

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
August 1, 2007

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, August 1, 2007, in the Marion Bingham conference room at Boise Public Library.

BOARD MEMBERS PRESENT:

Mr. Jim Thompson, President; Ms. Martie Brennan, Vice President; Ms. Denise Baird, Trustee; and Mr. A. J. Balukoff, Trustee.

OTHERS PRESENT:

Maryanne Jordan, Boise City Council; Kevin Booe, Library Director; Jim Wickham, Boise City Legal Department; Pam Peterson, 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 Manager; Rob Bousfield, Boise City Engineer; 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, present; Mr. Balukoff, present; Ms. Brennan, present; Mr. Johnson, absent; and Mr. Thompson, present.

I. MINUTES

Mr. Booe called attention to a correction of the July 11 Board minutes on page 4, last paragraph. The names of the selected artists for the Collister and Hillcrest storefront branches were reversed. The correct reading is, "Artists Stephanie Bacon was selected for the Collister branch and Bill Lewis was selected for the Hillcrest branch."

Mr. Balukoff moved and Ms. Brennan seconded that the July 11, 2007, Regular Board meeting minutes be approved as corrected. All in favor, motion carried.

II. BILLS AND PAYROLL

Mr. Balukoff moved and Ms. Brennan 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 members. Mr. Balukoff moved and Ms. Brennan seconded to approve the consent items through June 30, 2007. All in favor, motion carried.

VI. DIRECTOR'S REPORT

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

Interviews are being conducted for the Main Library/Public Services Manager on August 17, 24 and 28. Ms. McNeley, Ms. Price and Mr. Booe are participating on the search committee.

Foerstel Design company is in the process of designing a new library smart card and library logo. Eight to ten designs will be presented to the committee consisting of library staff and a Friends representative.

A public open house meeting for the design review of the West Branch is scheduled for September 12, 4:00-8:00 p.m. at the New Heights Christian Fellowship church. The neighborhood association leaders in the Cole and Ustick area will preview the preliminary design prior to the public open house.

The Collister branch "wallbreaking" ceremony has been postponed due to asbestos abatement. The week of August 13 is now being considered.

At the July Board meeting, it was reported that the City Council budget hearing would be August 7. This has been rescheduled to August 14 at 6 p.m. The City Council fee increase hearing was July 31. No one testified at that hearing.

VII. FRIENDS OF THE LIBRARY REPORT

Ms. Peterson reported that the Friends certificate of deposit accounts up for renewal are being transferred to the Friends checking account for easy access in preparation to donate \$230,000 for the storefront branch materials collections.

Mr. Booe added that a request to increase the revenue budget line so the library can accept the \$230,000 in donated funds from the Friends will be made to City Council August 28.

VIII. FOUNDATION REPORT

Mr. Booe and the library's senior accounting specialist, Kari Davis, met with U.S. Bank representatives for the annual Mary Claire Allison report. A request was made in FY07 (and approved) for \$15,000 for

disbursement allocated to printed materials from the \$30,000 of generated interest from the Mary Claire Allison Fund.

IX. MANAGERS' DIVISION REPORTS

Library staff added the following items from their written reports in the August Administration and Management Report included in the Board packet.

Ms. Brown stated that 1,226 books have been fully processed and are ready for the storefront branches. The books are being stored at the library's warehouse.

Ms. McNeley reported that the recently replaced carpet on the stairs is not wearing well and the carpet in the main areas is changing colors. Carpet tiles have been sent back to the manufacturer for testing. Consideration to cover the stairs with a hard surface is being discussed.

Ms. White recognized the circulation staff for the great job they are doing over these busy summer months.

Ms. Kreimeyer reported the Adult Summer Reading program was a great success. There were approximately 1,200 entries as of last week. Statistics will be presented at the September Board meeting.

Ms. Price reported the Children's Summer Reading program ended July 30. There were approximately 3,422 participants.

X. OLD BUSINESS

Neighborhood Branch Libraries: Project Progress Report

Collister Branch Update:

Mr. Bousfield reviewed that at the June 6, 2007, Library Board meeting the Board members approved tenant improvement costs at the Collister site up to \$510,000 based on partial design drawings. The owner of the Collister shopping center sent out for contractor tenant improvement bids. Three bids came back with the low bid of \$544,115 by Petra, Inc. Mr. Bousfield addressed a memo to the Library Board updating members and discussing cost saving options. After discussions with the contractor and architect on potential cost saving options, staff is requesting approval from the Board to increase the cap for tenant improvement costs at the Collister site to \$540,000 and to forward the request to City Council.

Mr. Bousfield added that the demolition work will begin the first week of August and the building permit will be re-submitted. The architect is in the process of reworking the drawings.

Hillcrest Branch Update:

Mr. Bousfield reported that the permit review is still underway and to-date no comments have been received. The owner of the Hillcrest shopping center requested a bid for tenant improvement costs from contractor, Genther Construction. The bid came in at \$540,000, over the projected \$275,000. No specific details from the contractor were given. Mr. Bousfield discussed the option of requesting the owner to go out for multiple bids.

West Branch:

At the July 12 steering committee meeting, site layout and traffic control were the main issues discussed.

Program space allocation will be on the agenda for the August 15 steering committee meeting. An opportunity will be given to library staff to review the design and make comments.

Mr. Booe reported that there are funds available in the FY07 maintenance and operations account due to the delayed opening of the storefront branches. A request to the Library Board was made to recommend to the City Council to move the maintenance and operations savings to the capital account.

Mr. Balukoff moved and Ms. Brennan seconded to raise the Hillcrest site tenant improvement costs to \$540,000 and to direct staff to prepare budget changes as presented to City Council. All in favor, motion carried.

Request to Name the Storefront Library Branches

Mr. Booe presented to the Library Board the following names for the storefront branches: The Library! At Collister Shopping Center and The Library! At Hillcrest Shopping Center.

Ms. Brennan moved and Mr. Balukoff seconded to name the two storefront branch libraries as proposed above. All in favor, motion carried.

XI. NEW BUSINESS

Open Access Agreements for Eagle Public Library and Garden City Library

Mr. Booe explained that the approval process for the Open Access Agreements was done in reverse order this year. In the past, the draft agreements were presented to the Library Board for approval and then forwarded to City Council. This year the Open Access Agreements for Eagle Public Library and Garden City Library were presented to City Council July 31 and approved. A copy of the agreements was included in the August Board packet for the Board's review. Staff is requesting the Board's approval of the annual agreements. Mr. Booe further explained that the opening of the storefront branches may potentially impact Boise patronage at each library facility. This may affect each agreement.

After discussion, Mr. Balukoff moved and Ms. Baird seconded to approve the Open Access Agreements for Eagle Public Library and Garden City Library as presented. All in favor, motion carried.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Ms. Baird was selected to be the next Trustee to review vouchers in the month of August.

XIII. SELECTION OF MEETING DATE

The regular/annual meeting of the Board of Trustees is scheduled for 11:30 a.m., Wednesday, September 5, 2007, in the Marion Bingham room at Boise Public Library.

XIV. ADJOURNMENT

There being no further business, Mr. Balukoff moved and Ms. Brennan seconded to adjourn the meeting. All in favor, motion carried. Mr. Thompson adjourned the meeting at 12:25 p.m.

APPROVED

Kevin Wayne Booe
Library Director

Jim Thompson
President, Board of Trustees