

**BOISE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Minutes of the Regular Board Meeting**  
**June 6, 2007**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, June 6, 2007, in the Marion Bingham conference room at the library.

**BOARD MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Kevin Booe, Library Director; Jim Wickham, Boise City Legal Department; Bill Mattox, 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; Chrisanne Brown, Acquisitions and Technical Services Division Supervisor; Rob Bousfield, Boise City Engineer; Derick O'Neill, O'Neill Enterprises; Jerry Van Engen, Thornton Oliver Keller; Janet Harman, Guest; and Linda Ugrin, Administration Senior Secretary.

**CALL TO ORDER:**

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

Roll Call: Ms. Baird, absent; Mr. Balukoff, present; Ms. Brennan, present; Ms. Harman, absent; Mr. Johnson, absent; Mr. Studebaker, present; and Mr. Thompson, present.

**I. 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 Ms. Brennan, and carried on the following roll call vote: Ms. Baird, absent; Mr. Balukoff, yes; Ms. Brennan, yes; Mr. Johnson, absent; Mr. Thompson, yes.

Ms. McNeley, Ms. Hinkel, Ms. Kreimeyer, Ms. Price, Ms. White, Ms. Brown, Mr. Mattox, Ms. Harman and Ms. Ugrin left the meeting.

The Board recessed to an Executive Session at 11:34 a.m. regarding land acquisition.

Ms. Baird joined the meeting at 11:37 a.m.

Ms. Brennan moved and Mr. Balukoff seconded that the meeting go into Regular Session. All in favor, motion carried. The Board reconvened into Regular Session at 11:47 a.m.

## **II. MINUTES**

Mr. Thompson introduced newly appointed Library Board Trustee Ms. Denise Baird and welcomed her to the Library Board.

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

- April 27, 2007, Special Board meeting
- May 2, 2007, Regular Board meeting

All in favor, motion carried.

## **III. BILLS AND PAYROLL**

Mr. Balukoff moved and Ms. Brennan seconded that all bills and payroll be approved, as presented. All in favor, motion carried.

## **IV. COMMUNICATIONS**

None

## **V. CONTINUING EDUCATION**

None

## **VI. CONSENT ITEMS**

The consent items were reviewed by the Board. Ms. Brennan moved and Mr. Balukoff seconded to approve the consent items through April 30, 2007. All in favor, motion carried.

## **VII. DIRECTOR'S REPORT**

Mr. Booe added the following items from his written Director's Report in the June Board packet.

City Council budget workshops are scheduled June 25-27, 2007. The library will present an update on the library branch projects as a capital item on June 26. City Council approval has already been received for the storefront branches. Mr. Booe will assist the Parks and Recreation department and the Art Commission in a Quality of Life presentation during the workshops. Library Board members are not obligated to attend the workshops, but Board members will be notified of the time when the library's budget review will be presented to City Council.

Mayor Bieter will announce his budget recommendations around June 15.

Mr. Stephen Hall of *Carlton & Company* will return to Boise on June 11 for a full week of conducting interviews on the new library facilities fundraising feasibility study. Mr. Hall will interview Mayor Bieter on June 11. *Carlton & Company* will produce a case study of the future vision of Boise's library system. A copy of the report will be shared with the Board members.

Invitations will be sent to the Board members for the storefront “hammer” breaking ceremony in July. One of the golden hammers that will be used in the ceremony was exhibited to the Board members.

The Java Jitterz coffee machine has been installed on the first floor in front of the Friends newly located book store. Coffee sales are meeting expectations. The public and staff have expressed their delight in having fresh ground coffee available.

An \$83,000 check was presented to the library for the purchase of the smart card. The library card management system will be implemented this fall. Ms. Hinkel will release public announcements to the media to inform patrons of this service. Thank you to the Friends!

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

Mr. Mattox expressed the Friends excitement over the storefront branches opening late this fall.

The relocation of the Friends Book Store has been completed. Since the store has moved into their new area, books sales have increased from an average of \$100 a day to \$200.

#### **IX. FOUNDATION REPORT**

Mr. Booe reported that a portion of the available Foundation funds have been transferred to a higher yielding account at D. L. Evans Bank per the Foundation Board’s request.

#### **X. MANAGERS’ DIVISION REPORTS**

Division managers submitted their written reports in the June Board packet.

Ms. Price announced that the Summer Reading program is in full swing.

Mr. Booe introduced librarian Chrisanne Brown, supervisor of the Acquisitions and Technical Services division, to the Board members. Ms. Brown has joined the library’s management team as part of the restructure of the library’s organization.

#### **XI. OLD BUSINESS**

##### Neighborhood Storefront Libraries: Project Progress Report and Lease Approval Recommendation

Storefront branch project coordinator Mr. Bousfield gave the following update on the branch libraries:

- The storefront drawings are 99% completed
- Building permits will be submitted Friday
- The final drawings will be submitted to the landlords and contractors for final pricing
- The final drawing approval is anticipated to be the third week of July

- Tenant improvements are scheduled to take approximately 13-14 weeks, with an opening date in November
- The “hammer” breaking ceremony will be in July

Leases for the Hillcrest and Collister branch libraries were presented and reviewed to the Library Board for approval.

Mr. Balukoff moved and Ms. Brennan seconded to approve the proposed leases as presented, with noted changes, for branch libraries in the Hillcrest and Collister shopping centers. Staff is to be authorized to expend up to \$275,000 for tenant improvements conducted by the landlord at Hillcrest and up to \$510,000 for tenant improvements conducted by the landlord at Collister, according to the process outlined in the lease. All in favor, motion carried.

The West Branch library update was presented by Mr. Bousfield. The contract with architectural firm Fletcher Farr and Ayotte, Inc. for the design of the West Branch was signed and approved. The design steering committee participants include Library Board members A. J. Balukoff and Marc C. Johnson, the Friends Board president Carol Bounds, library staff Kevin Booe and Denise McNeley, library branch project coordinator Rob Bousfield, and the Mayor’s staff assistant Jade Riley. The committee is scheduled to meet with the architects on June 13 and 14 to begin the design process.

The public art selection committee for the storefront branches has commissioned artists Stephanie Bacon for the Collister site and Bill Lewis for the Hillcrest site.

Ms. Harman joined the meeting at 12:40 p.m.

## **XII. NEW BUSINESS**

### Proposed FY08/09 Maintenance of Current Operations (MCO) Budget

Mr. Booe reviewed the proposed FY08/09 MCO budget that was included in the June Board packet in the supporting document section. He noted that the data presented is a total for the entire library system. A question and answer period followed.

Mr. Balukoff moved and Ms. Brennan seconded to approve the proposed FY08/09 MCO budget as presented, to be submitted to City Council during the budget workshops on June 25-28, 2007. All in favor, motion carried.

## **XIII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS**

Mr. Johnson 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, July 11, 2007, in the Marion Bingham room at the library.

**XV. ADJOURNMENT**

Mr. Thompson presented to Ms. Harman and Mr. Studebaker certificates of appreciation and expressed the Board members' gratitude for their service as youth trustees on the Library Board for the FY06/07 term.

There being no further business, Mr. Thompson adjourned the meeting at 12:54 p.m.

**APPROVED**

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Kevin Wayne Booe  
Library Director

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Jim Thompson  
President, Board of Trustees