

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
August 3, 2005

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, August 3, 2005, in the Marion Bingham Conference Room of the Library.

BOARD MEMBERS PRESENT:

Ms. Julie Cheever, Vice President; Ms. Martie Brennan; Mr. Marc C. Johnson; and Mr. Jim Thompson.

OTHERS PRESENT:

Steve Cottrell, Library Director; Jade Riley, Assistant to Boise City Mayor; Carol Bounds, Past Boise Public Library Board Trustee; Jim Wickham, Boise City Legal Department; Bonnie Longstreth, 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; Joanne Hinkel, Community Relations Coordinator; and Linda Ugrin, Senior Secretary.

CALL TO ORDER:

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

On behalf of the Boise Public Library Board of Trustees, Ms. Cheever presented to Ms. Bounds an award of appreciation for her service on the Library Board, December 1, 2000, through June 30, 2005.

Ms. Cheever welcomed Mr. Johnson as the newly appointed Library Board member by Mayor Bieter for a five-year term, July 1, 2005, through June 30, 2010. Mr. Johnson's appointment succeeds Ms. Bounds' term. Ms. Cheever stated an article recognizing Mr. Johnson's appointment to the Board was listed in the August 3, 2005, edition of The Idaho Statesman.

I. MINUTES

Ms. Brennan moved and Mr. Thompson seconded that the July 6, 2005, Regular Board Meeting minutes be approved. All in favor, none opposed.

II. BILLS AND PAYROLL

Ms. Brennan moved and Mr. Thompson 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 through June 30, 2005. All in favor, none opposed.

VI. DIRECTOR'S REPORT

Mr. Cottrell began his Director's Report by welcoming Mr. Johnson to the Library Board of Trustees and thanking Ms. Bounds for her hard work and dedication to the Board over the last five years.

Mr. Cottrell gave an update on the negotiations in progress with Eagle Public Library and Garden City Library on the Open Access Agreement which is up for renewal. An agreement will be presented at the September Regular Library Board meeting for the Board's review and approval.

Negotiations are also in progress with Ada Community Library (ACL) for renewing the flat fee agreement to include reimbursement to ACL for loss of revenue due to Boise City's west side 2005 annexation. Mr. Cottrell met with ACL Library Director Mary DeWalt regarding reconvening the Futures Committee that was formed in 2004 to discuss future agreements. The Futures Committee consists of members of the Ada County Free Library District (ACFLD) Board and Boise Public Library Board and staff.

Mr. Cottrell announced that registration for Idaho Library Association's Annual Fall Conference has been mailed out. This year's conference is in Pocatello, Idaho, October 5-8, 2005. If Library Board members are interested in attending, Friday, October 7, there will be a full day of programs oriented for Library Board Trustees. More information can be found at www.idaholibraries.org.

Notice was received from the Mayor's office that Claire Steven has been selected to serve as the 2005/2006 Boise Public Library Board youth representative. The nomination will be presented to the Boise City Council August 16, 2005, at 7:30 p.m. in the Council Chambers. Ms. Steven's term will run September 2005 through May 2006. Mr. Cottrell stated Ms. Steven's has a long and impressive resume.

Mr. Cottrell stated he and Ms. Brennan attended the Southeast Boise Neighborhood Association meeting July 28, 2005. He reported the meeting went well. Ms. Brennan presented the Library Board's perspective and gave the history in the selection of Bown Crossing for the site of the southeast branch library.

Mr. Cottrell closed his report with the current news that Kootenai-Shoshone County Library District in Idaho passed a library branch bond election.

VII. FRIENDS OF THE LIBRARY REPORT

Ms. Longstreth reported the Friends of Boise Public Library are contemplating changing their annual Fall at the Mall book sale to a holiday sale at the main library in the Hayes Auditorium. Having to hire movers and work late at night causes extra work and problems. By having the sale at the library they can save the cost of moving the books back and forth and they would be able to have a preview sale. The date for the holiday sale is tentatively scheduled for October 21-23, 2005.

Ms. Longstreth reported the Friends are receiving a lot of donations. She stated that books left over from the book sales and multiple copies of books that are donated are given to small libraries in Idaho.

The ongoing book sale under the first floor staircase is continuing to average \$500-\$600 a month and an average of \$100 a day in the Friend's book store.

VIII. FOUNDATION

The Boise Public Library Foundation's by-laws call for two Library Trustees to serve on the Boise Public Library Foundation's Board of Trustees. Ms. Bounds and Ms. Brennan have served in that capacity. Due to Ms. Bounds' term ending June 30, 2005, a new Library Trustee needs to be appointed. Ms. Cheever stated the appointment will be tabled until Library Board president Mr. A.J. Balukoff will be presiding.

IX. REPORTS FROM DIVISION MANAGERS

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

Ms. Kreimeyer announced the plans for the 2005 Cultural Triathlon awards party August 6 at the Idaho Anne Frank Human Rights Memorial at 10:00 a.m. Prizes will be awarded and the grand prize winner of a whitewater rafting trip will be announced.

Ms. Kreimeyer gave an update on the Idaho Library Association (ILA) Legislative Committee. She and Boise Public Library's Assistant Director, Kevin Booe, co-chair the committee. The ILA Legislative Committee and Idaho Law Revision Task Force have met to create a strategy to present library issues at public hearings conducted by the Idaho Interim Property Tax Committee.

Ms. White announced the retirement of long-time city employee Marlene Hallauer, Library Assistant, after forty-two and one half years of service (1962-2005). Ms. Hallauer is the single, longest city employee in the history of Boise. An upcoming article in The Idaho Statesman will be featuring Ms. Hallauer's long-time service.

Ms. McNeley gave an update on the Administration report included in the August Board packet:

Results from the asbestos testing for the recarpeting project of the library have come back. Material Testing, Inc. found traces of asbestos in the glue under the carpet on the first and second floors. They have recommended abatement in small chunks. The recarpeting project was budgeted for \$284,000 and the abatement will cost approximately an additional \$70,000. After project cost estimates are received, we will request additional funding from City Council. Ms. McNeley reported arrangements can be made to have an asbestos consultant attend a Library Board meeting and a general library staff meeting to answer questions. The project is planned to start in November 2005.

Contractors have removed an old septic tank causing a sink hole in the library's employee warehouse parking lot and have discovered two additional tanks. The City's risk management department has enlarged the project to removing the additional two tanks. The project should end by the end of August.

Bids for repaving the public parking lot were submitted to City Purchasing last week. We will lose the entire patron parking area during the repaving project. The project will take three days to do and is scheduled for over the weekend of October 8-10 (the library is scheduled to close on Monday, October 10, for an all-staff training day). The plan is to have patron parking available on the east side of the warehouse and employees will park on the west side. Ms. Hinkel will send out a public service announcement advertising the change in location of patron parking prior to that weekend. The remarking of parking slots will be reconfigured to include some compact spaces which will create an additional ten parking slots. City Engineer Assistant Mr. Rob Bousfield is the project manager of the repaving.

X. OLD BUSINESS

Mr. Cottrell stated discussion would start in reverse order on the agenda items listed under the Old Business section on the August 3, 2005, agenda.

Branch Libraries as Neighborhood Centers

Mr. Cottrell began by reviewing the July 6, 2005, Library Board meeting at which Mr. Riley was present to convey the Mayor's concept of providing other city services in the branch libraries instead of having stand alone libraries as called for in the Boise Public Library Master Library Facility Plan. Mr. Cottrell and Mr. Riley met with department representatives from Parks and Recreation, Police and Public Works to discuss their views on

how much space they will require to offer city services to neighborhood communities. Mr. Riley presented an outline to the Library Board members of the results of staff recommendations discussed at the meeting. In draft form, Mr. Riley presented construction, furnishings/equipment and other costs incurred for the proposed branch libraries/community centers. Approximate operating costs and square footage occupied by departments was presented for the three branch library sites, East Branch (Bown Crossing), West Branch (Ustick and Cole), and Northwest Branch (site to be determined). Department operating budgets for each site would not co-mingle.

Questions from Library Board members were addressed to Mr. Riley. Discussion followed. Mr. Riley asked the Board for their comments on the proposal and about moving forward to plan a bond election campaign for February 2006. He suggested if Board members have concerns about the proposal, a special meeting with the Mayor and City Council Library liaisons could be called to discuss these concerns. Ms. Brennan, Mr. Thompson and Mr. Johnson concurred with Mr. Cottrell that the proposal is acceptable and we should move forward toward the campaign. Ms. Cheever expressed she still would like to know more detail and would like to discuss her concerns with Library Board president Mr. A.J. Balukoff, who was unable to attend the August 3, 2005, Library Board meeting.

Library Board's Role in the Bond Election

Mr. Riley clarified the roles of the Mayor, City Council, Library Board and City employee participation in the proposed February 2006 bond election campaign as an employee and as a private citizen while acting as city employees and Library Board members. Taxpayer dollars including staff time cannot be spent on the campaign. As a private Boise citizen on personal time, an employee or Board member can work on the bond election campaign.

XI. NEW BUSINESS

None

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Ms. Cheever was selected to be the next Trustee to review vouchers.

XIII. SELECTION OF MEETING DATE

The next regular meeting of the Board of Trustees is scheduled for September 7, 2005, 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. Ms. Cheever adjourned the meeting at 1:20 p.m.

APPROVED

Steve Cottrell
Library Director

Julie Cheever
Vice President, Board of Trustees