

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
March 7, 2007

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, March 7, 2007, in the Marion Bingham Conference Room of the Library.

BOARD MEMBERS PRESENT:

Mr. Jim Thompson, President; Mr. A.J. Balukoff, Trustee; Mr. Marc Johnson, Trustee; and Ms. Rachel Harman, Youth Trustee.

OTHERS PRESENT:

Maryanne Jordan, Boise City Council; Kevin Booe, Library Director; Jim Wickham, Boise City Legal Department; Carol Bounds, 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; Derick O'Neill, O'Neill Enterprises; Tammy Hawley-House, Youth Services Librarian; Chrisanne Brown, Acquisitions and Technical Services Librarian; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

Mr. Thompson called the meeting to order at 11:30 a.m. He welcomed the library's new City Council liaison, Maryanne Jordan, to the meeting.

Mr. Thompson announced a change in the agenda order. As a courtesy to Mr. O'Neill, the executive session will follow the consent items.

I. MINUTES

Mr. Balukoff moved and Mr. Johnson seconded that the minutes of the February 14, 2007, Regular Board meeting be approved. All in favor, none opposed.

II. BILLS AND PAYROLL

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

III. COMMUNICATIONS

None

IV. CONSENT ITEMS

The consent items were reviewed by the Board. Mr. Balukoff moved and Mr. Johnson seconded to approve the consent items through January 31, 2007. All in favor, none opposed.

V. EXECUTIVE SESSION

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

Ms. McNeley, Ms. Hinkel, Ms. Kreimeyer, Ms. Price, Ms. White, Ms. Bounds, Ms. Brown, Ms. Hawley-House, and Ms. Ugrin left the meeting.

The Board recessed to an Executive Session at 11:35 a.m. regarding land acquisition.

Mr. Balukoff moved and Ms. Brennan seconded that the meeting go into Regular Session. All in favor, none opposed. The Board reconvened to Regular Session at 11:55 a.m.

IV. CONTINUING EDUCATION

Members of Boise Public Library's Collection Development Team, Chrisanne Brown and Tammy Hawley-House, presented to Library Board attendees the library's collection development process. A PowerPoint presentation illustrated the collection development's five cycles: selection, purchase, process, circulation and maintenance. A question and answer period followed.

VI. DIRECTOR'S REPORT

Mr. Booe added the following to his written Director's Report in the March Board packet.

Mr. Booe will be meeting with Mayor Bieter on March 8 to review the library's five-year business plan. Over the last few months, city departments have been working with consultant Anne Wescott from Galena Consulting firm to develop a business plan that will guide the budget process. The library's plan addressed three major objectives, as follows: 1) provide full-service branch libraries, 2) determine the future of the main library and fundraising feasibility, and 3) identify specific steps to develop a "world class" library system comparable to our peers. Mr. Booe added that the library's strategic plan is incorporated into the business plan. The Mayor will develop his priorities from the library's business plan and present his recommendations to City Council for final approval.

Mr. Booe will be briefing the neighborhood association leaders on the progress of the branch libraries at a meeting on March 9.

The director of the Learning Lab, Gemma VanHole, has extended an invitation to Library Board members to attend an open house to celebrate the Learning Lab's new facility.

Mr. Booe informed Board members that he will be submitting a report on his attendance at the Public Library Association's Spring Symposium Workshops and will share photos of several libraries that he toured.

Library Board Trustee Julie Cheever submitted her resignation to Mayor Bieter, effective immediately, due to professional demands and obligations. The Mayor will be recruiting for a new trustee member. Mr. Balukoff moved and Mr. Johnson seconded to accept Ms. Cheever's resignation. All in favor, none opposed.

VII. FRIENDS OF THE LIBRARY REPORT

Ms. Bounds distributed flyers to Board attendees advertising the Friends of Boise Public Library's 2007 Annual Booksale, April 13-15. An invitation was extended to Board members to attend Preview Night, April 12, 4:00-7:00 p.m.

Ms. Bounds reported the Friends Board approved library staff's request to fund 30 book bags for book clubs.

VIII. FOUNDATION REPORT

The Boise Public Library Foundation Board's meeting scheduled for February 16 was cancelled because there was no quorum. Mr. Thompson and Mr. Booe met February 22 to discuss a compiled list of names as possible candidates for Foundation Board members. Mr. Thompson and Mr. Booe will be contacting those individuals to ask if they are interested in being an active member of the Foundation Board.

IX. MANAGERS' DIVISION REPORTS

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

Ms. White informed Board members that Mountain Home Public Library will be joining the consortium in May 2007. Mr. Booe added that Mountain Home Public Library will not be a part of the open access agreement or courier service.

Ms. Price invited Library Board members to attend a celebration in honor of Mr. Booe's appointment as library director on Friday, March 9 at 9:00 a.m.

X. OLD BUSINESS

Facility Plan Update

Mr. Booe reported that a Letter of Intent to lease has been submitted to the owners of Hillcrest and Collister Shopping Centers for the two selected sites for the storefront branches. The preliminary schematics of the two storefront branches were displayed for Board attendees.

Mr. Bousfield, project coordinator for the branch libraries, reported that if the lease negotiations continue to progress, the leases could be finalized and presented to the Library Board and City Council for approval in April. A public meeting will follow City Council's approval for the public to view the storefront final designs, as architectural renderings, at the location sites.

A Request for Proposal for the West Library Branch architect selection closes March 21. Mr. Bousfield stated that a selection committee will review the proposals, narrow them down to two-three firms, and then go through the interview process. The committee will select a firm and present it to the Library Board for recommendation to City Council for the final award. The approximate timeline of the process is, as follows:

- On March 21 the Request For Proposal closes
- The week of March 26 the selection committee reviews proposals and selects two-three firms
- The week of April 1 the selection committee conducts interviews
- In mid-April the selection committee makes a recommendation to the Library Board

Mr. Booe requested that two Library Board members participate on the selection committee. Mr. Johnson and Mr. Balukoff volunteered to serve on the committee.

The selection committee will consist of the following:

- Two Library Board members (Marc Johnson and A. J. Balukoff)
- Two library staff members (Kevin Booe and Denise McNeley)
- A staff member from the Mayor's Office (Jade Riley)
- The branch project leader (Rob Bousfield)
- An advisor from City Purchasing

XI. NEW BUSINESS

Fundraising Feasibility Study Update

City Council approved \$25,000 to hire a professional consultant for a fundraising feasibility study to determine how much funding might be available in Boise for a potential new main library facility.

Ms. Kreimeyer gave an update on the selection for a professional consulting firm. An Informal Request for Proposal has been issued. A selection committee has been formed to include Mr. Booe, Ms. Kreimeyer and Library Board member Martie Brennan. The committee will review the firms' proposals and select two firms to interview. The selection committee will make a recommendation to the Library Board in April. Ms. Kreimeyer requested Board members to inform a committee member if there is a question they would like to be presented to the consulting firms during the interview process.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Mr. Thompson 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 4, 2007, in the Marion Bingham Room at the Library.

XV. ADJOURNMENT

Mr. Balukoff moved and Mr. Johnson seconded to adjourn the meeting. All in favor, none opposed. There being no further business, Mr. Thompson adjourned the meeting at 12:55 p.m.

APPROVED

Kevin Wayne Booe
Library Director

Jim Thompson
President, Board of Trustees