

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Minutes of the Special Board Meeting
May 16, 2005**

The Boise Public Library Board of Trustees met for a Special Library Board meeting at 3:00 p.m. on Monday, May 16, 2005, in the Marion Bingham Room at the Library.

BOARD MEMBERS PRESENT:

Mr. A. J. Balukoff, 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; Susannah Price, Youth Services Division Manager; Denise McNeley, Administrative Assistant; Vicki Kreimeyer, Adult Services Division Manager; Laurel White, I.T. and Circulation Services Division Manager; Joanne Hinkel, Community Relations Coordinator; Shawn Miller, Boise City Human Resources Director; and Linda Ugrin, Senior Secretary.

CALL TO ORDER:

Mr. Balukoff called the meeting to order at 3:00 p.m.

I. REVIEW AND PRIORITIZATION OF BUDGET SERVICE ALTERNATIVES

Mr. Cottrell gave a brief overall view of Boise City's FY2006/2007 budget process and the budget development progress. The Budget office projects a gap between the revenue budget and expenditure budget.

Departments were asked to develop revenue enhancements and/or service reductions in increments of one percent up to ten percent. The Library's Strategic Plan Focus Group, consisting of a cross section of library staff, met and brainstormed potential revenue enhancements and service reductions. The Library's Management Team also met and participated in the same process. Mr. Cottrell explained that he and Mr. Booe generated a list of service alternatives from suggestions submitted from the Strategic Plan Focus Group and the Management Team.

The FY2006/2007 summary of service alternatives, a narrative of each item with a descriptive explanation, service impact and implementation plan was included in the May 16, 2005, Special Board meeting packet for the Library Board's review.

Mr. Cottrell requested the Library Board to prioritize and approve service alternatives in increments of one percent through ten percent reductions. Ms. McNeley noted that the list presented in the Board packet is listed in sequential order with no ranking. Mr. Cottrell informed the Board that the list presented is merely suggestions and that the Board can add or delete any item. He explained that the prioritization of the list of service alternatives needs to be completed by the end of the meeting.

Mr. Booe pointed out that the service alternatives list is projected on the wall in spreadsheet form in one percent increments to ten percent for the Board's review. As the Board discussed and prioritized the list, Ms. McNeley entered in the ranking of revenue enhancements and service reductions on the spreadsheet as suggested by the Board.

Discussion followed on the possibility of creating library revenue from a separate library levy. The Board agreed by consensus to draft a letter to Jef Faw, Boise City Financial Director, requesting information on the levy issue. Courtesy copies of the letter will be sent to the Library's City Council liaisons, the Mayor's office and the City Attorney's office.

After discussing and prioritizing the service alternatives list, Mr. Thompson moved and Ms. Bounds seconded to recommend the prioritized service alternatives, as described on the schedule, be submitted to Boise City Council. All in favor, none opposed.

Mr. Cottrell invited Mr. Shawn Miller, Director of the City Human Resources department, to answer questions regarding City policy on layoffs, if necessary. Mr. Miller stated that to-date departments do not know if the Mayor's final budget recommendations to City Council will be at one percent, ten percent or zero percent reductions. He explained that the City's layoff policy looks at performance first and then seniority. The Human Resources department is exploring the possibility of early retirement packages and is now holding some positions when they become vacant.

Library Board members agreed by consensus to amend their previous motion. Ms. Bounds moved and Mr. Thompson seconded to adopt service alternatives in priority as presented if Boise City does not have sufficient revenue to fund the FY2006/2007 budget. All in favor, none opposed.

The adopted FY2006/2007 budget service alternatives as approved by the Library Board is attached in hardcopy form.

ADJOURNMENT

There being no further business to come before the Board, Ms. Bounds moved and Mr. Thompson seconded to adjourn the meeting. Mr. Balukoff adjourned the meeting at 4:57 p.m.

APPROVED

Steve Cottrell
Director

A. J. Balukoff
President, Board of Trustees