

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
September 7, 2005**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, September 7, 2005, in the Marion Bingham Conference Room of the Library.

BOARD MEMBERS PRESENT:

Mr. A.J. Balukoff, President; Ms. Julie Cheever, Vice President; Ms. Martie Brennan; Ms. Claire Steven; and Mr. Jim Thompson.

OTHERS PRESENT:

Steve Cottrell, Library Director; Jim Wickham, Boise City Legal Department; Marge Ewing, Friends of the Library Representative; Vicki Kreimeyer, Adult 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:

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

Mr. Balukoff welcomed Claire Steven as the new youth representative to the Library Board of Trustees. Ms. Steven was appointed by Mayor Bieter for the September 2005 through May 2006 term.

I. MINUTES

Ms. Brennan moved and Mr. Thompson seconded that the August 3, 2005, Regular Board Meeting minutes and the August 10, 2005, Special 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. Mr. Thompson moved and Ms. Brennan seconded to approve the consent items through July 31, 2005. All in favor, none opposed.

VI. DIRECTOR'S REPORT

Mr. Cottrell shared information he viewed online about Hurricane Katrina. Public libraries in the south are being heavily used by people who were evacuated from their homes due to the hurricane. The public libraries have stayed open over the weekend and offered computer services so that evacuees could submit their FEMA forms. The libraries are issuing temporary library cards to people who are relocated and searching for their loved ones.

Mr. Cottrell stated that the public libraries are in desperate need of computers and printers. For more information you can visit the ala.org website.

Mr. Cottrell gave a report on the Futures Conference Vision 20/20 hosted by Idaho State Library in Boise that he attended on August 15-17, 2005. The 43 participants who attended discussed how they envision libraries in the years up to 2020. A regional meeting will be held in Boise October 17.

Mr. Cottrell gave an update on the request for proposal (RFP) to replace the Integrated Library System (ILS). Four vendors responded. During the process two vendors merged. This complication has delayed the process. The ILS-RFP committee will report back to the Lynx Directors on September 16. Mr. Cottrell informed the Library Board that at the beginning of the FY2006/2007 budget process the ILS system was a top priority, but during the budget process it has now been downgraded so there may not be any funding available.

Mr. Cottrell reported phase one of the City's Information Technology department's strategic plan has been completed. The City engaged the consulting firm of Pacific Technologies, Inc. to assist in the development of an Enterprise (City-Wide) Information Technology Strategic Plan. Their goal is to make the best use of staff and computer resources for all city departments. This may be accomplished by centralizing as much as possible.

Mr. Cottrell reported that the City has been working on a city facility plan. They are identifying city owned property and creating an inventory. City departments are submitting their future facility needs to the committee.

Mr. Cottrell shared that the Library's Management Team has planned an all-day meeting off-site on September 30. They will be discussing the 2002-2004 Strategic Plan and where the library is today and plans for the future.

VII. FRIENDS OF THE LIBRARY REPORT

Friends of the Boise Public Library Board president Marge Ewing reported the Friends membership totals over 400 members. This is the largest membership ever reported.

The annual Fall at the Mall book sale usually held at the end of September will be changed this year to a holiday sale held October 21-23, 2005, in the library's Hayes Auditorium.

Ms. Ewing reported as of this date there are two applications submitted to the Friends Scholarship program. The applications will be reviewed at the September 21, 2005, Friends Board of Trustees meeting.

Ms. Ewing reported at the request of the Log Cabin Literary Center, the Friends agreed to fund \$5,000 in travel and other miscellaneous expenses for author Sandra Cisneros who is participating in the fifth annual Read the Same Book program. Sponsors of the program are The Idaho Statesman, Log Cabin Literary Center, Ada Community Library and Boise Public Library.

Mr. Ewing stated the Friends are now listed on online with the Book Sale Finder.

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. This item will be presented at the October 2005 Library Board meeting.

IX. REPORTS FROM DIVISION MANAGERS

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

Ms. Hinkel provided the September and October schedule for youth and adult Read the Same Book program to Library Board members.

Ms. McNeley gave an update on the re-carpeting project scheduled to begin in mid-November 2005 and go through February 2006. The process of putting together bids is underway. It is a two bid process; a bid for the asbestos removal and a bid for the re-carpeting. All of the work will be done at night so there are no plans to close the library. The Hayes Auditorium will be used as a staging area so the auditorium may be closed through the process.

X. OLD BUSINESS

FY2006/2007 Budget Update

Mr. Cottrell reported the library is waiting for clarification from the Budget office on the FY2006/2007 budget that is scheduled to be approved by Boise City Council before the end of September. No final budget figures have been received.

Mr. Cottrell informed the Library Board that a public hearing on city department fee changes did not include the library's fees. Some of the proposed fees for the library's revenue budget were not published as required prior to the City's fee increase hearing. Mr. Cottrell stated the library plans to re-submit those fees and publish them for a future City Council hearing.

Branch Library Projects Update

As written in the September 7, 2005, agenda notes, the City Council adopted the proposed branch library/community center concept as presented August 10, 2005, by Mayor Bieter's staff assistant Jade Riley and Mr. Cottrell. City Council authorized moving forward to finalize the total cost for the projects. Mr. Cottrell reported representatives from CH2M Hill are finalizing construction estimates for the projects. The City Budget office will provide percent for art costs and provide information on the bonding costs. Final estimates for construction and bonding costs will then be presented to City Council.

A bond election campaign committee has not officially been formed yet.

XI. NEW BUSINESS

FY2006/2007 Open Access Agreements with Ada County Free Library District, Eagle Public Library and Garden City Library

Mr. Cottrell reviewed from the September agenda notes the two-year Open Access Agreements with Ada County Free Library District (ACFLD), Eagle Public Library (EPL) and Garden City Library (GCL). Mr. Wickham prepared draft copies of the agreements that were included in the September Library Board packet for the Board's review. Mr. Wickham noted that he did not insert the current names of the ACFLD, EPS and GCL Board presidents. Mr. Cottrell stated the ACFLD agreement includes a clause that if Boise City has a major annexation in the Area of Impact during the FY2006/2007 budget cycle, ACFLD may elect to re-negotiate the flat fee payment for FY2007 or cancel the agreement. The flat fee payment amount proposed for ACFLD is \$544,000 per year. The flat fee payment amount proposed for EPL is \$60,000 per year. The flat fee payment amount proposed for GCL is \$115,000 per year.

Mr. Thompson moved and Ms. Brennan seconded to approve the two-year Open Access Agreements with Ada County Free Library District, Eagle Public Library and Garden City Library as presented, with implied correct Board of Trustee names on the signature lines. All in favor, none opposed.

Potential Service Contract with Garden City Public Library

Mr. Cottrell informed the Library Board that Garden City Library Board of Trustees has approached Boise Public Library to potentially provide some contractual services. Some contractual services may include acquisitions and technology support. The City Budget office is reviewing a draft contract now. If a contract is made, the revenue will go directly to the library and not the City's General Fund.

Set Library Board Meeting Dates for October 2005 to September 2006

The current established meeting schedule sets the first Wednesday of every month as a Library Board of Trustees meeting at 11:30 a.m. Mr. Thompson moved and Mr. Brennan seconded to approve the Library Board meeting schedule as outlined with amended October 12, 2005, and July 12, 2006, meeting dates. All in favor, none opposed.

Consideration of Library Board Comments Submission to the Idaho State Legislature's Interim Property Tax Committee

A draft letter containing comments regarding public library services and the importance of property tax revenue to support library services was included in the September Board packet. The Library Board was asked to review and consider submitting the letter to the Committee as written testimony. Discussion followed.

Ms. Brennan moved and Ms. Cheever seconded to approve and sign the letter addressed to the Idaho State Legislature Interim Property Tax Committee as presented, and to send a copy to Mayor Bieter and Boise City Council. All in favor, none opposed.

XII. ELECTION OF OFFICERS FOR FY2006

Mr. Thompson moved and Ms. Brennan seconded to elect Mr. Balukoff to serve a second term as President and Ms. Cheever to serve a second term as Vice President of the Boise Public Library Board of Trustees. All in favor, none opposed.

XIII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Mr. Balukoff was selected to be the next Trustee to review vouchers.

XIV. SELECTION OF MEETING DATE

The next regular meeting of the Board of Trustees is scheduled for October 12, 2005, at 11:30 a.m. in the Marion Bingham Room at the Library.

XV. EXECUTIVE SESSION: PERSONNEL MATTERS (IDAHO STATE CODE 67-2345 (1)(B))

Mr. Balukoff announced that there will be no Executive Session as reported on the September 7, 2005, meeting agenda.

XVI. 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