

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
June 7, 2006**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, June 7, 2006, in the Marion Bingham Conference Room of the Library.

BOARD MEMBERS PRESENT:

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

OTHERS PRESENT:

Steve Cottrell, 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; Susannah Price, Youth Services Division Manager; Joanne Hinkel, Public Relations Coordinator; Chrisanne Brown, Acquisitions and Technical Services Supervisor; Julie Davis, Adult Services Librarian; Linda Brilz, Youth Services Librarian; Denise McNeley, Administration Assistant; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

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

I. MINUTES

Ms. Cheever moved and Mr. Thompson seconded that the minutes of the March 28, 2006, Special Board meeting; minutes of the April 5, 2006, Regular Board meeting; and the minutes of the May 8, 2006, Special Board meeting be approved. All in favor, none opposed.

II. BILLS AND PAYROLL

Mr. Thompson moved and Ms. Cheever seconded that all bills and payroll be approved as presented. All in favor, none opposed.

III. COMMUNICATIONS

Mr. Balukoff recognized Ms. Steven, who is ending her term as FY 2006 Board of Trustees youth member. A Certificate of Appreciation was presented from the Board to Ms. Steven.

Mr. Thompson shared that he attended a reception May 20th given by the Idaho Governor's Lewis and Clark Trail committee for recognizing organizations and individuals who have made possible the event "A Circle of Cultures" -- Boise Lewis and Clark Experience. The library as part of the Cultural Network was a key sponsor. An autographed copy of *The Salish People and the Lewis and Clark Expedition* was donated to the library by author Corwin Clairmont. Mr. Clairmont was a speaker at the reception.

IV. CONTINUING EDUCATION

The 2006 Summer Reading and Cultural Triathlon

Ms. Davis and Ms. Brilz presented information about the 2006 Summer Reading program which started June 1 running through July 31, 2006. The program is for all ages, with separate versions for kids ages 0-12, teens ages 12-17 and adults ages 18-plus. Adult participation has nearly tripled from the year 2002 (690 participants) to the year 2005 (1,876 participants). Participation in 2005 in the kid's category was 2,200. Ms. Davis and Ms. Brilz highlighted the great support received from the local sponsors every year. The rules and entry forms are available at the service desks and on the library's website. Ms. Price added how the library works with local schools to get the information out to kids and parents about the summer reading program and the role it plays in benefiting a child's reading skills.

Ms. Brilz gave an overview of the 2006 Cultural Triathlon event, Mind, Body & Soul, and how the Summer Reading program accounts for in the Cultural Triathlon. The Triathlon program, starting May 20-July 31, is sponsored by the Cultural Network. The Cultural Network consists of local libraries, museums and educational organizations, including Boise Parks and Recreation. Information brochures for the Cultural Triathlon were included in the Library Board's June Board packet.

A copy of a featured story in the Idaho Statesman on these two summer programs was presented.

Mr. Balukoff thanked the presenters. Ms. Brilz and Ms. Davis left the meeting.

V. CONSENT ITEMS

The consent items were reviewed by the Board. The library's Senior Accounting Specialist was unavailable to submit the gift fund report for April and May. The April and May gift fund report will be included with the June report and presented at the July Board meeting. Ms. Cheever moved and Mr. Thompson seconded to approve the consent items through March 31, 2006, and April 20, 2006. All in favor, none opposed.

VI. DIRECTOR'S REPORT

Mr. Cottrell gave an update on the following City activities and initiatives in progress:

Boise Public Library's Assistant Director Kevin Booe is participating on the Interdepartment Business Team (IBT). The IBT is reviewing business processes and policies of the City and working to improve them. Presently the IBT has presented a proposal for the City's fleet management to the Executive Management Team (EMT) for approval. Since this is a large, complicated issue the City has hired a consultant to review the issue.

The EMT is in the process of conducting a city facility study. An inventory list of city buildings and properties is being created and identifying properties that could be sold or traded. Each department is listing their facility and space needs for the next five years.

The library will implement a study to re-evaluate the Master Library Facility Plan. The library's continued assets are the Cole and Ustick and Bown Crossing properties. Mr. Cottrell stated there is still some discussion on selling city property to help fund building branch libraries.

The City IT department has been in the process of conducting a technology study and proposal to re-organize the City IT department by centralizing IT as much as possible. Implementation of the written plan is underway.

The Wages and Benefit Team (WBT) consists of representatives from every department. The charge to the team was to respond to the city staff satisfaction survey, group questions and then list by priority. Mr. Cottrell outlined some of the major recommendations submitted by the WBT to the EMT. WBT recommendations will be presented to City Council during the interim budget process in late June and if approved become effective FY07.

During the interim budget year, the capital improvement projects have been reprioritized and submitted to City Council. Funds marked in FY06 to remodel Circulation have been reprioritized to number 9 out of 19 projects.

VII. FRIENDS OF THE LIBRARY REPORT

Ms. Marcoux reported book donations continue to come in, keeping volunteers busy.

The bookstore also continues to produce an average of \$100 a day in sales.

One of the recipients of the Friends scholarship program has dropped out due to moving out of the area.

At the Friends May 17, 2006, General Meeting officers were elected, as follows:

President	Carol Bounds
Vice President	Bill Mattox
Treasurer	Dee Craig
Secretary	Carla VanHoesen

VIII. FOUNDATION REPORT

None

IX. ADMINISTRATION AND MANAGEMENT REPORT

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

Ms. Kreimeyer reported the "Circle of Cultures" -- Boise Lewis and Clark Experience May 20-29, 2006, set high standards for the touring event with a reported 24,000 visitors in Boise.

Ms. Kreimeyer presented copies of the Idaho Center for the Book newsletter featuring the Booker's Dozen 2006. The Idaho Center for the Book, which celebrates and encourages book art and book making has a traveling exhibition of 14 handmade books by Idaho bookmakers. The library is exhibiting the Booker's Dozen 2006 in the Idaho Room display case located on the third floor.

Ms. White gave an update on the Integrated Library System's upcoming migration to Horizon. Core staff groups are in the process of attending training sessions. The migration is on schedule and set to "go live" mid September.

X. OLD BUSINESS

Master Library Facility Plan Update—Progress Report and Discussion

Mr. Cottrell reported the Mayor has called a meeting on June 13 to discuss the next steps for planning branches and a new main library. Library consultant Dick Waters of PROVIDENCE Associates Inc will participate in the meeting by telephone. The purpose of the meeting is to discuss next steps for the branches and main library and to update the Master Library Facility Plan.

XI. NEW BUSINESS

Proposed Service Alternatives for the FY07 Interim Budget

Three service alternatives were presented in the June Board packet for the Board to review. Mr. Cottrell requested a vote to approve or amend the service alternatives and submit them to City Council during the FY07 interim budget workshops scheduled in late June. The proposed items include the following:

- 1.) Additional staff hours for custodial services at Towne Square Library and the Main Library (\$6,370)
- 2.) Funding for an outside consulting firm to conduct a feasibility study regarding fund raising for a major capital campaign – Mayor directed (\$25,000)
- 3.) Additional funds for PROVIDENCE Associates Inc to update the Master Library Facility Plan – Mayor directed (\$10,908)

Ms. Cheever moved and Mr. Thompson seconded to adopt the three service alternatives as presented and forward to City Council for approval. All in favor, none opposed.

Mr. Cottrell reminded the Board that one of the FY06/07 service alternatives that were adopted by the City Council was to seek outside funding to cover \$30,000 of the cost for the Funding Information Center. One of the Mayor's recommendations in the FY06/07 interim budget proposal is to restore the \$30,000 to the library's budget from the general fund. If approved by the City Council, the service alternative will be negated. This does not require Library Board approval.

Proposed Policy Change and Internet Use Policy

Library staff presented to the Board a proposed policy change to incorporate a new service for the public, wireless access points and update language to include some disclaimers and mention of the Child Internet Protection Act. This information was included in the June Board packet for the Board's review and shown below. Mr. Cottrell asked that the word "engines" be changed to "sites" in 2. Internet Use, third paragraph, sentence "Links to filtered search engines are"

(Changes below are in "**bold** and *italic*")

V. USE OF THE LIBRARY, H. **COMPUTER & INTERNET USE POLICY**

H. **COMPUTER & INTERNET USE POLICY**

The Boise Public Library provides access to electronic resources including the Internet which create increased opportunities for all our patrons to expand their resources world-wide.

1. Software/Hardware

Users may not load their own or any other software on library equipment. This includes, but is not limited to, disks that are checked out, disks in books that may be checked out, and disks in reference materials that must remain in the library. Users are not permitted to store any software or other data on the hard drives of library computers. The library is not responsible for equipment malfunction, loss or damage to user disks and/or “jump or flash” drives, data, or electronic transactions of any type.

2. Internet Use

Access to the Internet is available without charge to anyone during all open hours.

Boise Public Library does not endorse the viewpoints presented, or vouch for the accuracy of the available information from the Internet.

The library filters all public Internet stations in the children’s area in compliance with the Children’s Internet Protection Act (CIPA). Parents are responsible for providing guidance to their own children. Through special software, the library offers individual choice and parental choice for their own minor children among options for filtered, unfiltered, or no Internet access. Library users who do not have borrowing privileges will be offered the same Internet access choices. The library currently uses commercial filtering software with ~~the Pharos® system~~ ***an access management system*** to provide Internet access choices. Links to filtered search ~~engines~~ ***sites*** are offered from the library’s web site for those who wish to use them. The library accepts no responsibility for failures of the filtering software to block specific sites.

Internet users must be aware that they are working in a public environment with people of all ages and diverse viewpoints. Users may not engage in any activity that interferes with the ability of other patrons to use the library and its resources.

Access from computers at the library to any network, including the local library network and the Internet is for legal purposes only. Loss of use privileges at the library and criminal and/or civil prosecution are possible for illegal uses of computing resources.

Examples of illegal uses include but are not limited to the following:

- 1) Attempting to bypass the security of the computers or local area network at the library.
- 2) Attempting to bypass the security of any other computer or network including the Internet.
- 3) Attempting to intentionally introduce a “virus” or similar piece of code that may do damage to any data, computer, or networking device.
- 4) Attempting to alter or damage any software, operating systems, or configuration files.
- 5) Attempting to use unauthorized computer accounts, access codes, or network numbers.
- 6) The transmission of speech that is not protected by the First Amendment.
- 7) Violations of another user’s privacy.
- 8) Violations of copyright or other laws.
- 9) The display of pornography to minors.

Electronic information is considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction. Copyright issues and protection are covered under this statement. All efforts will be made by the library to ensure that the security of the library's computing resources and network are not breached and the integrity of the data available is not compromised.

Library information technology resources may not be used for commercial or profit-making purposes; for mass mailings or chain letters; or to harass, abuse, or threaten another individual.

As in all other library resources and services, Boise Public Library patrons have the right to confidentiality involving their individual legal use of electronic resources and services. The library attempts to maintain patron confidentiality at all times, but cannot guarantee the confidentiality of information sent by a patron onto the Internet.

The library assumes no responsibility and no liability for any loss or damage incurred by anyone using the library's computing resources. This includes any loss or harm incurred by a patron from giving personal or financial information across the library's network and the Internet.

3. Wireless Access Policy

The library provides free wireless filtered access points at the main library for public Internet access. These access points will allow users to connect to the Internet from their laptop computers when sitting within range of the access points.

Wireless users agree to abide by the Library's Internet Policy while using the Library's wireless network.

Users are responsible for configuring their own equipment. The library does not provide technical support for establishing or maintaining a connection nor equipment configurations. The library is not responsible for any changes made to an individual computer's settings and does not guarantee that a user's hardware will work with the library's wireless connection.

The Library is not responsible for any personal information (e.g., credit card) that is compromised, or for any damage caused to hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users are individually responsible for maintaining up-to-date virus protection on personal laptop computers or wireless devices.

Mr. Thompson moved and Ms. Cheever seconded to adopt the proposed computer and Internet policy changes as amended. All in favor, none opposed.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Mr. Balukoff 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, July 14, 2006, in the Marion Bingham Room at the Library.

XIV. ADJOURNMENT

Mr. Balukoff moved and Mr. Thompson seconded to adjourn the meeting. All in favor, none opposed. Mr. Balukoff adjourned the meeting at 1:05 p.m.

APPROVED

Steve Cottrell
Library Director

A. J. Balukoff
President, Board of Trustees