

**BOISE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Minutes of the Regular Board Meeting  
June 4, 2008

The Boise Public Library Board of Trustees met for its Regular Board meeting at 11:30 a.m. on Wednesday, May 7, 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; A. J. Balukoff, Trustee; and Marc Johnson, Trustee.

**OTHERS PRESENT:**

Kevin Booe, Library Director; William Nation, Main Library/Public Services Manager; 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; 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; Marcia Courtney, Senior Library Assistant; Sherry Blanchard, Administration Secretary; 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, present; and Thompson, present.

**I. MINUTES**

Mr. Johnson moved and Ms. Brennan seconded that the May 7, 2008, Regular Board meeting minutes be approved as presented. All in favor, motion carried.

**II. BILLS AND PAYROLL**

Ms. Brennan 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**

Homebound specialist Marcia Courtney gave a presentation to Board attendees on the homebound library services offered to Boise residents who are eligible and physically

unable to come to the library or bookmobile stops. Boise Public Library has offered this outreach service since 1968. There are currently 440 homebound cards issued, although not all are active users. A question and answer period followed.

Mr. Thompson thanked Ms. Courtney for her informative presentation and she left the meeting.

## **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 April 30, 2008. All in favor, motion carried.

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

Mr. Booe highlighted and added the following items to his written Director's Report.

Statistics for May indicate that patron count is up 20% over a year ago, including a 3% increase at the Main Library. Total circulation is up 12% over a year ago.

Information was distributed to the Board members regarding a notice of a labor dispute with a potential subcontractor for the West Boise library branch project. Mr. Booe noted that the City cannot regulate who the contractor hires out as a subcontractor.

The City Council's FY08/09 interim budget workshop will be on June 24. All Board members are welcome to attend. There will be no presentations made by the departments. The \$50,000 request to increase library marketing efforts that the Board approved on May 7 will be presented as a budget line item.

The Nampa Public Library Board voted to ban "The New Joy of Sex" and "The Joy of Gay Sex" from the open public shelves. The items will be held in the director's office along with any other similar materials. Minors will not be allowed to check out these materials unless permission is received from the parent or legal guardian.

The Summit on Digital Native and Libraries is scheduled for June 11. Library Board Trustee Marc Johnson will be the Summit's moderator. All Board members have been sent an invitation. They may R.S.V.P. to Mr. Booe.

A communication session for library staff on the City's budget process will be conducted on June 18, at 9 a.m. – 10 a.m. in the Hayes Auditorium. Board members are invited to attend. If Board members would prefer, a continuing education program on the budget process can be scheduled at a monthly Board meeting.

Mr. Thompson noted that Mayor Bieter gave recognition to Mr. Booe at the State of the City Address on June 3. The Mayor spoke highly of the new branches and the hopes for a new main library facility.

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

Ms. Peterson, the treasure of the Friends of the Boise Public Library, gave a brief financial report.

The Friends book store is open only six days a week now, since the Main Library is closed on Sundays. May sales for the book store were \$3,900 and the ongoing sale reported \$500.

## **VIII. FOUNDATION REPORT**

Mr. Booe presented the Foundation's financial report as of April 30, 2008.

Three new Foundation members will be added to the June 12 meeting agenda for Board approval. After approval, this will bring the Foundation's roster to 11 members.

In preparation for a capital campaign for a new main library facility, a strategic planning session with Carlton & Company consultants is scheduled for July 23.

## **IX. DIVISION REPORTS**

Library staff added the following items to their written division reports included in the May Board packet.

Mr. Nation reported that the 2008 Summer Reading Program will start June 1. There is a five-page article in the Treasure Valley Family Magazine promoting the Treasure Valley Summer Reading Program.

Ms. McNeley reported that the interior painting project will begin Sunday, June 8. Meetings with each division will be held as it is affected with the painting schedule. The interior painting project may have to phase over into FY09.

Water damage caused by vandalism in May to the office building being rented by the Idaho Human Rights Education Center (IHREC) has caused the floor to buckle. Asbestos testing has proved positive. Staff will be meeting with the IHREC director and the insurance adjuster to discuss this issue.

Ms. Subach reported that in honor of this year's theme for the Summer Reading Program, *Catch the Reading Bug*, the Collister branch has pet bugs -- "thankfully, they are contained."

It was noted that library card applications are distributed to students when library staff visit local schools.

Ms. Broom added that the pet bugs will soon be visiting the Hillcrest branch.

There are five volunteers on staff at the Hillcrest branch to help with the Summer Reading Program.

## X. OLD BUSINESS

### West Boise Neighborhood Library Project Report

Mr. Booe reported that the groundbreaking for the West Boise branch is June 17, 2008, at 10:30 a.m. There may be some preparation work done at the branch site before the 17<sup>th</sup>.

The Ada County Highway District (ACHD) has temporarily been using the West Boise branch site to park their construction equipment. The ACHD has been notified that they will need to vacate the site in early June. M & L Emission Testing has been notified that the monthly rental agreement for parking at the site has been terminated effective June 1.

Staff is continuing to work on the interior design of the branch library. Furniture, shelving and fixtures will be ordered this fall.

Boise City's Arts and History department director, Karen Bubb, has contacted the selected artist for a draft proposal for the public art displays.

Legal staff is working with the Evergreen Plaza owner, David Thompson, on negotiating land, drainage, and access agreements.

It was determined that Petra, Inc. is responsible for the waterline breakage in April causing water damage to the Collister library branch.

### Facility Naming Discussion Continued

Board members continued to review and suggest changes to the draft facility naming policy.

Mr. Johnson moved and Mr. Balukoff seconded to approve, as amended, the facility naming policy as follows:

#### Section VII GIFTS AND BEQUESTS

##### B. FACILITY NAMING

The Library Board will consider naming library facilities using the following criteria and ~~may~~ **will** consider naming opportunities on a case by case basis.

- Preference for facility names shall be given to geographic names reflecting the neighborhood that the library will serve.
- Generally, Board members will consider naming rights for individuals or families who donate one-half or a significant and substantial amount of the total construction cost of a project.
- The Board may choose to honor an individual, usually deceased, who has contributed to the public library's mission in the Boise area or state of Idaho.
- No private or public company, organization, product or service name, **typically not considered appropriate**, shall be considered as a library facility name.

- A library facility name may be changed in the future. No facility name is guaranteed to remain in perpetuity.

The Library Board of Trustees ~~will~~ **may** organize a subcommittee to review and recommend facility names to the Board of Trustees. The subcommittee will consist of two Board members, two appointees by the Mayor, two neighborhood representatives (**recommended by the Library Board and approved by the Mayor**), and the Library Director.

The Library Board of Trustees will adopt any facility name at a regular Board meeting by majority vote.

The Library Director will be responsible for determining the manner in which the name is recognized.

All in favor, motion carried.

Mr. Thompson and Ms. Brennan volunteered to serve on the West Boise branch facility naming subcommittee. Mr. Booe will inform the Mayor that the Library Board has approved a facility naming policy and he will request the Mayor's appointments to the subcommittee.

## **XI. NEW BUSINESS**

### Request for Reconsideration of Library Materials Process Review

Ms. Kreimeyer and Ms. Price reviewed the process for a request for reconsideration of library materials.

Boise Public Library's material collection is selected by the Collection Development Team. The Team uses the following policy resources: By-Laws and Policy Manual of the Boise Public Library, VI Collection Development and Maintenance (especially sections VI b and e), Appendix II, Library Bill of Rights, and Appendix III, Freedom to Read Statement; Intellectual Freedom Manual, 7<sup>th</sup> edition, American Library Association, 2006; and, Boise Public Library Intellectual Freedom statement.

When an individual requests an item to be eliminated from the collection, library staff follows a seven step process. If the individual is not satisfied with the results of the process, an appeal may be presented to the library director, and then may be appealed to the Library Board of Trustees.

Examples of case letters from the Adult Services division and the Youth Services division were presented to the Board for their review.

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

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

**XIII. ELECTION OF MEETING DATE**

The next regular meeting of the Board of Trustees is scheduled for 11:30 a.m., Wednesday, July 2, 2008, in the William F. Hayes Memorial Auditorium at the Main Library.

**XIV. 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 Mr. Balukoff, and carried on the following roll call vote: Ms. Baird, yes; Mr. Balukoff, yes; Ms. Brennan, yes; Mr. Johnson, yes; and Mr. Thompson, yes.

Mr. Nation, Ms. Hinkel, Ms. McNeley, Ms. Kreimeyer, Ms. Price, Ms. Rae, Ms. Brown, Ms. Subach, Ms. Broom, Ms. Peterson, Ms. Blanchard and Ms. Ugrin left the meeting.

The Board recessed to Executive Session at 1:13 p.m. regarding personnel matters.

Mr. Johnson moved and Mr. Balukoff seconded that the meeting go into Regular Session. All in favor, motion carried. The Board reconvened into Regular Session at 1:25 p.m.

**XV. ADJOURNMENT**

There being no further business, Mr. Thompson adjourned the meeting at 1:26 p.m.

**APPROVED**

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Kevin Wayne Booe  
Library Director

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James Thompson  
President, Board of Trustees