

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
December 13, 2006

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, December 13, 2006, in the Marion Bingham Conference Room of the Library.

BOARD MEMBERS PRESENT:

Mr. Jim Thompson, President; Ms. Martie Brennan, Vice President; Mr. A. J. Balukoff, Trustee; Ms. Julie Cheever, Trustee; Ms. Rachel Harman, Youth Trustee; and Mr. Luke Studebaker, Youth Trustee.

OTHERS PRESENT:

Kevin Booe, Interim Library Director; Jim Wickham, Boise City Legal Department; Carla Van Housen, Friends of the Library Representative; Vicki Kreimeyer, Adult Services Division Manager; Susannah Price, Youth Services Division Manager; Laurel White, Circulation and Information Technology Division Manager; Joanne Hinkel, Public Relations Coordinator; Denise McNeley, Administrative Assistant; Ty Frost, Library Patron; Derick O'Neill, O'Neill Enterprises; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

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

I. MINUTES

Ms. Brennan moved and Mr. Balukoff seconded that the minutes of the November 1, 2006, Regular meeting be approved. All in favor, none opposed.

II. BILLS AND PAYROLL

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

III. COMMUNICATIONS

Mr. Ty Frost, a patron of Boise Public Library, addressed the Board regarding the library's filtered access policy through wireless connection. Mr. Frost explained he is a graduate student working on his thesis for his Masters degree and has been denied access to certain academic materials because Boise Public Library's wireless policy is restricted. Mr. Frost inquired if the Board had any objection to modifying the restriction.

Ms. White gave some background information to Mr. Frost on wireless service that has been recently offered to the public. The wireless service is on a trial basis. The service is being offered on a small scale due to the bandwidth issue. The library is currently in negotiations with Qwest to get this issue resolved. The library's filter software is old and options for creating a custom account have not been explored.

After discussion the Board requested that Mr. Booe and Ms. White research this matter and conduct a policy review. They will report back to the Board members at the February 2007 Board meeting.

Ms. Kreimeyer suggested to Mr. Frost, as a temporary solution to his problem, that he obtain a letter from his advisor, and present this to Boise State University staff and they might grant him access at their facility.

Mr. Thompson thanked Mr. Frost for coming and bringing this issue to the Board's attention.

IV. CONSENT ITEMS

The consent items were reviewed by the Board. Mr. Balukoff moved and Ms. Brennan seconded to approve the consent items through October 31, 2006. All in favor, none opposed.

V. INTERIM DIRECTOR'S REPORT

Mr. Booe publicly acknowledged and congratulated the 2006 Library Employee of the Year award recipients:

Brad Smith, Information Technology	Employee of the Year
Christine Shrode-Donohue, Adult Services	Part Time Employee of the Year
Carla Reed, Youth Services	Page of the Year
Sue Rhodenbaugh, Youth Services	Page of the Year

In the past the library staff has submitted nominations and the Management Team selected the winner. Mr. Booe explained this year the awards went through a different process; the staff nominated and voted on the awards.

Mr. Booe reviewed from his written Interim Director's report, at fiscal year-end 2006 the library was \$48,000 over budget. The primary reasons for the overage are

- Projected revenue from facility rentals was below target for the following reasons: the office building located in the staff parking area was vacated; an increase in Youth Services programs occupying the auditorium; and the closure of the auditorium for the recarpeting project.
- The telecommunications budget was overspent due to a provider contract change. A new provider contract will bring costs within budget this fiscal year.
- New hire staff starting before the departing staff had vacation leave paid out.

The library's portion of \$12,000 of city turnback dollars for FY2006 will have to be applied to the \$48,000 overage.

The year-end quarterly report will be on the City Council agenda Tuesday, December 19. The Council will be voting on the Mayor's capital project recommendations.

Mr. Booe reported that Mr. Wickham is in the process of drafting a lease agreement with the Idaho Human Rights Education Center for the rental of the small office building, located in the staff parking lot, which was vacated by Dennis Shaver in February 2006. The revenue received would be approximately half of what was received from the previous tenant. The agreement would be a short-term agreement, since the future for the main library is unknown. The Library Board agreed by consensus for Mr. Booe to proceed with negotiations with the Center.

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VI. FRIENDS OF THE LIBRARY REPORT

Ms. Van Housen reported the October Friends Holiday Book Sales grossed approximately \$18,900.

Board members were invited to the Friends holiday party, Friday, December 15 at 8:45-10:00 a.m. in the library's Hayes Auditorium.

VII. FOUNDATION REPORT

Mr. Booe informed the Board that a Library Foundation Board meeting has been scheduled for Tuesday, December 19, 2006, at 1:30 p.m.

Agenda items include:

- Nomination of a President
- Financial report
- Recruitment of new members
- Fundraising
- Feasibility study

Ms. Brennan made a request to Board attendees to contact her or Mr. Thompson for any potential names for recruiting new Foundation members. Mr. Booe will provide the list of names the Library Board suggested at their meeting on August 2, 2006, for new Foundation members.

VIII. MANAGERS' DIVISION REPORTS

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

Ms. Kreimeyer brought to the Boards attention that recently the Idaho Statesman's addition included an activity guide with information about youth and adult programs at Boise Public Library. The library has already received calls for more information on these programs.

IX. OLD BUSINESS

Master Library Facility Plan Update—Progress Report and Discussion

Mr. Booe reported on the library's first phase for receiving public comment on the branch proposal. The process is going very well. The comments received were compiled into a report for the Board's review. Most of the comments received have been favorable. Mr. Booe thanked all of the Board members and library staff for their help in attending public and neighborhood association meetings and community groups. The Boise Metro Chamber of Commerce Local Government Committee voted to approve a letter of support for the branch proposal and the Boise School Board received the proposal favorably.

Next week Mr. Booe will be viewing potential storefront branch sites. Library Board and City Council approval will be required for the final selection of the sites.

X. NEW BUSINESS

Proposed Library Closures for Calendar Year 2007

Included in the December Board packet, Library staff presented proposed holiday closures that deviate from the City's closures in draft form.

Ms. Brennan moved and Mr. Balukoff seconded to approve the proposed holiday closure schedule as presented for calendar year 2007. All in favor, none opposed.

A question and answer period followed on the FY2006 4th Quarter/End of the Year report that was included under the "Miscellaneous" section in the December Board packet.

XI. CONTINUING EDUCATION

The Boise Public Library E-Newsletter

Ms. Hinkel reported the library applied for and received a Library Services and Technology Act grant administered by the Idaho Commission for Libraries to purchase an e-newsletter service.

The service provides book review newsletters in a variety of genre, as well as a custom library newsletter on library services and programs. Besides the e-newsletters, the service includes additional online content, including author profiles, awards and best seller lists and book discussion guides.

Ms. Hinkel demonstrated how to navigate online features of the service. A link to the sign up page for the newsletter is located on the library's home page and on the Reader's Corner page. Although all of the newsletters and online content appear to be part of the library's website, they are actually hosted on the provider's server.

A press release has been issued on the newsletter and will continue to go out on a regular basis. In January, an email will be sent to notify patrons of this new service.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Ms. Brennan was selected to be the next Trustee to review vouchers.

XIII. SELECTION OF MEETING DATE

The next regular meeting is scheduled for 11:30 a.m. on Wednesday, January 3, 2007, in the Marion Bingham Room at the Library.

XIV. EXECUTIVE SESSION

Ms. Brennan moved that under provisions of Idaho Code 67-2345 (1) (a) and (c) this Board recess to an Executive Session and that a roll call vote be taken on the motion. Motion seconded by Mr. Balukoff, and carried on the following roll call vote: Mr. Balukoff, yes; Ms. Brennan, yes; Ms. Cheever, yes; Mr. Thompson, yes.

Ms. McNeley, Ms. Hinkel, Ms. Kreimeyer, Ms. Price, Ms. White, Mr. Frost, Ms. Van Housen and Ms. Ugrin left the meeting.

The Board recessed to an Executive Session at 12:35 p.m. regarding personnel issues and land acquisition.

Mr. Balukoff moved and Ms. Brennan seconded that the meeting go into Regular Session. All in favor, none opposed. The Board reconvened in Regular Session at 1:15 p.m.

Mr. Balukoff moved and Ms. Cheever seconded to accept Library Director Mr. Steve Cottrell's resignation as described in his letter effective November 10, 2006. All in favor, none opposed.

Mr. Balukoff moved and Ms. Cheever seconded to appoint Mr. Kevin Booe Interim Library Director effective November 10, 2006. All in favor, none opposed.

XV. ADJOURNMENT

Mr. Balukoff moved and Ms. Cheever seconded to adjourn the meeting. All in favor, none opposed. Mr. Thompson adjourned the meeting at 1:15 p.m.

APPROVED

Kevin Wayne Booe
Interim Library Director

Jim Thompson
President, Board of Trustees