

**BOISE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
March 1, 2006**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, March 1, 2006, in the Marion Bingham Conference Room of the Library.

**BOARD MEMBERS PRESENT:**

Mr. A. J. Balukoff, President; Ms. Martie Brennan; Mr. Marc C. Johnson; Mr. Jim Thompson; and Ms. Claire Steven, Youth Member.

**OTHERS PRESENT:**

Alan Shealy, Boise City Council; Steve Cottrell, Library Director; Kevin Booe, Assistant Library Director; Jim Wickham, Boise City Legal Department; Carol Bounds, Friends of the Library Representative; Vicki Kreimeyer, Adult Services Division Manager; Laurel White, I.T. and Circulation Services Division Manager; Susannah Price, Youth Services Division Manager; Joanne Hinkel, Public Relations Coordinator; Brad Hem, The Idaho Statesman; and Linda Ugrin, Senior Secretary.

**CALL TO ORDER:**

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

**I. MINUTES**

Mr. Balukoff noted that under the Director's Report the March 28, 2006, Special Board meeting be corrected to 7:00-10:00 a.m. Mr. Thompson moved and Ms. Brennan seconded that the February 8, 2006, Regular Board Meeting minutes be approved as corrected. All in favor, none opposed.

**II. BILLS AND PAYROLL**

Ms. Brennan moved and Mr. Johnson 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. Johnson moved and Ms. Brennan seconded to approve the consent items through January 31, 2006. All in favor, none opposed.

**VI. DIRECTOR'S REPORT**

Mr. Cottrell updated the written Administration Report included in the March Board packet. He thanked several of the Board member trustees who attended the February 28 Open House to celebrate the completion of the recarpeting project. Mayor Bieter attended the reception and praised staff for a successful carpet project. He also

encouraged everyone to keep positive about the branch projects. The Mayor, City Council members and library staff are exploring new options.

Mr. Cottrell announced that the library's Management Team is having an offsite retreat Thursday, March 2, 2006, to prepare the update of the strategic plan for the Library Board's approval at the Special Board meeting March 28.

Mr. Cottrell reported that 54 staff members attended focus group sessions over a two-week period. They discussed items that came up in the October 10, 2005, staff training day and received feedback from them. The focus group comments were transcribed and sent to the Management Team for review.

## **VII. FRIENDS OF THE LIBRARY REPORT**

Ms. Bounds reported the Friends are in the process of sorting books for their spring book sale April 7-9, 2006. She distributed flyers and bookmarks of the sale to Board members.

Ms. Bounds stated that workers from the men's Idaho correction facility come every other Sunday to help the Friends move books.

## **VIII. FOUNDATION REPORT**

None

## **IX. ADMINISTRATION AND MANAGEMENT REPORT**

Administration and division managers submitted their written reports in the March Library Board packet.

Mr. Booe presented copies of the library's first quarterly report FY2006 for the Board to review. If the Board has any questions after they have had time to review the report, they may ask during the next April 1 regular meeting. The quarterly report was reviewed at the February 28, 2006, City Council meeting.

Mr. Booe reported Shavers, Inc. did not renew their lease agreement for the office space located in the south end of the staff parking lot. Mr. Dennis Shaver gave written notice that they will be vacated by March 31, 2006.

Ms. Price shared brochures of the Lewis and Clark journaling workshops that begins in March. The workshops are free and for more information can contact the Log Cabin Literary Center.

Ms. White gave an update on the Integrated Library System (ILS) implementation. The May timeline for opening has been moved to September. It was decided to move back the opening until after the summer reading program.

## **X. OLD BUSINESS**

### Branch Library Projects: Discussion Regarding Other Options to Provide Branch Library Service in Boise

Mr. Balukoff reported that he and Library Board Vice President Julie Cheever and Mr. Cottrell met with Mayor Bieter and City Council liaisons David Eberle and Alan Shealy for an open discussion to explore expanding library services in Boise. The neighborhood branch library/community rooms February 7, 2006, bond election results were 57 percent affirmative and 43 percent negative. The 57 percent majority vote did not pass because of Idaho's bond election law states that a two-thirds (66 and 2/3 percent) majority must be attained. The Mayor, City Council liaisons and Library Board members all agreed that a 57 percent majority from Boise voters indicates that the community wants and supports a quality library system. It was concluded at the meeting that library staff and board members' schedules would not allow time to develop a plan for alternative options in a

short turnaround time; therefore, hire a project manager to head up a study of the best approach for alternative branch projects and funding.

Mr. Balukoff opened up the meeting for discussion. Options were discussed regarding storefront libraries, opening and funding one first class branch at a time, site location and engage the public with discussion on a new main library. Funding options included identifying private funds and philanthropy opportunities. Mr. Booe shared that he requested Funding Information Specialist Mary K Aucutt to gather philanthropic information for libraries. This information is being sent to Mayor Bieter.

Mr. Booe informed the Board that the Seattle Public Library just completed a branch expansion. He will contact them for a scenario of their expansion plan.

Mr. Cottrell stated if the Board agrees to hire a project manager, he would like to request for the funding at the March 14 City Council meeting.

Mr. Johnson left the meeting at 11:45 a.m.

Mr. Johnson returned to the meeting at 11:53 a.m.

Mr. Johnson moved and Ms. Brennan seconded to proceed along and instruct Mr. Cottrell to gather information to define the purpose of hiring a project manager and bring back at the next Library Board meeting for Board approval. After the Board approves the recommendation then proceed to City Council to request addition to the budget for hiring a project manager to develop a good plan for expanding library services in Boise. All in favor, none opposed.

After further discussion, Mr. Johnson moved to modify his previous motion and Mr. Thompson seconded to request library staff to, as soon as possible, prepare analysis and scope of work, job description, costs and propose where funds would come from for a project manager. After the report is prepared, call a Special Library Board meeting for the purpose of the Board to review and approve the recommendation, then proceed to the March 14 City Council meeting to request additional funding to hire a project manager to head up a study of the best approach for alternative branch projects and funding. All in favor, none opposed.

#### **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 11:30 a.m., Wednesday, April 5, 2006, in the Marion Bingham Room at the Library. The location of the Special Library Board meeting that will be scheduled for March 28, 2006, for discussing the update of the library's strategic plan will be determined later.

#### **XIV. ADJOURNMENT**

Mr. Johnson moved and Ms. Brennan seconded to adjourn the meeting. All in favor, none opposed. Mr. Balukoff adjourned the meeting at 12:15 p.m.

**APPROVED**

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Steve Cottrell  
Library Director

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A.J. Balukoff  
President, Board of Trustees