

**BOISE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Minutes of the Regular Board Meeting**  
**April 4, 2007**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, April 4, 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; Mr. Marc Johnson, Trustee; Ms. Rachel Harman, Youth Trustee; and Mr. Luke Studebaker, Youth Trustee.

**OTHERS PRESENT:**

Maryanne Jordan, Boise City Council; Kevin Booe, Library Director; Jim Wickham, Boise City Legal Department; Carla Van Hoesen, 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; Deniece Berry, Boise City Budget Office; Steve Trout and Dwaine Carver, Trout Architects, Chartered; Larry Beddes, Library Patron; 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 Mr. Johnson seconded that the minutes of the March 7, 2007, Regular Board meeting be approved. 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**

Library patron, Mr. Larry Beddes, addressed the Library Board regarding his concerns about cell phone use in the library. He related incidents of cell phone users conducting long conversations and using abusive language that is disturbing to other patrons.

Mr. Booe explained that the library does not have a specific policy on use of cell phones, but does have a policy concerning disruptive behavior which would cover inappropriate use of cell phones. If a cell-phone user is disturbing another patron, this should be reported to library staff, who will contact security.

Mr. Booe suggested to Board members that library staff develop an analysis of the pros and cons of a “no cell phone use” policy in the library and research cell phone policy at other libraries. Mr. Balukoff added that a cell phone “use area” could be designated in the library.

Mr. Thompson thanked Mr. Beddes for bringing this issue to the Board’s attention.

#### **IV. CONSENT ITEMS**

The consent items were reviewed by the Board. Mr. Johnson moved and Ms. Brennan seconded to approve the consent items through February 28, 2007. All in favor, none opposed.

#### **V. CONTINUING EDUCATION**

None

#### **VI. DIRECTOR’S REPORT**

Mr. Booe added the following items from his written April Director’s Report.

Department heads will meet with City Council to review the City’s business plan and summary on Friday, April 6. The business plan will be a basis of budget prioritization for new initiatives and services. A copy of the library’s revised business plan summary was submitted in the April Board packet.

Discussions have been initiated with Garden City Library and Eagle Public Library on open access negotiations.

National Library Week is April 15-21, 2007. The events are posted on the library’s web site and included in the April Events Calendar.

Channel KTVB’s early morning show with Larry Gebert was televised this morning at the library warehouse where the Friends of Boise Public Library are preparing for their spring book sale.

Clarification was given on the main library/public services manager position that is replacing the assistant director position. As part of the restructure of the library system, there will be one manager overseeing the main library and one manager overseeing the branches.

Mayor Bieter has contacted prospective individuals for replacing former Library Board Trustee, Julie Cheever, who resigned in February 2007.

Mr. Balukoff asked Mr. Booe to elaborate on the statement “Library Board needs to be more visible” that was written in the Preliminary 5-Year Business Plan Summary, included in the April Board packet. Mr. Booe explained that this item was included in the strategic plan a few years ago. Over the last year, the Board has taken a much stronger advocacy role, attending organization and public meetings during the public comment period for the library branch plan. Ms. Jordan and Mr. Johnson suggested that

Teresa McLeod, in the Mayor's office, be informed that the Library Board members are active and can be engaged for public occasions to promote the library.

## **VII. FRIENDS OF THE LIBRARY REPORT**

Ms. Van Hoesen reported that the Friends of Boise Public Library are delighted that the new branch libraries are opening this fall. She noted that members have worked diligently for new branch facilities.

The Friends are busy preparing for the 2007 Spring Book Sale scheduled for April 13-15.

Mr. Booe added that the Friends Board approved the purchase of CDs from the Baker and Taylor anti-trust law suit from the library for \$3,000, and provided \$5,000 to help support summer reading programs and special events.

## **VIII. FOUNDATION REPORT**

Mr. Booe is working on a job description for Library Foundation Board members. This is in response to a desire to know more about Foundation responsibilities, expressed by individuals who have been contacted as potential Foundation Board members.

The 2007 May Basket fundraising campaign has been launched with over 600 brochures mailed. This annual fundraiser generates approximately \$5,000-\$8,000 annually.

## **IX. MANAGERS' DIVISION REPORTS**

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

Ms. Price announced to Board members that teen author Vivian Vande Velde will be at Boise Public Library Tuesday, April 10, in the Hayes Auditorium for a teen panel discussion and Wednesday, April 11, for a "Meet the Author Reception" and book signing. All Board members are invited to attend.

Ms. Kreimeyer noted an error in the editing of April's Adult Services division report in the second bullet item. The sentence should have read, "The new collection of digital resources is published by Thompson Gale, so not only....." not Gaile Lippincott.

## **X. OLD BUSINESS**

### Neighborhood Storefront Libraries: Lease Agreements Progress Report and Preliminary Design Concepts

Library storefront branch project manager, Mr. Bousfield, gave an update on the lease negotiations at the Hillcrest and Collister shopping centers.

HILLCREST LEASE - DRAFT

- Costs \$9 per square foot:
  - o Annual occupancy lease \$ 80,000
  - o Annual maintenance for common area \$ 20,000
  - o Annual total \$100,000
- Construction costs: one-time payment \$330,000
  - o Some improvements include:
    - Painting of walls and ceiling
    - New flooring
    - Restroom facilities
  - o Approximately \$13,000 over estimated budget
- Timeline:
  - o Lease approval to Library Board at the May Board meeting
  - o Lease approval to City Council in mid May
  - o Building permits finalized in May
  - o Opening date October/early November

COLLISTER LEASE - DRAFT

- Costs \$7 per square foot:
  - o Annual occupancy lease \$ 83,000
  - o Annual maintenance for common area \$ 20,000
  - o Annual total \$103,000
- Construction costs: Discussions are continuing as to whether the owner or the city will contract construction work
- Parking issues:
  - o Negotiating "Library Parking Only" signage
- Timeline:
  - o Lease approval to Library Board at the May Board meeting
  - o Lease approval to City Council in mid May
  - o Building permits finalized in May
  - o Opening date will be determined by who contracts construction (If the city contracts construction work, opening date is likely to be delayed to December.)

Mr. Bousfield cautioned that some options may be scaled-back, due to projected budget overages for tenant improvements.

Mr. Carver discussed with Library Board attendees the design concepts for the Collister and Hillcrest branches. Architectural renderings and material and color palettes were displayed.

Mr. Bousfield requested Board approval of the preliminary design concepts for the two neighborhood storefront libraries. Mr. Johnson moved and Mr. Balukoff seconded to recommend to Boise City Council that Council approve the preliminary design concepts, and provide direction to staff to proceed with the public open house element of the design phase. All in favor, none opposed.

Neighborhood Libraries: Update on Architect Selection Process for Cole and Ustick Site

Mr. Bousfield reported that eight architect firms responded to the Request for Proposal by the closing date, March 21, for the design of the neighborhood branch at the Cole and Ustick site. After review, the selection team selected three firms for interviews: Trout Architects, Chartered (local); Leatham - Krohn - Van Ocker Architects (local); and Fletecher Farr Ayotte, Inc. (Portland). Interviews will be conducted April 11. The selection team will select one firm to be presented to the Library Board at a special Board meeting at 4 p.m. on April 11, asking the Board to recommend approval of the selection to City Council.

**XI. NEW BUSINESS**

FY08/09 Budget Review and Adoption: Major Equipment List and Capital Project Prioritization

The FY08/09 budget review for major equipment and capital priorities, with a detailed explanation of the projects, was presented to the Library Board in the April Board packet. Mr. Booe explained that the budget office directed departments to extend their equipment list to 2013. The items were listed in priority order.

Mr. Balukoff moved and Ms. Brennan seconded to approve the FY08/09 major equipment items as presented to submit to the Mayor and City Council. All in favor, none opposed.

Mr. Balukoff moved and Ms. Brennan seconded to approve the FY08/09 capital project items as presented to submit to the Mayor and City Council. All in favor, none opposed.

Selection of Feasibility Consultant Firm

Ms. Kreimeyer gave a progress report on selection of a feasibility consulting firm to be employed to determine how much funding might be available in Boise for a potential new main library facility. On February 5, thirteen proposal packets were sent to regional consultants. The Informal Request for Proposal closing date was February 21. The selection committee reviewed the responses and invited two firms to be interviewed. The committee selected *Carlton & Company*, a firm from Scottsdale, Arizona, headquartered in Boston, Massachusetts.

Ms. Brennan moved and Mr. Balukoff seconded to accept the committee's proposal award recommendation of *Carlton & Company*, and proceed with the contract negotiations. All in favor, none opposed.

Ms. Kreimeyer will notify the City purchasing department to proceed with contract negotiations.

**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, May 2, 2007, in the Marion Bingham Room at the Library.

**XIV. 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 12:53 p.m.

**APPROVED**

---

Kevin Wayne Booe  
Library Director

---

Jim Thompson  
President, Board of Trustees