

**BOISE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Minutes of the Regular/Annual Board Meeting  
September 3, 2008

The Boise Public Library Board of Trustees met for its Regular/Annual Board meeting at 11:30 a.m. on Wednesday, September 3, 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; Marc Johnson, Trustee; Hannah Schwarz, Youth Trustee; and Heather Smith, Youth Trustee.

**OTHERS PRESENT:**

Kevin Booe, Library Director; Jim Wickham, Boise City Legal Department; Marge Ewing, Friends of the Library Representative; Susannah Price, Youth Services Division Manager; Chrisanne Brown, Acquisitions and Technical Services Division Manager; Denise McNeley, Administrative Assistant; Joanne Hinkel, Public Relations Coordinator; Jillian Subach, Collister Branch Supervisor; Diane Broom, Hillcrest Branch Supervisor; Rob Bousfield, Boise City Engineer; Vicki Rae, Circulation Division Manager; Laurel White, Systems Manager; Derick O'Neill, O'Neill Enterprises; and Linda Ugrin, Administration Senior Secretary.

**CALL TO ORDER:**

Mr. Thompson called the meeting to order at 11:35 a.m. and requested a roll call be taken.

ROLL CALL: Baird, present; Balukoff, absent; Brennan, present; Johnson, present; Thompson, present; and Youth Members Schwarz, present; Smith, present.

Hannah Schwarz and Heather Smith were introduced as the newly appointed Library Board Youth Trustee members for the September 2008 through May 2009 term.

**I. EXECUTIVE SESSION: [IDAHO STATE CODE 67-2345 (1) (c) LAND ACQUISITIONS]**

MOTION by Ms. Brennan under provisions of Idaho Code 67-2345 (1) (c) that 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, yes; and Mr. Thompson, yes.

Ms. Hinkel, Ms. Price, Ms. White, Ms. McNeley, Ms. Rae, Ms. Brown, Ms. Subach, Ms. Broom, Ms. Ewing, and Ms. Ugrin left the meeting.

The Board recessed to an Executive Session at 11:37 a.m. regarding land acquisitions.

MOTION by Ms. Brennan and seconded by Mr. Johnson that the meeting go into Regular Session. All in favor, motion carried. The Board reconvened into Regular Session at 11:51 a.m.

## **II. MINUTES**

MOTION by Ms. Brennan and seconded by Ms. Baird that the July 2, 2008, Regular Board meeting minutes be approved as presented. All in favor, motion carried.

## **III. BILLS AND PAYROLL**

MOTION by Mr. Johnson and seconded by Ms. Baird that all bills and payroll be approved as presented. All in favor, motion carried.

## **IV. COMMUNICATIONS**

None

## **V. CONTINUING EDUCATION**

### American Library Association Conference Report

Ms. Subach gave an oral presentation on the American Library Association Annual Conference she attended in June 2008. Ms. Subach served on the Popular Paperback for Young Adults committee. Other sessions that she attended include the following: Library Services and Programs Developed for Non-English Speakers; How Branding Can Increase the Relevance of Your Library; and Between Home and School – the Teen Third Space. Ms. Subach responded to each session on what Boise Public Library is doing to solve these issues. A full written report was included in the Board packet.

Ms. Brennan left the meeting at 12:08 p.m. and returned at 12:13 p.m.

Ms. Hinkel added that William Nation, the Main Library manger, will be heading up this fall a print survey of local teens through the schools on library topics and will survey other teen services at peer libraries.

## **VI. CONSENT ITEMS**

The consent items were reviewed by the Board members. Mr. Thompson inquired on the \$2,000 gift from the Association of Fund Raising Professionals. Mr. Booe stated that this was a single donation designated for materials for the Funding Information Center.

MOTION by Mr. Johnson and seconded by Ms. Brennan to approve the consent items through July 31, 2008. All in favor, motion carried.

## **VII. DIRECTOR'S REPORT**

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

Circulation statistics are up by 12% and patron visits are up 10% from last year. The total year to date statistics are up in circulation by 7% and patron visits are up by 11%. There was a small decline in the Main Library's patron visits and circulation since the branches have opened. Typically, August is a slower month for activity.

The annual Art in the Park event at Julia Davis Park begins September 5. The library has additional parking issues every year at this time. Extra security staff will be patrolling the library parking area during the event.

The improvements for the building façade and parking area at Collister Shopping Center are almost completed. Permanent signage will be installed at that time.

The contract agreement with 24/7 answerXpress.com will end in November 2008. The agreement included a \$2,500 annual cost to the operating budget.

Mayor Bieter is forming a Main Library vision team to explore the financial options to construct and operate a new Main Library facility. One or two Library Board members will be invited to participate on the team.

Mr. Booe and Ms. McNeley will be meeting with the West Boise branch architect firm Fletcher Farr Ayotte, Inc. in Portland, Oregon on September 23 to complete the furniture and equipment package for the west branch.

The Strengths, Weaknesses, Opportunities, and Threats (SWOT) document is a tool that is part of the business plan for the FY10/11 budget cycle. During the last two months, the library's management team and staff have been updating the SWOT document. A draft copy was presented to Board members to review and incorporate their changes over the next few weeks to discuss at the October Board meeting.

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

Ms. Ewing reported that the Friends have had a decline in volunteers this summer because of folks on vacation over the summer months.

Mr. Booe added that the Friends Board has approved a \$150,000 donation towards the West Boise branch materials collection.

## **IX. FOUNDATION REPORT**

Mr. Booe presented the Foundation's financial report as of July 31, 2008.

He reported that the contract with Carlton & Company has ended.

There were approximately 30 attendees participating in the strategic planning work session on July 23. The Foundation Board is developing a set of goals and objectives.

Recruitment is continuing for new active Foundations members. There are 11 members at the present time.

## **X. ADMINISTRATION AND MANAGEMENT REPORTS**

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

Ms. McNeley reported that Mr. Nation is working with a local sign company to install a new sign over the entertainment checkout desk that will read "Everything Entertainment." It is expected to be installed at the end of September.

Ms. Brown reported that staff met with Baker and Taylor in August to discuss the opening day collection for the West Boise branch. The collection will be ordered around the beginning of October.

Ms. Broom reported that the outside book drop has been installed at the Hillcrest library branch site.

## **XI. OLD BUSINESS**

### West Boise Branch Update

Mr. Bousfield shared photographs recently taken of the West Boise branch construction site.

He reported that an additional cost of \$40,000 for excavation work will be required because of the discovery of an old foundation underground. An additional \$25,000 for the soil improvements to make the entire site stable will also be required, but both costs can be covered using the contingency amount.

Ms. Brennan left the meeting at 12:38 p.m.

Even though there have been issues that have come up with the project, the budget is still in good standing. The City has been pleased with Petra's performance.

Ms. Brennan returned to the meeting at 12:41 p.m.

At the beginning, the project was three months ahead of schedule. Now it is two weeks behind, although the move in date is still calculated for April 2009 and the grand opening for June 2009.

The land trade between Evergreen Plaza owners and the city of Boise will be final within the next few weeks. Mr. Bousfield has met with Evergreen Plaza owners to map out the site changes. The minor changes include the crosswalks and landscaping.

The Library Board members are invited to tour the branch site toward the end of October. The steel frame work should be completed by that time and the members will be able to get a sense of the size of the facility.

## **XII. NEW BUSINESS**

### Garden City Library Open Access Agreement and Payment

Mr. Booe requested approval of the presented draft Open Access Agreement with Garden City Library. The Agreement is for a one-year term of \$138,000 plus in-kind subscription databases.

Boise residents' usage of the Garden City Library has slightly declined since the storefront branches have opened, but the usage is still around 60%.

The LYNX! directors in Ada County will be gathering to discuss the future of open access. They will vet options that will be more equable to all libraries. This is a great customer service, but reimbursement requests continue to increase.

MOTION by Ms. Brennan and seconded by Ms. Baird to approve the presented Open Access Agreement with Garden City Library and forward to City Council for final approval. All in favor, motion carried.

### Establish Library Board Meeting Dates for October 2008 - September 2009

As required by Idaho State Code, the Library Board of Trustees must establish a regular meeting date on an annual basis during the annual meeting. The current meeting schedule is the first Wednesday of every month at 11:30 a.m. The proposed schedule of dates for FY2009 was presented in the Board packet.

MOTION by Mr. Johnson and seconded by Ms. Brennan to approve the proposed FY2009 Board meeting schedule. All in favor, motion carried.

## **XIII. ELECTION OF OFFICERS FOR FY2009**

Article IV of the By-Laws of the Library Board of Trustees states: "The Board of Trustees shall elect at the September meeting from its members a President and Vice President who shall serve for a term of one (1) year and until his/her successor is elected. No officer shall serve for more than two consecutive terms."

MOTION by Ms. Baird and seconded by Mr. Thompson to elect the following officers for the October 1, 2008, through September 30, 2009, term:

Ms. Brennan President  
Mr. Johnson Vice President

All in favor, motion carried.

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

Mr. Johnson was selected to be the next Trustee to review vouchers for August.

**XV. SELECTION OF MEETING DATE**

The next regular meeting of the Board of Trustees is scheduled for 11:30 a.m., Wednesday, October 1, 2008, in the William F. Hayes Memorial Auditorium at the Main Library.

**XVI. ADJOURNMENT**

MOTION by Ms. Baird and seconded by Mr. Johnson to adjourn the meeting. There being no further business, Mr. Thompson adjourned the meeting at 12:50 p.m.

**APPROVED:**

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Kevin Wayne Booe  
Library Director

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James Thompson  
Board of Trustees President