

**BOISE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Minutes of the Regular Board Meeting**  
**July 11, 2007**

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, July 11, 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; and Mr. Marc Johnson, Trustee.

**OTHERS PRESENT:**

Maryanne Jordan, Boise City Council; Kevin Booe, Library Director; Laurie Fortier, Boise City Legal Department; Carol Bounds, Friends of the Library Representative; Vicki Kreimeyer, Adult Services Division Manager; Susannah Price, Youth Services Division Manager; Joanne Hinkel, Community Relations Coordinator; Denise McNeley, Administrative Assistant; Chrisanne Brown, Acquisitions and Technical Services Division Manager; Rob Bousfield, Boise City Engineer; Karen Bubb, Boise Art Commission; William Carlton and Stephen Hall, *Carlton & Company*; 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; Mr. Johnson, present; and Mr. Thompson, present.

**I. MINUTES**

Ms. Brennan moved and Mr. Balukoff seconded that the June 6, 2007, Regular Board meeting minutes be approved. All in favor, motion carried.

**II. BILLS AND PAYROLL**

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

**III. COMMUNICATIONS**

Nothing to report at this time.

**IV. CONTINUING EDUCATION**

Nothing to report at this time.

## V. CONSENT ITEMS

The consent items were reviewed by the Board. Ms. Brennan moved and Mr. Balukoff seconded to approve the consent items through May 31, 2007. All in favor, motion carried.

## VI. DIRECTOR'S REPORT

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

The Boise City Council budget workshop sessions were concluded June 27. A more thorough report will be given under agenda item Old Business.

Library staff is continuing to work on the following projects with: Fletcher Farr and Ayotte, Inc. on the West Branch design; Rob Bousfield on the storefront branches; and *Carlton & Company* on the fundraising feasibility study. Updates on these projects will be presented under agenda item Old Business.

On June 25, Mr. Booe attended the West Valley Neighborhood Association meeting. Association members extended their appreciation to the City Council members, Mayor Bieter, and Library Board members for supporting library branches. As the West Branch project progresses, contact with the associations in the Cole and Ustick area will be made again for public input on the design.

The search for the Main Library/Public Services Manager position is continuing. There have been a total of 38 applicants. Seven of those applicants have library/manager experience. Three telephone interviews are scheduled for next week.

Effective July 1, Chrisanne Brown was promoted to Acquisitions and Technical Services division manager.

Ms. Baird joined the meeting at 11:35 a.m.

The Open Access Agreement negotiations have been finalized with Eagle Public Library and Garden City Library. It is anticipated that the opening of the Boise Public Library branches will affect the agreement formula; therefore, in the future the agreement will be reviewed annually instead of bi-annually. The drafted agreement will be presented to the Board members for approval at the August Board meeting.

Mr. Booe met with the director of Ada Community Library, Mary DeWalt, to begin discussion negotiations to assume operations of Ada Community Library in the future. The City's annual annexation payment accounts for nearly 51% of operating costs. One or two Board members will be invited to serve on the agreement negotiation committee.

Recently Boise Public Library has been highlighted in several of the following articles in the Idaho Statesman: "Boise's Big 3" (interviews by library staff members Tully Gerlach and Mary K Aucutt);

“Treasure Valley Libraries Offering Free Digital Downloads to Their Home Computers” (interview by librarian Glenna Rhodes); and “Free Internet Classes for Seniors.”

As part of the library’s reorganization transition, the administration division is adding an additional secretary position that is in the recruitment process. A current part time accounting specialist position will be converted to full time effective August 1.

Mr. Thompson added his congratulations to Mr. Balukoff for his reappointment to the Library Board by Mayor Bieter for another five-year term.

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

Ms. Bounds reported that since the Friends Book Store has moved into a larger location, book sales have doubled, from \$3,000 in monthly sales to \$6,000.

The excess of donated books are being sold to on-line companies. The buyers are paying for the freight charges.

An \$83,000 check was issued to Boise Public Library to fund the purchase of the smart card and \$230,000 for materials at the new storefront branches will be disbursed later this summer.

The Friends Book Store will be featured this week in the Idaho Statesman, “What’s New.”

## **VIII. FOUNDATION REPORT**

Nothing to report at this time.

## **IX. MANAGERS’ DIVISION REPORTS**

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

Ms. Kreimeyer stated that the Internet classes for seniors that was featured recently in the Idaho Statesman created several phone calls inquiring about the classes. The classes are coordinated by Glenna Rhodes and rely on volunteers to conduct the lessons.

Ms. Brown added from her written report the Acquisitions and Technical Services (ATS) staff has fully processed 300 books that are ready to be distributed to the storefront branches. As the new storefront books are received and processed, they will be stored in the library warehouse waiting for the opening of the branches.

The ATS division has acquired two summer interns this year. A 40-hour week intern that is being paid through the City’s Career Jumpstart Intern program, and a 20-hour week intern that is being paid by the Veterans Administration.

## **X. OLD BUSINESS**

### Neighborhood Library Design/Tenant Improvement Update

Library branch project coordinator Rob Bousfield presented the following branch updates:

#### Storefront branches:

- The Hillcrest and Collister storefront branch leases have been approved and signed by City Council
- The storefront branch designs are completed
- The permit process is in progress
- Contractor bids are opened
- It is anticipated that construction will go 3-4 months
- Predictions for opening day for the storefront branches has been delayed to early December
- Denise McNeley is in the process of selecting furniture
- The bid package for the shelving units is open
- The IT purchase order was cut
- The “wall-breaking” ceremonies will be scheduled in August
- The Collister storefront branch is awaiting for the existing tenant to move out before the “wall-breaking” event can occur

#### West Branch:

- Architect firm Fletcher Farr Ayotte staff met with the steering committee on June 13 and 14
- The next steering committee meeting is scheduled for July 12 and 13
- Anticipated project timeline: August/September 2007, public input; early January 2009, construction bids; March 2009, groundbreaking.

Mr. Booe added that the same public input process will be followed for the West Branch as was conducted for the storefront branches. There will be a public open house to view the design and receive comments, post an online comment site, and library staff will attend the neighborhood association meetings to give the public the opportunity to ask questions and comment. Council member Jordan suggested that library staff contact the Mayor’s office to coordinate with Mayor Bieter’s visits to the neighborhood association meetings.

Ms. Bubb explained the storefront branch public art committee’s process of selecting artists for the public art displays at the Hillcrest and Collister branches. Nine artists submitted their works to the committee. Artists Stephanie Bacon was selected for the Collister branch and Bill Lewis was selected for the Hillcrest branch. Ms. Bubb presented pictures of the artwork that Mr. Lewis and Ms. Bacon submitted to the committee. The selected artists’ names will be presented to the Art Commission, Library Board, and then to City Council for final approval. The art exhibits will be installed by branch opening day.

### Fundraising Feasibility Study Progress Report

Mr. Carlton of *Carlton & Company* gave an update on the progress of the feasibility study that is being conducted to determine a feasible level of funding that might be available in Boise for new library facilities. Approximately 70 interviews have been conducted with leading individuals in the community. The case study has changed from a \$75 million campaign for a new main library and branches to a \$50 million campaign to focus on a new main library. Generally the responses from the interviewees were positive and they concurred with the approach of a blend of financing (e.g., from the philanthropic sector, the sell of surplus city property, capital savings over years, etc.).

After analyzing the information received from the interviews, Mr. Carlton will produce a report with recommendations of what the next steps will need to be taken and a timeline. The draft document will be discussed with Mayor Bieter and Mr. Booe. A formal report will be presented to the Library Board at the regular September Board meeting.

Ms. Brennan noted that during the interviews, several individuals expressed their interest in being an active member on the Library Foundation Board.

### FY08/09 City Council Budget Workshop Results

Mr. Booe referred the Board members to the Mayor's budget recommendations for FY08/09 transmittal letter that was included in the July Board packet and highlighted the following library recommendations:

- From the FY06 end-of-year savings, during FY07, funding the startup costs of the two storefront neighborhood library branches and the initial design work for the West Boise branch
- From one-time funds available, complete the first phase of construction on the West Boise branch for an opening date of FY09
- Additional unfunded capital project priorities to include design work for the East Boise branch
- The maintenance and operations budget was approved
- \$150,000 for repair and maintenance of the main library

Mr. Booe, Ms. McNeley and Ms. Kari Davis, the library's senior accounting specialist, attended budget debriefing meetings July 11. This year the budget process had significant changes to include the alignment to the city's strategic and business plans.

Other city department approved budget items were \$3 million for the transit bus system, the construction of City Hall West, and to convert the Arts Commission to a city department.

## **XI. NEW BUSINESS**

Nothing to report at this time.

**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, August 1, 2007, in the Marion Bingham room at the library.

**XIV. ADJOURNMENT**

Mr. Johnson moved and Mr. Balukoff seconded to adjourn the meeting. All in favor, motion carried. There being no further business, Mr. Thompson adjourned the meeting at 12:35 p.m.

**APPROVED**

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Kevin Wayne Booe  
Library Director

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Jim Thompson  
President, Board of Trustees