

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
February 2, 2005**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, February 2, 2005, 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; David Eberle, Boise City Council; Jim Wickham, Boise City Legal Department; Kelley Fleming, Boise City Legal Department; Dee Craig, 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; and Linda Ugrin, Senior Secretary.

CALL TO ORDER:

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

Mr. Balukoff announced that there will be an item added under "Communications" by Mr. Eberle.

I. MINUTES

Ms. Bounds moved and Ms. Brennan seconded that the minutes of the January 5, 2005, Regular Board meeting be approved. All in favor, none opposed.

II. BILLS AND PAYROLL

Ms. Cheever moved and Ms. Bounds seconded that all bills and payroll be approved as presented. All in favor, none opposed.

Mr. Balukoff stated that the Board meeting agenda will be revised by moving "Discussion of Branch Library Project" under "Old Business" directly following "Communications" for today's meeting.

III. COMMUNICATIONS

Council Member Dave Eberle Addresses the Library Board Regarding the Bond Election

Mr. Eberle communicated to the Library Board that Boise City Council has set a goal for a bond election in February 2006 for the purpose of raising construction funds for branch libraries as presented by the library staff at pre-Council January 18, 2005. As the Library's Council Liaisons, he or Mr. Alan Shealy plan to attend each Library Board meeting this year to help broaden communication so the Library can achieve a successful bond election.

IV. OLD BUSINESS

Discussion of Branch Library Project

Mr. Eberle discussed with Library Board members and the library staff the next steps to be taken for planning a bond election. Discussion followed on defining the role of the City Council, Library Board members, Library staff, Friends of the Library, and Boise Public Library Foundation in the bond election process. The Library

Administration staff will be finalizing a branch library project implementation timeline. Mr. Wickham will be available for legal council.

The Library Board agreed by consensus to schedule a Special Library Board meeting Wednesday, February 9, 2005, 12:00-5:00 p.m. in the Marion Bingham Room. The meeting will be a work session meeting to begin the planning of a campaign for a bond election in 2006.

V. CONTINUING EDUCATION

None

VI. CONSENT ITEMS

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

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

Mr. Eberle left the meeting at 12:00 p.m.

VII. DIRECTOR'S REPORT

As stated in Mr. Cottrell's written Director's Report in the February 2005 Board packet, the Friends of the Boise Public Library approved library staff requests for funds to be donated for library programs in the amount of \$2,975. Mr. Cottrell expressed his appreciation to the Friends for their continued support and fund raising activities for the library. Mr. Cottrell stated the Friends of Boise Public Library are the best he has ever had the opportunity to work with.

Mr. Cottrell also thanked the Library Board members for coming to the Idaho Legislative Reception on January 20, 2005. He stated the importance to the library community and legislators that library trustees offered support for local libraries and library issues.

Mr. Booe added that Mr. Cottrell addressed the Boise Metro Chamber of Commerce Local Government Committee January 27, 2005, on the future library branch projects. The Committee will draft a new statement regarding the branch projects.

VIII. FRIENDS OF THE LIBRARY REPORT

Ms. Craig passed out bookmarks advertising the Friends annual spring book sale to the Library Board meeting attendees. The event is scheduled for April 1-3, 2005.

Ms. Craig, Treasurer of Friends of the Boise Public Library, reported the Friends Book Store averages \$700-800 a week in used book sales. The small used book sale under the first floor staircase averages \$150-200 a week. Combined used book sales, donations and membership fees total a weekly deposit of approximately \$1,000. She added donations are also received from Hewlett-Packard's matching fund program with their employees. The Friends funds are designated to go toward the future branch library collections and continued support of library programs and equipment needs.

IX. FOUNDATION REPORT

None

X. REPORTS FROM DIVISION MANAGERS

Division managers submitted their written reports in the February Library Board packet.

Ms. Price wanted the Library Board members to be aware the book *King & King* by Linda de Haan and Stern Nigland is currently one of the most challenged children's book across the U.S. Two Youth Service's librarians have reviewed the book and recommended that the Library keep the book in the collection.

Ms. White stated the bookmobile was out of service again this last weekend due to the ongoing generator problem. Ms. McNeley reported that a written request for additional funds to completely replace the generator with a bigger one is being submitted to the City of Boise's Executive Management Team.

XI. NEW BUSINESS

Proposal from Staff to Designate One Staff In-Service Training Day Each Year

The Staff Development and Orientation Team submitted a proposal to close the library on Columbus Day 2005 to the public, for a staff in-service training day. The library does not normally close on this holiday. A copy of the proposal was included in the February Board packet. Mr. Cottrell stated that since the library is open seven days a week, there is no other opportunity to have a staff training day.

Mr. Thompson arrived at the meeting at 12:25 p.m.

Ms. Molina stated as a student, she always loves when in-service days are scheduled at school.

Mr. Cottrell answered the Board members questions and discussion followed. Mr. Cottrell stated the complete details of the training day still need to be worked out with the Management Team.

Ms. Bounds moved and Ms. Brennan seconded to approve the closure of the library on Columbus Day 2005 for a staff in-service training day each year as presented in the February 2005 Library Board packet. All in favor, none opposed.

Proposed Library Closures for 2005

Mr. Booe explained the proposed variations for library closures for 2005 included in the Board packet from the City's recognized holiday closures. The following closures are requested: Easter Sunday; Columbus Day (closed for staff training); Christmas Eve (reduced service hours, 10 a.m. – 1:00 p.m.); Christmas Day (falls on a Sunday); and New Year's Day (falls on a Sunday).

Mr. Thompson moved and Ms. Bounds seconded to approve the 2005 schedule of library closures as presented. All in favor, none opposed.

Extended Lease for Towne Square Branch

A copy of the proposed lease extension for the Boise Towne Square Library branch space at Boise Towne Square mall with General Growth Properties was included in the February Board packet for the Board members review. The proposed lease extension is comparable to the current lease which expired January 31, 2005. A five percent increase in rent per year is proposed for a three-year extended lease ending January 31, 2008. Mr. Cottrell stated there is an escape clause with a one-month notice included in the lease.

Ms. Brennan moved and Ms. Bounds seconded to accept the proposed General Growth Second Lease Extension Agreement for Boise Towne Square Library branch for 2005-2008 as presented. All in favor, none opposed.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Mr. Balukoff 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 2, 2005, at 11:30 a.m. in the Marion Bingham Room at the Library.

XIV. ADJOURNMENT

Mr. Thompson moved and Ms. Bounds seconded to adjourn the meeting. All in favor, none opposed. Mr. Balukoff adjourned the meeting at 12:40 p.m.

APPROVED

Steve Cottrell
Library Director

A. J. Balukoff
President, Board of Trustees