

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

The Boise Public Library Board of Trustees met for its Regular Board meeting at 11:30 a.m. on Wednesday, July 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 A. J. Balukoff, Trustee.

OTHERS PRESENT:

Maryanne Jordan, Boise City Council; Kevin Booe, Library Director; William Nation, Main Library/Public Services Manager; Steve Rutherford, Boise City Legal Department; Carol Bounds, Friends of the Library Representative; Susannah Price, Youth Services Division Manager; Chrisanne Brown, Acquisitions and Technical Services Division Manager; Jillian Subach, Collister Branch Supervisor; Diane Broom, Hillcrest Branch Supervisor; Rob Bousfield, Boise City Engineer; Laurel White, Systems Manager; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

Mr. Thompson called the meeting to order at 11:30 a.m. and requested a roll call be taken: Baird, present; Balukoff, present; Brennan, present; Johnson, absent; and Thompson, present.

I. MINUTES

Ms. Brennan moved and Mr. Balukoff seconded that the following minutes be approved as presented:

May 21, 2008, Special Board Meeting Minutes
June 4, 2008, Regular Board Meeting Minutes

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

None

IV. CONTINUING EDUCATION

City of Boise Strategic Plan and the Library Business Plan

Mr. Booe gave an overview of the City's strategic plan and the Library's business plan and how it relates to the budget process. The capital, maintenance and operations, and human resource plans must align with the strategic plan and business plan initiatives.

A "Boise Strategy Map" (a tool to visually display how city departments relate to the business plan) indicating the basic concepts of the City's strategic plan was presented. Mr. Booe reviewed the elements of the map as related to the library department.

Mr. Booe stated that over the last few months, the Executive Management Team (EMT) has been in the process of reviewing citywide services and vetting ways to be more creative and innovative in fulfilling initiatives and the use of city dollars. The library staff is now in the process of reviewing the Library's business initiatives. He added that the Library has the following three funds to draw resources from: 1) city general fund 2) gift fund, and 3) the integrated library system consortium fund.

The Wages and Benefits Team (WBT) is responsible for human resource recommendations. The WBT consists of senior managers, department heads and general staff, which work together to serve as an advisory panel addressing employee wages and benefits. The WBT presents their recommendations to the EMT before final City Council approval.

Council member Jordan thanked Mr. Booe for articulating the budget process. She stated that it is important to have this information out in the community. She requested that if the staff knows of any groups who would like to hear information about the City's strategic plan, to contact the City Council office and a Council member will be happy to attend a group meeting.

On June 18, Mr. Booe also presented an overview of the strategic plan and budget process to the library staff.

V. CONSENT ITEMS

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

VI. DIRECTOR'S REPORT

Mr. Booe highlighted and added the following items to his written director's report.

The open access agreement with Garden City Library has been sent to the Mayor's office and City Council. The agreement proposes the same payment as the previous year of \$138,000, and includes in-kind reimbursement through database subscriptions. The opening of the new storefront branches has not declined the activity level of Boise

patrons at the Garden City Library. Mr. Booe stated that it is too early to tell what the affect of the opening of the branches will have. The Garden City Library Board will meet this week to discuss the agreement.

Mayor Bieter is in the process of forming a naming committee for the West Boise branch that will include two Library Board members, two appointees by the Mayor, two neighborhood association representatives and the library director.

In June, there was a 10% increase in circulation and the patron count was up 19%. Ms. Baird suggested that a press release be issued on the library usage statistics. Council member Jordan added that staff could work with the Mayor's office on the release.

Revenue and expenditures are on target with the FY08 budget.

VII. FRIENDS OF THE LIBRARY REPORT

Ms. Bounds reported that the Friends book store and ongoing book sale earned \$4,500 in June. In addition, text books were sold for \$2,000.

The Friends membership roster and volunteers has increased since the opening of the Collister and Hillcrest branches. The Friends have observed that there is so much enthusiasm expressed for the new branches that people feel goodwill and want to give.

Mr. Thompson expressed the Board's appreciation to the Friends for their pledge of a \$150,000 donation for the West Boise branch opening day collection.

VIII. FOUNDATION REPORT

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

On July 23, the Foundation Board and consultants, Carlton & Company, will conduct a strategic planning session that will include approximately 30 key individuals to set the strategic goals for the Foundation Board as plans move forward for a capital fundraising campaign for a new main library facility. Approval for a \$30,000 purchase order for the City's portion of Carlton & Company's fee for phase two will be presented to City Council this month.

IX. DIVISION REPORTS

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

Ms. Subach thanked Mr. Booe and the Library Board for their approval to attend the American Library Association conference. A report will be submitted in the August Board packet.

Discussions followed on installing bike racks and book drops at the Collister and Hillcrest branch sites. Mr. Booe explained that this is a property management decision.

Recently, the manager of the Hillcrest Shopping Center has approved a bike rack being installed in the vicinity of the library. Management at the Collister Shopping Center will consider these requests when the parking area improvement project is completed.

Mr. Nation reported that the interior painting project at the Main Library is receiving positive comments from the public on the bright colors. He also stated that a new sponsor has been found to replace Round Table Pizza for the Summer Reading program.

Ms. Brown reported that library staff will meet with Baker and Taylor in August to discuss the materials collection for the West Boise branch. She also stated that approximately 17,000 items have been processed for each storefront branch.

Ms. White reported that the Evergreen Plaza bookmobile stop has been moved across the street at Cole Village. A press release has been issued to notify the public of the location change. Ms. White added that on August 5, the library catalog will be unavailable to perform Horizon upgrades.

X. OLD BUSINESS

West Boise Neighborhood Library Project Report

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

All of the permits have been obtained and a "Notice to Proceed" has been posted. The construction fencing has been erected. The estimated construction timeline is as follows:

- Install the underground utilities (July 2008)
- Install the sidewalk foundations (August through October 2008)
- Enclose the building structure (November 2008)
- Landscape the area (March 2009)
- Move the furniture and collection into the facility (end of March 2009)

Mr. Bousfield stated that Dan Barrus will be the City's onsite project facilitator.

An agreement with Evergreen Plaza owners has been drafted for a land exchange to be presented to City Council and go through the public hearing process. Fletcher Farr Ayotte, Inc. staff is working with the design team for Evergreen on their plans for the north corner of their lot.

Evergreen owners have plans to upgrade the overall parking area to be concurrent with the library's parking area.

There are several issues with subcontractors that the City's legal department is reviewing. There may be a union picket demonstration at City Hall or the Main Library.

XI. NEW BUSINESS

None

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Mr. Balukoff was selected to be the next Trustee to review vouchers for July.

XIII. ELECTION OF MEETING DATE

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

XIV. ADJOURNMENT

There being no further business, Ms. Brennan moved and Mr. Balukoff seconded to adjourn the meeting. Mr. Thompson adjourned the meeting at 12:40 p.m.

APPROVED

Kevin Wayne Booe
Library Director

James Thompson
Board of Trustees President