

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
October 12, 2005**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, October 12, 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; and Mr. Jim Thompson.

OTHERS PRESENT:

Steve Cottrell, Library Director; Kevin Booe, Assistant Library Director; Jim Wickham, Boise City Legal Department; Dorothy Marcoux, 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:

Mr. Balukoff called the meeting to order at 11:35 a.m.

I. MINUTES

Mr. Thompson moved and Ms. Brennan seconded that the September 7, 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. Cheever moved and Mr. Thompson seconded to approve the consent items through August 31, 2005. All in favor, none opposed.

VI. DIRECTOR'S REPORT

Mr. Cottrell reported he and Mr. Booe have been working with City administration staff and various departments involved in the branch library/community room project to finalize estimated construction figures and allocation of space. On Tuesday, October 18, 2005, the final report will be presented at City Council workshop. If City Council gives their approval of costs and recommendations, then on October 27 Jade Riley, assistant to Mayor Bieter, will give a presentation to Boise Metro Chamber's Government Affairs Committee for the Chamber's support. The Government Affairs Committee will then present the proposal to the Boise Metro Chamber of Commerce Board.

VII. REPORTS FROM DIVISION MANAGERS

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

Mr. Kreimeyer added to her report that Read the Same Book project ended successfully last evening with a reading and discussion of *Caramelo* by Sandra Cisneos followed by a reception and book signing by Ms. Cisneos. Ms. Kreimeyer described the evening's events which had an attendance of 240. Ms. Kreimeyer thanked the Friends of the Boise Public Library for giving their support and funding toward Ms. Cisneros' visit.

Ms. Price shared with the Board that the staff in-service day went very well. There were 98 staff members who attended. She thanked the Board for approving the October 10 library closure to the public so that staff could attend the training sessions.

Mr. Booe added from the budget update in the October Administration report that October 1 the library began paying landscaping fees to the Parks and Recreation department. The library is requesting additional money from the general fund to defray the cost.

Mr. Booe noted that the Boise Weekly reported Boise Public Library was voted as the Best City Department in a poll taken with their readers.

Ms. Brennan inquired if there was any decision on the possibility of Garden City Library contracting some services with Boise Public Library. Mr. Cottrell stated he received a letter from Garden City Library's Board president declining Boise Public Library's offer.

VIII. FRIENDS OF THE LIBRARY REPORT

Ms. Marcoux distributed Fall Holiday Book Sale bookmarks and posters to Board members. The Fall Holiday Book Sale is scheduled for October 21-23, 2005, in the Hayes Auditorium. She invited Board members to attend Preview Night Thursday evening, October 20.

Ms. Marcoux reported Friends Board president Marge Ewing attended a luncheon with author Sandra Cisneros, Mayor Bieter, Log Cabin Literary Center's director Paul Shaffer and the new Idaho Statesman's publisher.

IX. OLD BUSINESS

Neighborhood Branch Library Bond Election Update

Mr. Balukoff informed Board attendees that he and Marge Ewing signed a Political Action Committee form as part of the bond election campaign process. Ms. Ewing will be the campaign treasurer.

Board Member Appointment to the Boise Public Library Foundation, Inc. Board

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. Brennan and past board member Carol Bounds served in that capacity. Due to Ms. Bounds' term ending June 30, 2005, a new Library Trustee needs to be appointed. Mr. Balukoff appointed Mr. Thompson to serve as the second Boise Public Library Board of Trustee's liaison on the Foundation Board.

Proposed Policy Changes (Based on the FY2006/2007 Adopted Budget): 1) Policy V-d Fines and Fees, Adding Section #7 Regarding a Library Card Replacement Fee and 2) Policy VIII-A Use of the Meeting Rooms, Changing Section #3 Regarding Meeting Room Fees

The City Council and Library Board approved library fee increases and new library fees that require a library policy manual change. The proposed policy wording was included in the October Board packet for the Board's review. Mr. Booe requested the Board to approve the language of the policy changes for new and increased library fees per the FY2006/2007 adopted budget. Mr. Booe noted a change to make in Policy VIII, Section A, number 3, second paragraph – change “48 hours” to “2 working days” in order to be consistent with the preceding sentence. Discussion followed.

Ms. Cheever moved and Ms. Brennan seconded to approve the proposed policy language as presented, with the noted change of “48 hours” to “2 working days,” to be effective November 1, 2005. All in favor, none opposed.

Policy V, USE OF THE LIBRARY
D. FINES AND FEES

4. Fax Charges

The library will fax free of charge up to 15 (fifteen) pages of material to anyone within its toll-free calling area. Any fax consisting of 16 (sixteen) pages or more shall carry a flat charge of \$10.00 (ten dollars), payable in advance by credit card. Anyone outside the toll-free calling area shall be charged a flat \$10.00 (ten dollar) fee for a fax of any length.

Adopted Revision (June 2004)

Patrons may request faxed documents from various library materials related to reference and research purposes. The library will fax free of charge up to 15 (fifteen) pages of material to anyone within its toll-free calling area. Any fax consisting of 16 (sixteen) pages or more shall carry a flat charge of \$5.00 (five dollars), payable in advance by credit card. Anyone outside the toll-free calling area shall be charged a flat \$5.00 (five dollar) fee for a fax of any length.

5. Collection Fees

In the event that the library has need to use the services of a collection agency to recover lost materials or outstanding fees/charges, a collection fee of \$10.00 (ten dollars) shall be added to the account and shall be paid in addition to any other fees/charges for fines, lost/damaged materials, or other charges which have been made to a patron's account.

Adopted addition (June 2004)

6. Document Delivery Fee related to Special Library Collections

The library provides a limited fee-based search service for selected Idaho Information deliverable through facsimile transmission, scanning, email or

U.S. mail. Patrons will be invoiced for the charges or may pay the fees by credit card.

- **The library charges \$5.00 for Idaho Statesman obituary and death notices delivered to patrons, limited to four obituaries and/or death notices per request.**
- **The library charges \$5.00 per article from the Idaho clipping files delivered to patrons, limited to four articles per request.**
- **The library will search phone books and Boise city directories for a specific name/business during a specific year. The library charges \$1.00 per page delivered to patrons, with a limit of five pages per request.**

Proposed addition (October 2005)

7. *Lost Library Card Replacement Fee*

The library will assess a \$1.00 fee for replacing a lost library card.

POLICY VIII, USE OF THE MEETING ROOMS

A. PROCEDURES GOVERNING THE PUBLIC USE OF LIBRARY MEETING ROOMS

3. The Marion Bingham Memorial Conference Room (maximum of 18 occupants) may be reserved for use during library service hours *at the per meeting charge currently in effect, payable at the time the reservation is filed* ~~at no charge~~. All or part of the library auditorium (maximum of 270 occupants) may be reserved for use during library service hours at the per meeting charge currently in effect, payable at the time the reservation is filed. The community room at the Towne Square Library (maximum 49 occupants) may be reserved at the per meeting charge currently in effect, payable at the time the reservation is filed. Reservations for meeting rooms should be made as far in advance of the desired meeting date as possible. ~~A refund of the reservation fee is permitted if the staff of the main library or Towne Square Library branch, whichever is applicable, is notified of the cancellation, in writing, five (5) working days prior to the meeting date. No reservation charge is made for meetings providing work-related training attended by library employees.~~

A refund of the reservation fee is permitted if the staff of the main library or Towne Square Library branch, whichever is applicable, is notified of the cancellation, in writing, 2 working days prior to the meeting date. Reservations cancelled less than 2 working days before the scheduled meeting will be assessed a cancellation fee.

- a. *William F. Hayes Auditorium Reservation Fees*
 - i. *Reservation Fee: \$80.00*
 - ii. *Cancellation Fee: \$25.00*

- b. *Towne Square Library Community Room Reservation Fees*
 - i. *Reservation Fee: \$50.00*
 - ii. *Cancellation Fee: \$15.00*

- c. *Marion Bingham Conference Room*
 - i. *Reservation Fee: \$25.00*
 - ii. *Cancellation Fee: \$7.50*

X. NEW BUSINESS

Appointment of Library Board Members to Serve on the Library Director's Performance Review Committee

Library Board members agreed by consensus to have all five Board members participate in the director's annual performance review under Executive Session at the December 7, 2005, Regular Library Board Meeting.

Ms. Brennan reminded the Board of the dedication of the painting "Welcome Home" in memory of Angela Jewett Abdullah on October 18 in the Hayes Auditorium. Ms. McNeley informed the Board the time has been changed to 2:30 p.m. All Library Board members are invited to attend.

XI. FOUNDATION REPORT

None

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Ms. Brennan 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 11:30 a.m., Wednesday, November 2, 2005, in the Marion Bingham Room at the Library.

XV. ADJOURNMENT

Ms. Brennan moved and Mr. Thompson seconded to adjourn the meeting. All in favor, none opposed. Mr. Balukoff adjourned the meeting at 12:20 p.m.

APPROVED

Steve Cottrell
Library Director

A.J. Balukoff
President, Board of Trustees