

**BOISE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Minutes of the Regular Board Meeting  
March 5, 2008

The Boise Public Library Board of Trustees met for its Regular Board meeting at 11:30 a.m. on Wednesday, March 5, 2008, in the William F. Hayes Memorial Auditorium at Boise Public Library.

**BOARD MEMBERS PRESENT:**

Jim Thompson, President; Martie Brennan, Vice President; Denise Baird, Trustee; A. J. Balukoff, Trustee; Deidre Nelms, Youth Trustee; and Matthew Uhlman, Youth Trustee.

**OTHERS PRESENT:**

Kevin Booe, Library Director; William Nation, Main Library/Public Services Manager; Jim Wickham, Boise City Legal Department; Dorothy Marcoux, Friends of the Library Representative; Vicki Kreimeyer, Adult Services Division Manager; Susannah Price, Youth Services Division Manager; Joanne Hinkel, Community Relations Coordinator; Chrisanne Brown, Acquisitions and Technical Services Division Manager; Jillian Subach, Collister Branch Supervisor; Vicki Rae, Circulation Division Manager; Denise McNeley, Administrative Assistant; 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: Baird, present; Balukoff, present; Brennan, present; Johnson, absent; Thompson, present; and Youth Members Nelms, present; Uhlmann, present.

**I. MINUTES**

Mr. Balukoff noted a correction to be made on the February 6, 2008, minutes. At the top of page 1, the meeting date "February 2," should be replaced with "February 6."

Ms. Brennan moved and Ms. Baird seconded that the February 6, 2008, Regular Board meeting minutes be approved as presented with noted correction. 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**

Mr. Booe stated that there have been emails received from the public in the Collister area expressing their appreciation for the opening of the Library! at Collister. Mr. Booe thanked the Library Board and library staff for persevering. Residents of the Hidden Springs community are also using the Collister branch.

#### **IV. CONTINUING EDUCATION**

None

#### **V. CONSENT ITEMS**

The consent items were reviewed by the Board members. Ms. Brennan moved and Ms. Baird seconded to approve the consent items through January 31, 2008. All in favor, motion carried.

#### **VI. DIRECTOR'S REPORT**

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

Preview night for the Library! at Hillcrest will be March 5, at 5:00-7:30 p.m. It is anticipated that 150 guests will attend the event. The furniture and PCs have been installed. The glass meeting room walls and the circulation desk have not yet arrived. A soft opening is planned for March 17 and a grand opening for March 26.

The Library Foundation Board held a meeting February 27. Ms. Brennan will be giving a Foundation report.

Library staff is continuing to visit neighborhood association meetings to update the community on the branch projects.

Mr. Booe, Ms. McNeley and Mr. Bousfield will travel to Portland, Oregon on March 11 to meet with Fletcher Farr Ayotte, Inc. to select furniture for the West Boise branch and tour libraries in the area.

The FY2008 First Quarter Report was included in the March Library Board packet for the Board's review. The City is changing to a trimester reporting system. The next reporting period will be July. There were no questions from the Board members regarding the budget report.

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

Ms. Marcoux expressed that the Friends are very proud that they were able to provide funding for the materials collection for the two new storefront branches.

The spring Friends Annual Book Sale is scheduled for April 4-6, 2008, at the Main Library warehouse located between 8<sup>th</sup> and 9<sup>th</sup> Streets.

#### **VIII. FOUNDATION REPORT**

Ms. Brennan gave the following report on the February 27, 2008, Library Foundation Board meeting.

Mr. William Carlton and Mr. Stephen Hall of Carlton & Company were present to brief the Foundation Board members of their meeting with Mayor Bieter and Boise City Council member Maryanne Jordan. A potential partnership with the Library Foundation and Boise City to fund the \$70,000 fee to retain Carlton & Company for phase two of the Main Library Vision project was discussed. The City would fund \$30,000 and the Foundation would fund \$40,000 of the fee. Phase two will run from March 1 to September 30, 2008.

Mr. Booe gave a briefing of the Library Foundation Board's history and role. Carlton & Company will be assisting in the restructuring of the Board and to define its role in the Main Library Vision project. Ms. Kreimeyer is the Main Library contact for the project. Mr. Booe and Mr. Nation will do an analysis of a financial and operation package for a 176,000 square foot new main library structure. Funding to hire an architect for a design concept will be investigated.

Library Senior Accounting Specialist, Kari Davis, will be comparing current interest rates for a certificate of deposit that will be maturing in April.

The annual May Basket fundraiser will begin in April. Mr. Booe explained that many of the names and addresses on the donor list are becoming obsolete. The existing list will be sent to the Board members for review. If members have suggestions for new names to add to the list, they can send them to Ms. Ugrin before the end of March. Ms. McNeley will distribute the May Basket brochures to the circulation desks at the Main Library and branches.

The Foundation members agreed by consensus to approve new Board member candidates by cyber polling. Mr. Booe will email the candidates' resumes to the Foundation Board for their review and ask for a vote.

The Foundation Board approved the following agenda items:

- Release \$16,000 from the Mary Clara Allison Trust for new material expenditures
- Welcomed new member to the Board, Celynda Roach, General Manager for CableOne
- Fund \$40,000 of the \$70,000 fee to retain Carlton & Company to proceed to phase two of the Main Library Vision project

## **IX. ADMINISTRATION AND MANAGER DIVISION REPORTS**

Library staff added the following items from their written reports in the division report section included in the March Library Board meeting packet.

### **BROWN:**

Boise Towne Square Library closed on March 1, 2008. Staff packed the materials and equipment and scheduled the movers for the library to be vacated from the premises by March 15.

Approximately 12,000 material items will be ready for preview night at the Hillcrest branch.

**NATION:**

The Towne Square Library branch staff has been re-assigned to the Main Library as “floating” staff and will report to Mr. Nation. The “floating” staff will fill in for sick leave, vacation leave, and as needed at the Main Library and branches.

Mr. Booe added that the Mayor’s Hotline has not received any comments on the Towne Square branch closure. The new Bookmobile schedule will include a stop at the Towne Square Mall.

**MCNELEY:**

The administration staff has been busy with the recruitment and hiring process and cash management training for the new storefront branches. The Main Library maintenance and custodial crew have spent many hours setting up the shelving units and furniture at the new branches.

**X. OLD BUSINESS**

Storefront Neighborhood Library Project Update

Branch project manager Rob Bousfield reported on the following storefront branch projects:

**COLLISTER BRANCH**

- The contractor is being pressed to complete the identified “punch list” items.
- The final permit was received for the shopping center’s building and parking area improvement project, which had been delaying the job.
- It is anticipated that the library signage will be installed in April.

A request for a \$3,000 increase for the tenant improvement cap will be presented to the Library Board at the April 2 Board meeting.

**HILLCREST BRANCH**

- The circulation desk had to be redesigned because of a security gate change.
- The owner at Hillcrest Shopping Mall has agreed to replace the roof this spring.
- A grand opening is scheduled for March 26.

A request for a \$4,000 increase for the tenant improvement cap will be presented to the Library Board at the April 2 Board meeting.

West Boise Neighborhood Library Project Report

Mr. Bousfield reported that the detail design plans are close to completion. The building permit was submitted the week of March 3. The LEED (Leadership in Energy & Environmental Design) certification for Gold is progressing.

The anticipated timeline for West Boise branch is as follows:

- First of April, advertise for contract bids

- End of April, select a contractor
- May, name of contractor submitted to the Library Board for approval
- Middle of May, seek City Council approval for the contractor
- First of June, break ground

Mr. Booe reported that Mr. Nation and he will present a position paper and benchmarking on a naming policy at the April 2 Board meeting.

Towne Square Library Update

The Towne Square Library update was discussed during the division reports.

**XI. NEW BUSINESS**

None

**XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS**

Ms. Brennan was selected to be the next Trustee to review vouchers in the month of March.

**XIII. ELECTION OF MEETING DATE**

The next regular meeting of the Board of Trustees is scheduled for 11:30 a.m., Wednesday, April 2, 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 12:10 p.m.

**APPROVED**

---

Kevin Wayne Booe  
Library Director

---

Jim Thompson  
President, Board of Trustees