

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
April 2, 2008

The Boise Public Library Board of Trustees met for its Regular Board meeting at 11:30 a.m. on Wednesday, April 2, 2008, in the William F. Hayes Memorial Auditorium at the Main Library.

BOARD MEMBERS PRESENT:

James Thompson, President; Martie Brennan, Vice President; Denise Baird, Trustee; and Deidre Nelms, Youth Trustee.

OTHERS PRESENT:

Maryanne Jordan, Boise City Council Member; Kevin Booe, Library Director; William Nation, Main Library/Public Services Manager; Jim Wickham, Boise City Legal Department; Carla VanHoesen, 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; Diane Broom, Hillcrest Branch Supervisor; Denise McNeley, Administrative Assistant; Laurel White, Systems Manager; Rob Bousfield, Boise City Engineer; Celynda Roach, Boise Public Library Foundation Board Director; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

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

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

Mr. Thompson noted that it was announced that past Youth Library Board member, Rachel Harman, is a candidate for the President's Scholarship award.

Mr. Booe reported that Ms. Baird's schedule requires that she leave the meeting early and therefore asked that the agenda order be changed for the purpose of action items requiring the Board's voting approval be addressed first.

I. MINUTES

Ms. Brennan moved and Ms. Baird seconded that the March 5, 2008, Regular Board meeting minutes be approved as presented. All in favor, motion carried.

II. BILLS AND PAYROLL

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

III. OLD BUSINESS

Storefront Neighborhood Library Project Update

Mr. Bousfield gave a brief update on the two new storefront neighborhood libraries, Library! at Collister and Library! at Hillcrest, that had their grand openings in February and March 2008. The storefront branch projects are in the final close-out phase.

In the memo included in the supporting document section of the April Board packet, Mr. Bousfield outlined his request for seeking approval from the Board to increase the cap for tenant improvement costs at the Collister site from \$550,000 to \$553,000 and at the Hillcrest site from \$350,000 to \$354,000.

Ms. Baird moved and Ms. Brennan seconded to approve the increase tenant improvement cap per staff's recommendation. All in favor, motion carried.

Mr. Booe noted that the March statistics indicates that approximately 12,000 items at the Collister branch were checked out and for the six days in March that the Hillcrest branch was open, approximately 3,800 items were checked out.

Ms. Jordan thanked the Board members and staff for the remarkable turnaround time that was achieved in opening the branches.

West Boise Neighborhood Library Project Report

Mr. Bousfield reported that the West Boise branch project is on schedule. Building permits are being submitted and the building design is in the final stage and will be going to print. Cross access and cross parking agreements with adjacent businesses is being negotiated. Construction bids will go out and be awarded in May with a groundbreaking in June 2008 and an anticipated grand opening in June 2009.

IV. NEW BUSINESS

Capital Budget Update FY09

Mr. Booe reviewed the interim capital budget updates for FY08/09 presented in the April Board packet. There are no major changes in the budget requests from last year's two-year budget process.

The projected library capital projects presented through FY2013 included capital summary and operating summary for the following projects:

- East Boise Branch
- Library Remodel/Browsing Area Update
(contingent upon the new main library project moving forward)
- Third Floor Upgrade
- New Main Library

Discussion followed on the city's budget process. Mr. Booe requested under Idaho state code that the Library Board must approve to adopt the capital budget requests and deliver to the City Council for approval of funding.

Ms. McNeley added that the interim capital budget requests will go to the capital committee and the Executive Management Team for review before it is submitted to City Council for final approval.

Ms. Baird moved and Ms. Brennan seconded to approve the FY09 interim capital budget updates as presented and forward for approval of funds. All in favor, motion carried.

V. EXECUTIVE SESSION: [IDAHO STATE CODE 67-2345 (1)(b) PERSONNEL MATTERS

Ms. Brennan moved that under provisions of Idaho Code 67-2345 (1) (b) this Board recess to an Executive Session and that a roll call vote be taken on the motion. Motion seconded by Ms. Baird, and carried on the following roll call vote: Ms. Baird, yes; Mr. Balukoff, absent; Ms. Brennan, yes; Mr. Johnson, absent; Mr. Thompson, yes.

Mr. Nation, Ms. Hinkel, Ms. McNeley, Ms. Kreimeyer, Ms. Price, Ms. Rae, Ms. Brown, Ms. White, Ms. Subach, Ms. Broom, Ms. VanHoesen, Mr. Bousfield, Ms. Roach and Ms. Ugrin left the meeting.

The Board recessed to Executive Session at 12:10 p.m. regarding personnel matters.

Ms. Brennan moved and Ms. Baird seconded that the meeting go into Regular Session. All in favor, motion carried. The Board reconvened into Regular Session at 12:20 p.m.

Mr. Thompson stated that a subcommittee was named to conduct the annual performance review for the Library Director.

VI. COMMUNICATIONS

None

VII. CONTINUING EDUCATION

None

VIII. CONSENT ITEMS

The consent items were reviewed by the Board members. Ms. Brennan moved and Ms. Baird seconded to approve the consent items through February 29, 2008. All in favor, motion carried.

IX. DIRECTOR'S REPORT

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

The library has issued approximately 4,600 new library cards since December 2007.

Nationally, television stations will change from analog to digital broadcasting on February 17, 2009. The library is partnering with Idaho Public Television and National Telecommunications and Information Administration, part of the U.S. Department of Commerce, to assist consumers to purchase a \$40 coupon converter box to keep their analog TV working. The first information program is scheduled for April 4 in the Hayes Auditorium.

X. FRIENDS OF THE LIBRARY REPORT

Ms. VanHoesen reminded Board members that the Friends Annual Book Sale this spring is scheduled for April 4-6, 2008, at the warehouse located behind the Main Library. On April 3, Larry Gebart from KTVB will broadcast at noon from the warehouse with Mayor Bieter and Mr. Booe.

XI. FOUNDATION REPORT

Mr. Booe distributed the Library Foundation's financial report as of February 29, 2008, with assets totaling \$278,617.

On February 27, 2008, the Foundation Board approved to fund \$40,000 of the \$70,000 fee to Carlton & Company for phase two of a new downtown main library project. Phase two began March 1 that includes the development of the Foundation Board as it prepares for a capital fundraising campaign.

Ms. McNeley reported that the May Basket fundraiser mailing list has been revised to include the names suggested by the Library Board members. The fundraising brochure will be sent to the printers today for the mailing. With the increase of gas costs, the florist's costs have risen. The brochures will also be distributed at the library's public service desks.

Ms. Baird left the meeting at 12:37 p.m.

XII. OLD BUSINESS (continued)

Facility Naming Discussion

Mr. Booe, Ms. White and Mr. Nation conducted an analysis of various public libraries (including peer libraries) of their procedures or policies in naming library facilities. Mr. Booe reviewed the staff team's summary. Geographic location names were preferred by most libraries. Library facilities named after an individual generally had certain criteria to follow.

Mr. Booe reported that the staff team recommends the Library Board appoint a subcommittee (consisting of two Board members, two appointees by the Mayor, and the Library Director) to review naming possibilities and follow the recommended policy and procedures, as presented, in naming Boise Public Library's branch facilities. The subcommittee will submit a name to the Library Board for approval to present to City Council for adoption.

The Library Board deferred in appointing two Board members and will continue discussion at the May Board meeting.

XIII. ADMINISTRATION AND MANAGER DIVISION REPORTS

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

MCNELEY:

In March, Mr. Booe, Mr. Bousfield and Ms. McNeley traveled to Portland, Oregon to discuss furniture selection with Fletcher Farr Ayotte, Inc. (FFA), for the West Boise library branch. Several libraries in the area, three of which were designed by FFA, were toured.

BROWN:

A "thank you" was expressed to all staff who contributed to the closing of the Towne Square Library branch.

WHITE:

The new Bookmobile schedule began March 18 and is being very well received.

There are a total of four couriers on staff now and a second run to the storefront branches has been implemented three days a week. A new work area has been created for the courier staff.

The Smart Access Management card system has been implemented at the Hillcrest branch and is going well. To date, \$1,000 for printing fees has been collected.

KREIMEYER:

The Adult Services division over the last five-six years has had a strong partnership with United Water for the Water Wise Landscaping series. During the six programs, attendance averaged 80-150 attendees at each session.

XIV. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Mr. Johnson was selected to be the next Trustee to review vouchers in the month of April.

XV. ELECTION OF MEETING DATE

The next regular meeting of the Board of Trustees is scheduled for 11:30 a.m., Wednesday, May 7, 2008, in the William F. Hayes Memorial Auditorium at Boise Public Library.

XVI. ADJOURNMENT

There being no further business, Mr. Thompson adjourned the meeting at 1:00 p.m.

APPROVED

Kevin Wayne Booe
Library Director

James Thompson
President, Board of Trustees