

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
January 9, 2008

The Boise Public Library Board of Trustees met for its Regular Board meeting at 11:30 a.m. on Wednesday, January 9, 2008, in the William F. Hayes Memorial Auditorium at Boise Public Library.

BOARD MEMBERS PRESENT:

Mr. Jim Thompson, President; Mr. A. J. Balukoff, Trustee; Marc Johnson, Trustee; Deidre Nelms, Youth 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; 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; Laurel White, Systems Manager; Chrisanne Brown, Acquisitions and Technical Services Division Manager; Rob Bousfield, Boise City Engineer; Diane Broom, Hillcrest Branch Supervisor; Jim Jatkevicius, Adult Services Librarian; Liz Heil, Administration Secretary; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

Mr. Thompson called the meeting to order at 11:34 a.m.

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

Mr. Thompson congratulated Mr. Booe on receiving Boise City's 2007 Department Head of the Year Award.

I. MINUTES

Mr. Balukoff moved and Mr. Johnson seconded that the December 5, 2007, Regular Board meeting minutes be approved. All in favor, motion carried.

II. BILLS AND PAYROLL

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

III. COMMUNICATIONS

None

IV. CONTINUING EDUCATION

Digitizing Idaho History with New Partnerships and New Technologies

Adult Services librarian Jim Jatkevicius presented a PowerPoint presentation of the library's partnership with the Idaho Commission for Libraries in digitizing library local history collections with emerging technologies.

V. CONSENT ITEMS

The consent items were reviewed by the Board members. Mr. Johnson moved and Mr. Balukoff seconded to approve the consent items through November 30, 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.

Acknowledgement and congratulations were given for the following recipients of the library's 2007 Employee Awards:

Selected by their peers:

Employee of the Year: Ed Harvey, Circulation

Part time Employee of the Year: Sarah Kelley-Chase, Adult Services

Page of the Year: Gary Johnson, Youth Services

Selected by the Management Team:

Team of the Year: The Collection Development Team (for outstanding work on this change initiative and for developing opening day collections for branches); Members Chrisanne Brown, Luan Knospe-Martin, Linda Brilz, Cherie Bussert, Tamara Hawley-House, Ellen Druckenbrod, Gaile Lippincott, Cheryl Zobel, and Glenna Rhodes

Selected by the Director:

Mid-Manager of the Year: Vicki Kreimeyer, Adult Services

Director's Award for Outstanding Performance: Denise McNeley, Administration, and Chrisanne Brown, Acquisitions and Technical Services

The SAM (Smart Access Management) system was successfully launched.

The new library card designs have been well received and popular with the patrons.

On January 8, Mr. Booe was interviewed by KKJB Channel 39 who is preparing a public affairs program on Boise City.

Boise Public is being benchmarked for the first time. Mr. Booe has received several calls from around the nation on the storefront branches and requesting copies of the library's public relation materials. The University of Missouri is using Boise Public's website as a training tool for their students.

Branch collections have been processed and are ready to be moved onsite. The targeted opening dates are early February for the Collister branch and late February for the Hillcrest branch. City Council approved the Collister tenant improvement cap to be raised to \$550,000, and the revised budget of an additional \$1 million for the West Boise branch. The recruitment for the Collister branch staff is completed except for the Library Page positions. Mr. Booe, Ms. Broom and Ms. White are in the process of conducting interviews for the Hillcrest branch staff.

VII. FRIENDS OF THE LIBRARY REPORT

Ms. Bounds distributed 2008 book calendars to Library Board members.

The 2008 Friends Spring Book Sale is schedule for April 3-6.

The Friends Bookstore is averaging \$130 a day in sales.

The Friends Board approved \$34,000 to Boise Public for funding library programming projects.

VIII. FOUNDATION REPORT

Mr. Booe distributed to the Board members the Library Foundation financial report as of December 31, 2007, and a gift report from December 1, 2007 - January 7, 2008.

Mr. Booe informed the Board that he will be requesting the Foundation Board to add two-three new Foundation Directors to their roster who had expressed interest in joining the Foundation Board during their interviews on the Fundraising Feasibility study for a new main library facility.

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 January Board packet.

NATION:

In the future, Mr. Nation will be giving oral reports to the Board members for the Adult Services, Youth Services and Circulation divisions.

Highlighted from the Adult Services division report, there were three new service desks installed on the second and third floors.

Saturday, December 29, library patron door count set a new record of 5,900 patrons. The average daily patron count is 3,200.

MCNELEY:

The following major repair and maintenance projects are scheduled for 2008:

- Recarpeting small areas to hard surface
- Resurface of the building foundation
- Interior painting projects that will be phased over two-three years
- Signage replacement
- Ongoing plumbing projects
- Upgrade and remodel the front entrance ramp that is ADA (American Disabilities Act) compliant, but not ADA friendly. The rock sculpture will be relocated. This project will have an impact where the public will enter the library.
- Minor window tinting
- Minor remodel of the first floor staff room

KREIMEYER:

On February 20, 5:00-7:00 p.m., an informal reception for the local legislatures will be given to update them on library issues. Invitations will be sent to the Library Board of Trustees.

BROWN:

Library staff is boxing the library collection today to be moved to the Collister branch next week.

BOOE:

Mr. Booe has reviewed the request for proposal for the West Boise branch collection that will be submitted to the City's purchasing department next week.

WHITE:

Ada Community Library has opened their Hidden Springs branch. The consortium courier will visit the Hidden Springs site two mornings a week.

Boise Public migrated from the Internet software Solution Pro to Time Warner through the City's IT department.

Mr. Johnson requested clarification of the Library Foundation's role. Mr. Booe explained that the Foundation is a nonprofit organization whose primary mission is to raise capital funds for the library. Mr. Booe anticipates he will recommend to the

Foundation Board to hire an Executive Director to coordinate the new main library capital fundraising campaign. In the past, the Foundation funded the remodel of the third floor at the main library and the Community Room at the Towne Square Library branch, and most recently, funded the polling survey for the bond election in February 2006. The Foundation's By-Laws state that they may have up to fifteen members. Currently there are four members, and two Library Board representatives.

X. OLD BUSINESS

Storefront Neighborhood Library Project Update

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

Collister Branch:

Timeline-

- January 14, move the materials collection onsite and set up operations
- Week of January 14, city art project installed
- January 24, conduct the contractor "punch list" walk-through
- Week of February 5, soft opening
- Week of February 15, grand opening

Hillcrest Branch:

There was a week delay of construction remodeling because of the security gate issue and alterations were needed.

Timeline-

- First week in February, move the materials collection onsite and set up operations
- Week of February 18, soft opening

The public art dedication will be a separate event from each facility's grand opening.

West Boise Neighborhood Library Project Report

Mr. Bousfield gave the following update on the West Boise branch.

Minor changes have been made in the parking area. The design review hearing is scheduled for January 9. The Evergreen owners may be present to address the review board on their issues with the parking area.

An analysis was produced by the architects on the steps needed to go from Silver LEED certification to Gold certification.

Contractor bid permits will be obtained by the end of February. Bids will go out in March.

There will be an area to display rotating art. The main art component will be a framed glass art piece.

FY07 Year-End Budget Outcome Report

Ms. McNeley reviewed the end of year budget analysis created by the City's budget office that was included in the January Board packet. There was a net savings of \$64,343. This is the first time in three years that the library has ended in the black. This was a united effort by staff to keep costs down and from open positions not being filled.

Boise Towne Square Branch Library

Mr. Booe reported that notice was received from General Growth Properties that there will be no space available for the Towne Square Library (TSL) branch to move into until March 2009. Since plans were to close TSL after the West Boise branch opened, Mr. Booe requested the Board's consent to have library staff proceed with closing the facility now. He added that over the last 19 years, General Growth Properties has been gracious and accommodating. The City Council has been briefed on this update. There will be no staff layoffs.

Board members agreed by consensus to have staff proceed with closing TSL.

Ms. Hinkel will send a press release and TV announcements will be made concerning the closure. Mr. Johnson added that it should be fully communicated why the branch is closing.

XI. NEW BUSINESS

Policy Revision Request: Meeting Room Use/Fee

Mr. Booe requested that the Board consider a policy revision to library meeting room fees that will exempt neighborhood associations and other city agencies from the rental fee, as follows, and to add "Boise City recognized" when referring to neighborhood associations:

*Boise Public Library
Proposed Policy Revision: Meeting Room Use
January 2008*

VIII. USE OF THE MEETING ROOMS

The Board of Trustees of the Boise Public Library endorses the Library Bill of Rights as adopted by the American Library Association Council on

January 23, 1980, which states:

"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

A. PROCEDURES GOVERNING THE PUBLIC USE OF LIBRARY MEETING ROOMS

1. Library-sponsored activities are given priority in the consideration of the use of the rooms; however, the library will not cancel an existing reservation for the purpose of having a library program. Use of library meeting rooms for City functions will be permitted on the same basis as for other local community groups. Rooms are not available for social gatherings, money-raising, or commercial purposes. The deciding factor in identifying "commercial" meetings will be whether or not on site sales will be attempted or any form of solicitation for funds will be made on site.

1a. Neighborhood Associations, and City of Boise agencies are exempt from the applicable reservation fee.

2. Reservations are made when a signed reservation form and payment by cash, check or credit card has been received. Reservations for use of meeting rooms at the main library are to be made at the second floor Reference Desk. Reservations for use of the ~~Towne Square Library~~ **branch library community rooms** are to be made at the Circulation Desk at each library. Reservations must include the name of the organization, time period desired, number of persons expected, the name and telephone number of the person responsible, and the purpose or function of the meeting. Rooms are assigned in order of receipt of application. It is understood that inquiries concerning the meeting in question may be referred to the person signing the room reservation form for the organization.

3. The Marion Bingham Memorial Conference Room (maximum of 18 occupants) may be reserved for use during library service hours at the per meeting charge currently in effect, payable at the time the reservation is filed. All or part of the library auditorium (maximum of 270 occupants) may be reserved for use during library service hours at the per meeting charge currently in effect, payable at the time the reservation is filed. The community rooms **at branch library locations** ~~at the Towne Square Library (maximum 49 occupants)~~ may be reserved at the per meeting charge currently in effect, payable at the

time the reservation is filed. Reservations for meeting rooms should be made as far in advance of the desired meeting date as possible.

A refund of the reservation fee is permitted if the staff of the main library or ~~Towne Square~~ **library branches**, whichever is applicable, is notified of the cancellation, in writing, 2 working days prior to the meeting date. Reservations cancelled less than 2 working days before the scheduled meeting will be assessed a cancellation fee.

a. William F. Hayes Auditorium Reservation Fees

- i. Reservation Fee: \$80.00
- ii. Cancellation Fee: \$25.00

b. ~~Towne Square Library~~ **Branch Library Community Room Reservation Fees**

- i. Reservation Fee: \$50.00
- ii. Cancellation Fee: \$15.00

c. Marion Bingham Conference Room

- i. Reservation Fee: \$25.00
- ii. Cancellation Fee: \$7.50

4. Use of the auditorium, the Marion Bingham Memorial Conference Room, ~~and the Towne Square Library~~ **branch library**-community rooms includes use of such facilities and equipment as projectors and the library kitchen (main library auditorium). If refreshments are served, due care and consideration must be given to the preservation of the library carpet and furnishings. Alcoholic beverages may not be served without permission in advance from the Library Board. Each group shall be responsible for providing its own serving equipment and for cleaning up the main library's auditorium kitchen or the serving area at ~~TSL~~ **branch libraries** after use.

5. All meetings held within the main library public service areas must conclude when the library closes; all meetings held in the main library auditorium must conclude, and participants vacate the library, no later than one-half hour after the library's closing time.

All meetings held at the ~~Towne Square Library~~ community room must conclude when ~~Towne Square Mall~~ closes; all participants must vacate the community room no later than one-half hour after the mall closing time. **Branch locations must conclude at closing time unless otherwise negotiated with the branch manager.**

6. In compliance with Idaho State law, smoking in all meeting rooms is prohibited.

7. Organizations holding meetings assume responsibility for any damage to room or contents. No additional furniture or equipment other than that

furnished by the library is to be used without library approval, excluding projectors and screens. The room must be cleared of above mentioned furniture and equipment, as well as any other items used (boxes, brochures, etc.) at the end of the meeting, unless written permission to leave the materials has been secured in advance from the Director.

8. The room must be left in a neat and orderly condition and in the order in which it was found. If not, notice will be given to the group that a second offense will result in its being denied further use of library rooms.

9. No admission fee for the event taking place in the meeting room, no matter how or where collected, may be charged by any group or individual using library meeting rooms, either at the main library or at the ~~Towne Square Library~~ **branch library**-community rooms, without permission in advance from the Director. It is understood that legitimate dues and membership fees do not constitute admission fees.

10. Although a group is not required to announce open attendance at its meeting, it may not exclude any member of the public from attending a meeting held in a public meeting room of the main library or **branch library** community rooms of ~~the Towne Square Library~~. No meeting announcements may indicate that the meeting is closed to non-members.

11. a. The William F. Hayes Auditorium. Groups may not make or accumulate reservations for more than two days without written permission in advance from the Director. Library-related boards and committees, library-sponsored series, and the Friends of the Boise Public Library, Inc. may exceed this limit without advance permission from the Director.

b. The Marion Bingham Room. Groups may not make reservations more than 4 months in advance without written permission from the Director. Library-related boards and committees, library-sponsored series, and the Friends of the Boise Public Library, Inc. may exceed this limit without advance permission from the Director.

12. The use of meeting rooms by the Friends of the Boise Public Library, Inc. is considered "library use" of the rooms. The Friends of the Boise Public Library, Inc. and the Boise Public Library Foundation, Inc. may use the name and address of Boise Public Library as the headquarters and official address of the organization. No other organization may do so.

13. Programs may not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations.

14. Upon adequate notice and for adequate reasons, the library reserves the right to revoke permission to use any meeting room. The Director is authorized to deny permission for the use of library rooms to any group that violates these regulations.

15. The fact that a group is permitted to meet at the public library does not in any way constitute an endorsement by the library staff or Library Board of the users or their beliefs.

16. All news releases, publicity, or advertisements relating to any program or meeting held in one of the library's meeting rooms shall clearly state the name of the sponsoring organization or individual and shall not imply that the program or meeting is sponsored by the library unless the library has formally agreed to co-sponsorship.

B. LIABILITY STATEMENT

In consideration of the use of a meeting room, each organization agrees that:

- a. it will pay for all damage to any property of the City of Boise resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization, or any of its invitees; and
- b. it will save and hold harmless and indemnify the City of Boise and the Boise Public Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with a meeting.

Mr. Johnson moved and Mr. Balukoff seconded to amend Section VIII, Use of the Meeting Rooms, as presented, with amended language. All in favor, motion carried.

Mr. Johnson requested staff to do an analysis to compare meeting room revenue received last year to revenue received after the revision in 2008.

West Boise Branch Naming Discussion

Mr. Nation summarized articles included in the Board packet on library naming policies from around the nation. The majority of libraries do not name their library after individuals; more regional names are given.

Some discussion factors in creating a naming policy to consider are as follows:

- living or deceased individual
- corporation
- geographic
- contribution

Mr. Booe requested that a naming policy be written by the Board at the point of the West Boise branch groundbreaking.

Mr. Balukoff suggested that staff get a sampling of written naming policies from around the country and that the Board identify the purpose of the name and goals (more importantly what would bring the community together and what would the community recognize).

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

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

XIII. SELECTION OF MEETING DATE

The next regular meeting of the Board of Trustees is scheduled for 11:30 a.m., Wednesday, February 6, 2008, in the William F. Hayes Memorial Auditorium at Boise Public Library.

XIV. ADJOURNMENT

Mr. Balukoff moved and Mr. Johnson seconded to adjourn the meeting. There being no further business, Mr. Thompson adjourned the meeting at 1:08 p.m.

APPROVED

Kevin Wayne Booe
Library Director

Jim Thompson
President, Board of Trustees