

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
November 10, 2004**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, November 10, 2004, in the Marion Bingham Conference Room of the Library.

BOARD MEMBERS PRESENT:

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

OTHERS PRESENT:

Steve Cottrell, Library Director; Kevin Booe, Assistant Library Director; Jim Wickham, Boise City Legal Department; Jade Riley, Assistant to the Mayor; Marge Ewing, Friends of the Library Representative; Vicki Kreimeyer, Adult Services Division Manager; Laurel White, I.T. and Circulation Services Division Manager; Denise McNeley, Administrative Assistant; Susannah Price, Youth Services Division Manager; Vicki Rae, Circulation Assistant Supervisor; and Linda Ugrin, Senior Secretary.

CALL TO ORDER:

Mr. Balukoff called the meeting to order at 11:30 a.m.

I. MINUTES

Ms. Brennan moved and Ms. Bounds seconded that the minutes of the October 6, 2004, Regular Board Meeting be approved. All in favor, none opposed.

II. BILLS AND PAYROLL

Mr. Thompson moved and Ms. Brennan 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.

Ms. Brennan moved and Mr. Thompson seconded to approve the consent items. All in favor, none opposed.

VI. DIRECTOR'S REPORT

Mr. Cottrell answered questions from the Library Board members on his November 2004 written Director's Report.

Mr. Cottrell added comments from his written Director's Report regarding the annexation in southwest Boise and the effect on Ada Community Library (ACL). He reported a Futures Committee consisting of two ACL and

Boise Public Library (BPL) Board members and staff was set up to work on future agreements between ACL and BPL. A copy of a letter dated August 20, 2004, circulated to ACL patrons from Mary DeWalt, Director of ACL, was distributed at the meeting. Ms. DeWalt highlighted that the ACL Board of Trustees is determined that there will be no degradation of library services regarding the annexation issue. Discussion followed on future relationships/agreements between ACL and BPL.

Mr. Cottrell reported the City has started Phase I of their Strategic Plan process. Phase I is planned to go through to the end of December 2004. Consultants have met with the Mayor and City Council and will meet with city department heads on November 10, 2004. The Library has sent over the Master Library Facilities Plan along with other requested documents to the consultants. Each department will form a Focus Group, consisting of 10-15 staff members. There is a possibility a Board member may also be included in the Focus Group. The Strategic Plan notes will be posted on the Intranet and reports will be posted. Library Board members agreed that they would like a summary of the posted notes. Mr. Cottrell will keep the Board up to date.

Mr. Cottrell asked for any questions on the FY2004 year-end quarterly report included in the November Board packet. There were no questions.

VII. FRIENDS OF THE LIBRARY REPORT

Ms. Ewing invited Library Board members to the Friends Holiday Party scheduled for December 10, 2004, in the Hayes Memorial Auditorium.

Ms. Ewing reported the Friends are working together to set up an annual scholarship award and a continuing education award for Library staff. A full report will be given after the details are worked out.

VIII. FOUNDATION REPORT

None

IX. REPORTS FROM DIVISION MANAGERS

Mr. Balukoff thanked the Division Managers for their written reports included in the November Board packet. A question and answer session followed.

Ms. Price reported on the Mayor's Education Summit held November 3, 2004.

Ms. McNeley gave an accounting of the FY2004 end of year savings report prepared by the Budget office liaison, Heather Mink. An overall savings of \$79,694 was reported. Mr. Booe commended the managers for keeping the budget on track.

X. OLD BUSINESS

Revision to the 1% Management Contingency Target (Holdback Target)

A 1% Holdback requested by Boise City Council of the total operating budget for FY05 budget was presented to the Library Board at the August 2004 Board meeting. Included in the report was a \$6,000 Frame Relay savings. The Budget office has informed the Library that any savings in the Frame Relay costs must be used for city information technology purposes per City Council instructions. The proposed revision (copy enclosed in the November Board packet) in place of the Frame Relay costs reduction is a \$6,000 Bibliographic Utility Costs savings. Mr. Booe explained this was presented to the Board for informational purposes only.

Discussion of Branch Library Projects

Mr. Cottrell introduced Mr. Riley from the Mayor's office to give an update to the Library Board on the branch library projects. Mr. Riley gave a short outline of the branch library projects and where they are to date. The Mayor and City Council concur with the updated costs and demographics of the planned library branches presented to City Council in September 2004. Discussions for a bond election to occur in May 2005 had been discussed for funding the construction costs of the branches. Before a bond election can build the library, the City will need to develop operating costs for the branches and for core operations and services. Mr. Riley stated as Mr. Cottrell reported, the City is in the process of conducting a strategic plan that will result in a business plan that will determine the city core services and the method for paying for them. This process will go through Spring 2005; therefore, the likelihood of a bond election for branch libraries will not occur in May 2005, but possibly in February 2006. Questions and discussion followed.

Mr. Thompson moved and Ms. Bounds seconded to encourage the Library Director to explore with the Library's City Council Liaisons the possibility of leasing store front buildings for temporary branch library service as a gesture of good faith to library patrons until a bond issue can be put before the public, possibly in February 2006 for the construction of library branches. All in favor, none opposed.

XI. NEW BUSINESS

Proposed Policy Revision to the Library's Security Policy, Food and Drink in the Library

Mr. Booe stated that the Management Team over the last six months has been discussing making a more "welcoming" policy regarding food and drink and create a more customer friendly environment. A copy of the current Library's Security Policy, food and drink in the Library and a draft version of the proposed policy revision were included in the November Board packet for the Board's review. Discussion followed. Mr. Thompson moved and Ms. Brennan seconded to approve the revised proposed policy change as presented. All in favor, none opposed.

Policy V. Use of the Library Section G. Security Policy #9

G. SECURITY POLICY

Patrons are welcome to use the Library, its materials, equipment and facilities, in a manner and to the extent consistent with the Library's mission. Patrons whose conduct is inconsistent with the Library's mission will be encouraged to conform their behavior or asked to leave the Library.

In particular the following conduct is prohibited:

1. Possession of a weapon within the library building. "Weapon" is defined as a firearm or other object capable of ejecting a projectile harmful to humans, a knife, dirk or dagger having a blade three (3) inches or more in length, a snap-blade or spring-blade knife of any length, an ice pick or similar sharp object, a straight edge razor or any razor blade fitted to a handle, and any cutting, stabbing or bludgeoning weapon or device capable of inflicting bodily harm to another person.
2. Any criminal activity.
3. Theft, destruction or injury to library equipment or property; or, using library equipment in a manner other than that intended by the manufacturer.
4. Engaging in behavior which is disturbing to other patrons.

5. Bringing an animal into the Library, other than an assistance dog that has been trained as a guide dog for a blind or visually impaired person, a hearing dog for a hearing impaired person, or a service dog for a physically disabled person.
6. Using cellular telephones, radios or other sound-producing devices in a manner capable of being heard by staff or patrons.
7. Soliciting, selling items with no direct benefit to the library, or distributing leaflets of any kind.
8. Loitering, sleeping or following staff members or other patrons around the building, or otherwise engaging in behavior offensive to staff or patrons.
9. *Consuming meals or beverages in public areas of the Library, except for beverages in closed containers and snacks.*
10. Impeding the free movement of persons into or out of the Library.
11. Smoking in the Library building.
12. Bringing into the Library large bundles, packages or personal property which cannot be stored under a study chair or carrel surface. If the exit security gate alarm is triggered, security or other library staff are entitled to request that bags, bundles, etc., be opened by the owner for examination.
13. Entering the library without wearing shirt and shoes.
14. Using roller blades, skateboards, or bringing bicycles inside the library building or on the deck entry area immediately surrounding the building.
15. Parents are responsible for the behavior of their children in the library at all times. Children under the age of 7, or who have emotional or social difficulty, must be attended by a parent or other responsible care-giver at all times while in the library.

Any library staff member observing a violation of this policy shall report such to Library Security or, if none is on duty, to their division supervisor. Security or supervisory personnel shall confirm the violation and may, in their discretion, either ask the patron to conform their conduct to the requirements of this policy or may revoke permission to use the Library and, when appropriate, call the Police to investigate the matter as a trespass.

Library Rebudget Requests

Included in the November Library board packet was a list of seven Maintenance and Operation lines and three Capital Project lines to be rebudgeted from the FY04 budget to the FY05 budget. The Budget office plans to submit rebudget requests to the City Council on November 16, 2004. Mr. Booe discussed the items of request. Ms. Cheever moved and Ms. Bounds seconded to approve the Library rebudget request list as presented and present the list to the City Council for approval. All in favor, none opposed.

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 is scheduled for December 1, 2004, at 11:30 a.m. in the Marion Bingham Room at the Library.

XIV. ADJOURNMENT

Mr. Thompson moved and Ms. Brennan seconded to adjourn the meeting. All in favor, none opposed. Mr. Balukoff adjourned the meeting at 1:40 p.m.

APPROVED

Steve Cottrell
Library Director

A. J. Balukoff
President, Board of Trustees