivery related to special library collections through facsimile transmission, scanning, email or U.S. mail. Requests for these materials require more extensive time than regular reference requests.

The second proposal includes changing a \$10.00 fee to fax 16 pages or more to patrons outside the library's toll-free calling area to \$5.00, but would be charged to any patron making such a request.

Mr. Cottrell noted a correction on the proposed draft policy change #4, included in the June 9, 2004, Library Board packet, to replace "payable in advance by credit card" to "Patrons will be invoiced for the charges or may pay the fees by credit card." Discussion followed. Mr. Balukoff moved and Ms. Brennan seconded to approve as presented in the June 9, 2004, Library Board packet, including the noted correction, to change the Library Board of Trustees Policy Manual, V-d: Fines and Fees, changing #4, *Fax Charges* and adding # 6, *Document Delivery Fee Related to Special Library Collections* and refer to Boise City Council for a proposed fee public hearing. All in favor, none opposed.

POLICY V. Use of the Library
Section D, Fines and Fees

Changing #4---

4. Fax Charges

Patrons may request faxed documents from various library materials related to reference and research purposes. The library will fax free of charge up to 15 (fifteen) pages of material to anyone within its toll-free calling area. Any fax consisting of 16 (sixteen) pages or more shall carry a flat charge of \$5.00 (five dollars). Patrons will be invoiced for the charges or may pay the fees by credit card. Anyone outside the toll-free calling area shall be charged a flat \$5.00 (five dollar) fee for a fax of any length.

Adding #6--

6. Document Delivery Fee related to Special Library Collections

The library provides a limited fee-based search service for selected Idaho Information deliverable through facsimile transmission, scanning, email or U.S. mail. Patrons will be invoiced for the charges or may pay the fees by credit card.

- The library charges \$5.00 for Idaho Statesman obituary and death notices delivered to patrons, limited to four obituaries and/or death notices per request.
- The library charges \$5.00 per article from the Idaho clipping files delivered to patrons, limited to four articles per request.
- The library will search phone books and Boise city directories for a specific name/business during a specific year. The Library charges \$1.00 per page delivered to patrons, with a limit of five pages per request.

XI. FOUNDATION REPORT

None

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

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

XIII. SELECTION OF MEETING DATE

The next regular meeting of the Board of Trustees scheduled for June 9, 2004, will be cancelled due to the possibility there will be no quorum. A Special meeting will be scheduled for July 14, 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 1:00 p.m.

APPROVED

Steve Cottrell
Library Director

Carol Bounds
President, Board of Trustees