

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
February 14, 2007

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, February 14, 2007, 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. Rachel Harman, Youth Trustee; and Mr. Luke Studebaker, Youth Trustee.

OTHERS PRESENT:

Kevin Booe, Interim Library Director; Jim Wickham, Boise City Legal Department; Marge Ewing, 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; Rob Bousfield, Boise City Engineer; Steve Trout, Trout Architects Chartered; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

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

I. MINUTES

Mr. Balukoff moved and Ms. Brennan seconded that the following minutes be approved:

- January 3, 2007, Regular Board meeting
- January 26, 2007, Special Board meeting

All in favor, none opposed.

II. BILLS AND PAYROLL

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

VI. INTERIM DIRECTOR'S REPORT

Mr. Booe reported that he and Library Board members, Mr. Balukoff and Mr. Marc Johnson, accompanied Mayor Bieter who met with the Idaho Statesman Editorial Board to request endorsement of the library branch proposal. An editorial will be published this weekend regarding the proposal.

The public hearing presentation for the branch proposal is scheduled with City Council on February 20, 2007, at 6 p.m. in the third floor Council Chambers at City Hall.

A Library Foundation Board meeting is scheduled for February 16, 2007. Agenda items include fundraising goals, membership recruitment, and endowment possibilities with the Idaho Community Foundation.

Mr. Booe clarified that an article published in the Idaho Statesman reporting that "Rivers Gets Library Projects" was not entirely accurate. Developer Mark Rivers was awarded the bid from Capital City Development Corporation to develop the blocks between River Street and Fulton with mixed-use retail and condominiums. A new main library project was not approved by Mayor Bieter and City Council. Mayor Bieter has committed to forming a task force for a feasibility study for fundraising possibilities for a new main library. An Informal Request for Proposals (IRFP) has been released for selection of a consulting firm to determine how much funding is available. Mr. Booe asked for a member of the Library Board to volunteer to participate on the IRFP selection committee along with Ms. Kreimeyer and himself. Ms. Brennan volunteered to join the committee.

Mr. Booe met with the directors of Garden City Library and Eagle Public Library to begin renewal negotiations of the open access agreements. The final agreements will be presented to the Library Board for approval to proceed to City Council.

Mr. Booe informed Board members that he will be attending the Public Library Association's Spring Symposium February 28 through March 4 in San Jose, California.

Mr. Booe met with the directors of Ada Community Library, Eagle Public Library, and Kuna Public Library to discuss potential development in Ada County and how developers can be approached regarding impact fees for library facilities. The Idaho Library Association is contemplating campaigning for legislation that will specifically address the capability of municipal and district libraries to assess impact fees.

Mr. Booe noted that there is an Idaho state legislation proposal to prohibit automated telephone calls. This may potentially affect the library's automated notification calls for holds, fines and fees. The original proposal did not pass, but it has been revised. Mr. Booe will continue to follow this issue.

VII. FRIENDS OF THE LIBRARY REPORT

Ms. Ewing reported the Friends of Boise Public Library are busy organizing used book donations for the upcoming spring book sale in April.

Ms. Ewing congratulated Mr. Booe and the Library Board on the recent approval from City Council to move forward with the library branch proposal. She added that the Friends have been working hard for many years to earn funds for the new branch library collections.

The Friends Board approved a request from library staff to fund the purchase of library smart cards.

VIII. FOUNDATION REPORT

Mr. Booe was directed by the Boise Public Library Foundation's directors to explore endowment opportunities with the Idaho Community Foundation (ICF). Mr. Booe reported that he and funding information specialist Mary K Aucutt met with a representative from ICF on February 7. There are several different opportunities to place funds with various fees. The information will be shared with Foundation Board members on February 16. Mr. Booe added that he could arrange for an ICF representative to meet with the Library Board members to explain the different funds and fees.

IX. MANAGERS' DIVISION REPORTS

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

Ms. White responded to Ms. Brennan's question of the automated phone notification not being very clear. Ms. White stated that she hopes that with the new upgrades the new version will be more "user friendly."

Ms. Price informed Board members of space allocation issues in the Youth Services division. There is limited space for staff with a limited budget for expanding staff work space. The Youth Services' staff is working on some solutions.

Ms. McNeley gave an update on the ceiling tile replacement on the first and second floors. The project will begin Monday, February 19 when the library is closed for President's Day holiday. After the 19th, work will be conducted at night when the library is closed. During the 21-day project, the library will be open regular hours.

Discussion followed on the wish to have a defibrillator located on every floor of the library. The library currently has a defibrillator located on the first floor. The cost of a new defibrillator is approximately \$1,500 each, plus the costs of maintenance and the training of staff. Mr. Thompson suggested the purchase and annual training costs could be presented to the Library Foundation Board as a fundraising goal.

X. OLD BUSINESS

Master Library Facility Plan Update: Boise City Council Public Hearing Overview (February 20, 2007)

Mr. Booe reviewed the updated PowerPoint presentation and budget information that will be presented at the February 20 public hearing. The library will request approval of funds to lease, perform tenant improvements, and operate two storefront libraries on the Central Bench and in Northwest Boise. City Council approval of the library's branch proposal concept will also be requested as well as approval to proceed with the architect selection process for the West Boise branch. Discussion followed.

Mr. Balukoff moved and Ms. Brennan seconded to recommend to the Boise City Council approval of the presentation and recommendations as presented to the Boise City Council for the February 20, 2007, public hearing. All in favor, none opposed.

Public “WiFi” Internet Policy Analysis and Revision Request: V. USE OF THE LIBRARY, H. COMPUTER AND INTERNET USE POLICY, 3. WIRELESS ACCESS POLICY

Mr. Booe reviewed from the December 13, 2006, Library Board meeting that Ty Frost requested the Library Board and staff examine the library’s WiFi Internet policy and consider changing the existing policy to allow patrons the option to request certain sites be “unblocked” from the filtering software on a case-by-case basis. The library’s Service and Technology Team examined the policy, best practices from other public libraries, as well as technical and staffing considerations, and recommended a policy revision to provide unfiltered Internet access via the library’s “WiFi” system. Mr. Booe requested the Library Board to approve the revised wireless access policy, as follows:

Policy V. USE OF THE LIBRARY
H. COMPUTER AND INTERNET USE POLICY

3. Wireless Access Policy

The library provides free wireless ~~filtered~~ *unfiltered* 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.

Mr. Balukoff moved and Ms. Brennan seconded to approve the “WiFi” public Internet access policy as presented. All in favor, none opposed

XI. NEW BUSINESS

Policy Revision Request, Interlibrary Loan Charges: V. USE OF THE LIBRARY, D. FINES AND FEES, 2. LOST OR DAMAGED ITEMS

Ms. Kreimeyer informed the Board members that Lisa McMillan, who manages interlibrary loan services, requested a revision to the lost or damaged items policy as related to interlibrary loans. Adult Services staff recommends deleting the language that permits a flat fee of \$35.00 for hardcovers and \$10.00 for paperbacks and treat lost interlibrary loan items in the same manner that Boise Public Library materials are treated. The revised policy would also allow service and handling charges for lost interlibrary loan materials. Mr. Booe requested the policy be revised, as follows:

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

2. Lost or Damaged Items

- a. If an item is lost or damaged, the patron shall pay the current list price plus an additional fee for processing of the item. If an item is out of print, the charge will be the actual cost of a replacement title plus the processing fee. The library will refund payment, less outstanding fines, for a lost item subsequently returned within sixty (60) days after payment. Refunds of payment for out-of-print books deemed particularly valuable to the collection and returned after the 60-day period may be made at the discretion of the appropriate division supervisor.

~~Loss of or damage to items loaned to other libraries through the interlibrary loan program shall be billed at a flat fee of \$35.00 for hardcovers and \$10.00 for paperbacks, or the actual replacement cost, whichever is higher. No replacement service fee shall be added to these charges.~~

Mr. Balukoff moved and Ms. Brennan seconded to approve revision to the Fines and Fees: Lost or Damaged Items policy as related to interlibrary loans, as presented. All in favor, none opposed.

Library Business Plan Overview and Discussion

As part of the City's strategic planning process, each department was requested to write a business plan and integrate it into the next two-year planning budget process for FY08/09. The City hired Galena Consulting and Leadership Advisors Group team to assist the City in implementing the plan.

Mr. Booe presented to the Library Board members an updated version of the library's business plan. The plan incorporates the library's strategic plan and outlines the funding requests the library will be making during the FY08/09 budget process. He will meet with Ann Wescott of Galena Consulting next week to further refine the document. The business plan will be presented to City Council at the end of March.

Mr. Booe added that budget guidelines received from the budget office propose a more "entrepreneurial" approach. Any items/requests that were not included in the general base budget will be required to go to City Council and be presented as a service alternative.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Mr. Johnson 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, March 7, 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, absent; Mr. Johnson, absent; Mr. Thompson, yes.

Ms. McNeley, Ms. Hinkel, Ms. Kreimeyer, Ms. Price, Ms. White, Ms. Ewing 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 1:26 p.m.

Mr. Balukoff moved and Ms. Brennan seconded to recommend to Boise City Council to enter negotiations to select Hillcrest Shopping Center and Collister Shopping Center as storefront branch sites. All in favor, none opposed.

Mr. Balukoff moved and Ms. Brennan seconded to appoint Mr. Kevin Booe director of Boise Public with a salary of \$96,000 annually, effective March 1, 2007. All in favor, none opposed.

Mr. Booe accepted the appointment.

XV. ADJOURNMENT

Mr. Balukoff moved and Ms. Brennan seconded to adjourn the meeting. All in favor, none opposed. There being no further business, Mr. Thompson adjourned the meeting at 1:30 p.m.

APPROVED

Kevin Wayne Booe
Interim Library Director

Jim Thompson
President, Board of Trustees