

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
December 5, 2007

The Boise Public Library Board of Trustees met for its Regular Board meeting at 11:30 a.m. on Wednesday, December 5, 2007, in the Marion Bingham conference room at Boise Public Library.

BOARD MEMBERS PRESENT:

Mr. Jim Thompson, President; Ms. Martie Brennan, Vice President; Mr. A. J. Balukoff, Trustee; and Mr. Matthew Uhlman, Youth Trustee.

OTHERS PRESENT:

Kevin Booe, Library Director; William Nation, Main Library/Public Services Manager; 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; Joanne Hinkel, Community Relations Coordinator; Denise McNeley, Administrative Assistant; Laurel White, Circulation and IT Division Manager; Chrisanne Brown, Acquisitions and Technical Services Division Manager; Rob Bousfield, Boise City Engineer; Diane Broom, Hillcrest Branch Supervisor; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

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

Mr. Booe announced that there will be a Collister branch library tenant improvement increase cap request added to the update on the neighborhood library projects.

I. MINUTES

Ms. Brennan moved and Mr. Balukoff seconded that the November 7, 2007, Regular Board meeting minutes be approved. All in favor, motion carried.

II. BILLS AND PAYROLL

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

III. COMMUNICATIONS

Mr. Booe reported that at the Association of Fundraising Professionals Idaho Chapter, 2007 National Philanthropy Day banquet, Friends of the Boise Public Library volunteer Bonnie Longstreth was honored for her services in raising funds for the Library.

IV. CONTINUING EDUCATION

Ms. White will combine a continuing education report with her SAMS (Smart Access Management System) update in the administration and manager division reports.

V. CONSENT ITEMS

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

VI. DIRECTOR'S REPORT

Mr. Booe highlighted and added the following items from his written Director's Report that was included in the Board packet.

Congratulations and recognition was given to staff members for their years of service with the City of Boise and Boise Public Library.

Five Years of Service:

Bob AutumnCook
Vanessa Crockett
Janet Harman
Andrew Lermer
Mary Pond
Joshua Shapel
Linda Ugrin

Ten Years of Service

Kristine McMurrey
Lisa Norton

Fifteen Years of Service

Gary Johnson
Laurel White

Twenty Years of Service

Diane Broom
Torra Fort

Twenty-five Years of Service

Mary Jenkins

Diane Broom, newly hired branch supervisor at the Library! at Hillcrest, was introduced to the Board members. Ms. Broom is currently a librarian in Youth Services. Her new duties will be effective January 1, 2008. Ms. Broom will start the recruitment process for the Hillcrest staff.

Ms. Hinkel and Ms. Broom will attend the Hillcrest Neighborhood Association meeting December 11 to discuss the opening of the branch library.

The library's FY2007 year-end budget ended with a \$64,000 net savings. The savings were primarily due to the following:

- Salary savings in vacant positions (i.e., Main Library/Public Services Manager position)
- \$40,000 was over estimated for Idaho Power costs. Savings were generated from reduced power rates. This was consistent across all departments. The Executive Management Team will discuss how year-end savings will be applied and resolved before December 18 to present to the City Council.

Library Board members are invited to attend the City Council workshop on December 11 to review the West Boise branch LEED (Leadership in Energy & Environmental Design) certification project. On December 18 City Council will vote for approval of the unfunded priority list which will include the West Boise branch.

Recruitment for staff at the Library! at Collister is progressing.

Ms. Hinkel reported 100,000 of the newly designed library cards have arrived. Several promotional plans, such as bookmarks and reference guide flyers, are being designed. The new cards will be available for patrons later next week. The Friends of Boise Public Library funded the new card project.

Mr. Thompson requested Ms. Ugrin to conduct a roll call that was overlooked at the opening of the meeting.

Roll Call: Baird, absent; Balukoff, present; Brennan, present; Johnson, absent; Thompson, present; and Youth Members Nelms, absent; Uhlmann, present.

VII. FRIENDS OF THE LIBRARY REPORT

Ms. Van Hoesen informed attendees that invitations were sent to the Library Board members for the Friends Holiday Open House, December 14, 8:45 a.m. in the William F. Hayes Memorial Auditorium.

VIII. FOUNDATION REPORT

Nothing to report at this time.

IX. ADMINISTRATION AND MANAGER DIVISION REPORTS

Library staff added the following items from their written reports in the administration and management report section included in the December Board packet.

Ms. Kreimeyer reported that the second service desk has been installed on the second floor creating an open service environment.

Ms. White reported the SAMS project will be implemented next week. A representative from SAMS will be available to offer assistance and staff training. The different options available to patrons with the new system were described.

Ms. White added that effective January 1, 2008, Treasure Valley libraries will be consistent in offering the same loan periods for most items and agreed to issue each others new library cards.

X. OLD BUSINESS

Update on Neighborhood Library Projects

Highlights from project manager Rob Bousfield on the library branch projects update are as follows:

West Boise Branch:

The design development package has been received that includes more details and specifications are being reviewed. The public open house for the design review is scheduled for December 10 at Capital High School. The cost estimate is \$1 million dollars over the original estimated budget. A West Boise branch update will be presented at the City Council workshop December 11. December 12 the steering committee will meet to review the design. Evergreen owners approached city staff that they now have concerns regarding the parking area. The Board agreed by consensus to delay the public hearing for the West Boise branch design until January so this issue can be resolved with the Evergreen partners.

Hillcrest Branch:

Construction at the Hillcrest branch is progressing. The carpet is expected to arrive in January. The budget is staying on target. Currently the Hillcrest and Collister branches are anticipated to have a soft opening February 1, and a grand opening February 15.

Collister Branch:

Progress at the Collister branch has slowed. The heating unit has arrived and the wiring and floor laying are in progress. The property owners are in the process of updating the exterior siding of the building and making parking lot improvements which involves coordination with the library worksite. A "Now Open" banner will be displayed when the branch opens. Because of structural changes and minor modifications, Mr. Bousfield

requested the tenant improvement cap be raised to \$550,000. After discussion, Mr. Balukoff moved and Ms. Brennan seconded to approve the tenant improvement cap be raised to \$550,000 and forward the request to City Council. All in favor, motion carried.

Mr. Bousfield stated he is pleased with the quality of work at both branch sites.

FY2007 Year-End Budget Update

Mr. Booe gave an earlier overview of the FY2007 year-end budget during his director's report. He referred to the FY2007 fourth quarterly report included in the miscellaneous section of the Board packet and called for questions. The quarterly report will be presented to City Council December 18.

Mr. Balukoff raised concerns that a Foundation report is not presented each month. Board members agreed by consensus that a financial report and an update on a capital fund raising project be reported to the Library Board monthly.

XI. NEW BUSINESS

Proposed Library Closures for Calendar Year 2008

The Library Board must approve all library closures per Idaho State code. Variations to city holidays include Easter Sunday and Columbus Day, which is used as a staff training day, and early closures for Christmas Eve and New Years Eve days. The 2008 proposed list of holiday closures is included in the supporting documentation section of the packet. Mr. Booe is requesting approval of the proposed library system-wide 2008 holiday closures.

Mr. Balukoff moved and Ms. Brennan seconded to approve the proposed library system-wide 2008 holiday closures, as presented. All in favor, motions carried.

Towne Square Library branch Lease Update

Mr. Booe informed the Board members that in November notification was received from General Growth Properties that the Towne Square Library branch lease will not be renewed for the current location. The lease expires January 31, 2008. Mall owners are vacating that section of the mall to bring in a large, new retailer. Discussion followed on the possibility of changing the location of the branch to a smaller location or closing the branch site at the end of the lease term in January. Mr. Booe will discuss this issue with the Mayor and City Council library liaisons.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Mr. Thompson was selected to be the next Trustee to review vouchers in the month of December.

XIII. SELECTION OF MEETING DATE

The next regular meeting of the Board of Trustees is scheduled for 11:30 a.m., Wednesday, January 9, 2008, in the William F. Hayes Memorial Auditorium at Boise Public Library.

XIV. ADJOURNMENT

Mr. Balukoff moved and Ms. Brennan seconded to adjourn the meeting. There being no further business, Mr. Thompson adjourned the meeting at 12:42 p.m.

APPROVED

Kevin Wayne Booe
Library Director

Jim Thompson
President, Board of Trustees