

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Minutes of the Special Board Meeting
March 28, 2006**

The Boise Public Library Board of Trustees met for a Special Library Board meeting at 7:00 a.m. on Tuesday, March 28, 2006, in the Hayes Auditorium and at 10:00 a.m. transferred the meeting to the Marion Bingham Room at the Library.

BOARD MEMBERS PRESENT:

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

OTHERS PRESENT:

David Bieter, City of Boise Mayor; David Eberle, Boise City Council Liaison; Alan Shealy, Boise City Council Liaison; Steve Cottrell, Library Director; Kevin Booe, Assistant Library Director; Dick Waters, PROVIDENCE Associates, Inc.; 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; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

Mr. Balukoff called the meeting to order at 7:10 a.m.

Mr. Balukoff welcomed Boise City Council Liaison Eberle and library planning consultant Mr. Dick Waters. Introductions were made around the table.

Mayor Bieter arrived at 7:14 a.m.

I. LIBRARY BRANCH PROJECT ALTERNATIVES

In the wake of the February 7, 2006, library bond election which received 57 percent of the voters support, but not the two-thirds supermajority that is required by state law, Mayor Bieter, City Council Liaisons and library staff met to discuss and look at all of the alternatives to move forward with a plan for expanding library services. Mr. Balukoff informed attendees that this will not be a formal presentation, but a discussion on sharing and looking at all the alternatives.

Councilperson Shealy arrived at the meeting at 7:30 a.m.

Library Board attendees began the process of brainstorming ideas in “round robin” fashion. Ms. Hinkel electronically projected “flip chart” points of discussion. Some talking points included vision of a bigger and better library system - scaled down versus upsize plan, store front, branches, new main library; financing options - public/private partnerships, judicial confirmation, bonding, fundraising, selling city land; identify and reexamine service areas; communication and education of what libraries do; and the economic return of libraries to the community.

Library planning consultant Mr. Waters cited other cities across the country and subsequent accomplishments in producing spectacular main libraries and branches and their diversified funding methods. Mr. Waters offered some do's and do not's and identified points on how to get the process started by obtaining public input, simultaneously craft a package to take to the community, engage business community on economic benefits, evaluate financial options and identify who takes the lead. Mr. Waters offered his services to help in forming a committee and start the process of getting the community's input regarding library facilities. He recommended that the city solicit Nashville Public Library Director Donna Nicely to come to Boise and speak to City Club and the press on the value of library services and economic opportunities. Mr. Waters will gather information on the economic impact of libraries in the community and forward this information to Mr. Cottrell.

Mayor Bieter thanked Mr. Waters for his guidance and expertise.

Mr. Balukoff called for a break at 9:25 a.m.

Mr. Balukoff reconvened the meeting at 9:35 a.m.

Discussion began on who should take ownership and what role the Mayor's office, City Council, Library Board, library staff, Friends of Boise Public Library and Boise Public Library Foundation would have in the process.

Councilpersons Shealy and Eberle joined the meeting again at 9:36 a.m.

Mayor Bieter joined the meeting again at 9:37 a.m.

The Library Board agreed by consensus to begin by engaging with the community on what they want for library service facilities and start gathering information. It was agreed that Mr. Cottrell will coordinate with the Mayor's office for a City Council Library Liaison, a Library Board Trustee and a library staff member to accompany Mayor Bieter when he attends neighborhood association meetings talking on library issues. Mr. Eberle will work with Mr. Cottrell on an assignment matrix.

Mr. Johnson volunteered to outline a six-month communication plan and implement a visit from Nashville Director Donna Nicely into the plan. Mr. Johnson will also choreograph talking points and a few key messages for Board, Council and staff to incorporate when speaking and gathering input from the community.

Mr. Balukoff confirmed with Board members that they are all in agreement to scale up a planned library system. All agreed.

Mayor Bieter and Councilpersons Shealy and Eberle left the meeting at 10:00 a.m.

Mr. Balukoff called for a break at 10:00 a.m. to move to the Marion Bingham Room.

Mr. Balukoff reconvened the meeting at 10:15 a.m.

II. FY2006 CAPITAL BUDGET UPDATE

Mr. Booe reported to the Board that the City Council will review all capital improvement projects during the interim budget workshops in June. Department capital priorities are due March 31. The

library's FY2007 capital projects update was included in the March 28 Special Library Board meeting packet. Mr. Booe stated that the library's capital priorities have not changed since the Board approved them during the FY2006/2007 budget process last summer, but library staff moved the circulation remodel project from major repair and maintenance to a remodeling project and submitted as the library's first capital improvement request for FY2007.

Mr. Thompson moved and Ms. Brennan seconded to approve the capital projects FY2007 update as presented and submit to City Council during the interim budget workshops in June. All in favor, none opposed.

III. WORKSHOP SESSION ON THE 2006-2008 STRATEGIC PLAN UPDATE

Mr. Booe began the workshop session of the 2006-2008 Strategic Plan update by explaining that library staff and the Management Team have been actively working on the update for the last few months. Staff focus groups were held to suggest action steps and initiatives. The Management Team met for an all-day retreat to review the first draft and incorporate changes.

Mr. Cottrell joined the meeting again at 10:21 a.m.

Discussion began by Ms. Cheever's concerns and her desire to see metrics incorporated for each action step and how they will be tracked and reported. Mr. Booe stated that currently service efforts and achievements are reported in the quarterly report. In the future this will be included in the Board packets for their review.

After discussion of the presented draft strategic plan, it was the Board's consensus that the strategic issues could be condensed by combining the 9 issues to approximately 3-4. They felt the presented plan could be defusing the library's efforts by focusing on too many. They suggested that some items could just be operational. The Board would also like to include a prominent mention of branch libraries and a new main library and specific steps on how to achieve this goal.

Mr. Booe explained that the 2006-2008 update was the last 2-year period of a 10-year cycle. This update was approached using the established format. In 1998 at the beginning of the 10-year period there was a planning process led by Idaho State Library consultant staff. Public input to define the community's preferred future for libraries was provided. In Idaho a strategic plan update is filed with the Idaho State Library as required to receive Library Services and Technology Act grants.

Discussion continued on the Board's preference on how to revise the plan. Mr. Balukoff requested the plan address the Boise Public Library Foundation in fund raising efforts, recruit new members and focus on a mission of what to accomplish.

The Board agreed by consensus to have library staff revise the presented 2006-2008 Strategic Plan update as discussed.

Mr. Cottrell and Mr. Booe agreed they will revise the plan by combining the strategic issues to 3 or 4 and scale down the action steps. These will include planning for branches and a new main library, address the Foundation and supply performance metrics for each action step. The revised strategic plan will be presented at a later date for the Board's approval.

ADJOURNMENT

There being no further business to come before the Board, Mr. Johnson moved and Mr. Thompson seconded to adjourn the meeting. Mr. Balukoff adjourned the meeting at 11:08 a.m.

APPROVED

Steve Cottrell
Director

A. J. Balukoff
President, Board of Trustees