

**BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
May 2, 2007**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, May 2, 2007, in the Marion Bingham Conference Room at the library.

BOARD MEMBERS PRESENT:

Mr. Jim Thompson, President; Ms. Martie Brennan, Vice President; Mr. A.J. Balukoff, Trustee; and Mr. Marc C. Johnson, Trustee.

OTHERS PRESENT:

Maryanne Jordan, Boise City Council; Kevin Booe, Library Director; Jim Wickham, Boise City Legal Department; Dorothy Marcoux, 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, Community Relations Coordinator; Denise McNeley, Administrative Assistant; Rob Bousfield, Boise City Engineer; William Carlton and Stephen Hall, *Carlton & Company*; Vicki Rae, Circulation Division Supervisor; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

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

Roll Call: Mr. Balukoff, present; Ms. Brennan, present; Mr. Johnson, present; and Mr. Thompson, present.

Mr. Booe asked that the record show youth representatives Ms. Rachel Harman and Mr. Luke Studebaker are absent.

Agenda item, Old Business: Fundraising Feasibility Study, will be presented after the consent items as a courtesy to Mr. Carlton and Mr. Hall, who have to leave the meeting early.

I. MINUTES

Mr. Booe noted a correction was made in the April 4, 2007, meeting minutes on page 5, Old Business: Neighborhood Libraries - Update on Architect Selection Process for Cole and Ustick Site. The words "on April 17" were stricken from the last sentence.

Mr. Balukoff moved and Mr. Johnson seconded that the minutes of the April 4, 2007, Regular Board meeting be approved, as presented with noted strikeout "on April 17." 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

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 March 31, 2007. All in favor, none opposed.

V. OLD BUSINESS

Fundraising Feasibility Study

At the April 4, 2007, Library Board meeting, the Board members accepted the fundraising feasibility committee's recommendation to contract *Carlton & Company* to participate in a study to determine a feasible level of funding in Boise for new library facilities.

Mr. Booe introduced Mr. Carlton and Mr. Hall of *Carlton & Company*, which is one of the top firms in the nation specializing in fundraising campaigns.

Mr. Carlton spoke briefly on their plan to interview 75-100 individuals in the community who might be willing to donate to a major fundraising campaign for new library facilities. They will bring back a plan to the Library Board of what the next steps that will need to be taken and a timeline, and issues that might emerge from the interviews.

A question and answer period followed.

VI. CONTINUING EDUCATION

Mr. Booe reported on the highlights of the Public Library Association's Symposium Workshops held in San Jose, California on March 1-3, 2007. Ms. Hinkel, Ms. McNeley and Mr. Booe attended workshops focusing on new trends and innovations in customer service and facility planning. Pictures of some of the libraries the team visited in the San Jose area were presented. Mr. Booe stated that he has applied many of the ideas that he learned from the workshops to the branch projects.

VII. OLD BUSINESS (continued)

Neighborhood Storefront Libraries: Project Progress Report

Branch project coordinator Rob Bousfield gave the following update on the storefront branch lease negotiations:

- The architect renderings presented to the Library Board on April 2 were approved by City Council on April 17.

- The building permit application process is going forward. This is approximately a 6-8 week process.
- The fine tuning of the wording in the lease agreements is being examined.
- The parking issue at the Collister branch is still being negotiated.
- It is still undetermined if the owner or the city will contract for construction of tenant improvements at the Collister branch. A meeting is scheduled to discuss this issue.
- It is anticipated that the lease and associated tenant improvement costs will be presented to the Library Board at the June 6 regular Board meeting or at a special Board meeting in mid June.
- A public open house to solicit comments for the two storefront branch designs is scheduled for the following dates:

May 9	Hillcrest Neighborhood Library Hillcrest Shopping Center
May 10	Collister Neighborhood Library Collister United Methodist Church

Ms. Hinkel will send a press release notice and letters of notification of the events to the Collister and Hillcrest neighborhood association leaders. Mr. Johnson suggested a city-wide email be sent to inform city employees of the open house.

Mr. Booe added that when the tenant improvement construction commences, there are plans to have Mayor Bieter present for a “hammer smashing” event.

The names for the storefront neighborhood branches will include Hillcrest and Collister since this is the names that are associated with those neighborhoods.

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

Mr. Bousfield reviewed that the Library Board approved on April 11 at a special Board meeting to proceed with reference/background checks, and pending favorable outcome, proceed with contract negotiations with architect firm Fletcher Farr Ayotte, Inc. for the design of the West neighborhood branch library. Library Board members received a copy of the contract to review prior to the May 2 Board meeting. The contract includes the scope of work, from start to finish.

Fixed fee:	\$358,000
Time and materials:	<u>\$ 85,000</u>
Contract total:	\$472,000

Mr. Balukoff moved and Mr. Johnson seconded to approve the Fletcher Farr Ayotte, Inc. contract for the design of the West neighborhood branch library, and not to exceed \$472,000, as presented, subject to legal and purchasing review. All in favor, none opposed.

Board members Mr. Johnson and Mr. Balukoff volunteered to serve on the steering committee for the design process of the West branch.

Mr. Johnson excused himself and left the meeting at 12:33 p.m.

Library Board Policy: Use of Cell Phones Staff Analysis

At the April 2, 2007, Library Board meeting, Mr. Larry Beddes addressed the Library Board regarding his concerns about cell phone use disturbing other patrons in the library.

Ms. Kreimeyer investigated this issue and reported to the Library Board that the library's existing behavior policy addresses disturbing and disruptive behavior and using cell phones, radios or other sound-producing devices in a manner capable of being heard by staff or patrons. Patrons engaging in such conduct will be asked to modify their behavior or may be asked to leave the premises.

Cell phone use policy at peer libraries is consistent with Boise Public's policy.

Managers have reiterated to staff to review the conduct policy and to take a more proactive stance in maintaining a peaceful environment for library patrons.

After discussion, the Library Board members agreed by consensus that a policy change is not required in the use of cell phones in the library at this time. The existing behavior policy includes the acceptable behavior for cell phone users.

Mr. Thompson requested that Mr. Booe write a letter to Mr. Beddes to inform him of the Board's decision.

VIII. DIRECTOR'S REPORT

Mr. Booe added the following item from his written May Director's Report.

A Java Jitterz coffee vending machine will be added soon at the main library on a trial basis. The vending machine will be located on the first floor in front of the new location of the Friends book store.

IX. FRIENDS OF THE LIBRARY REPORT

Ms. Marcoux reported that the Friends of Boise Public Library's spring book sale raised \$33,699.

The Friends Board members approved to fund the following items: storefront branch collections (\$230,000); summer reading program prizes (\$756); and 200 books for the Log Cabin's Big Read program (\$1,700).

X. FOUNDATION REPORT

Ms. McNeley reported that the Boise Public Library Foundation's 2007 May Basket fundraiser grossed \$5,425 and 52 May baskets were delivered on April 30 and May 1.

XI. MANAGERS' DIVISION REPORTS

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

Ms. Kreimeyer announced that the library will host two Big Read programs in May. A panel discussion with Iraq veterans on "Healing and Recovering from War" will be presented May 3, and Boise Public will facilitate a book discussion on *Farewell to Arms* on May 8.

Ms. White reported that the Mountain Home Public Library has officially joined the LYNX! Consortium. Mountain Home Public Library will be closed for six weeks to prepare for the conversion to an automated system.

XII. NEW BUSINESS

Library System Organization Chart and Structure Review

A copy of the functional organizational chart was included in the May Board packet. Mr. Booe reviewed some of the structure changes reflecting the library organization changes into a library system since it was last reviewed in February.

XIII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

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

XIV. SELECTION OF MEETING DATE

The next regular meeting of the Board of Trustees is scheduled for 11:30 a.m., Wednesday, June 6, 2007, in the Marion Bingham Room at the library.

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 12:53 p.m.

APPROVED

Kevin Wayne Booe
Library Director

Jim Thompson
President, Board of Trustees