

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
October 1, 2008

The Boise Public Library Board of Trustees met for its Regular Board meeting at 11:30 a.m. on Wednesday, October 1, 2008, in the William F. Hayes Memorial Auditorium at the Main Library.

BOARD MEMBERS PRESENT:

Martie Brennan, President; Denise Baird, Trustee; James Thompson, Trustee; and Heather Smith, Youth Trustee.

OTHERS PRESENT:

Kevin Booe, Library Director; Jim Wickham, Boise City Legal Department; Dorothy Marcoux, Friends of the Library Representative; Susannah Price, Youth Services Division Manager; Denise McNeley, Administrative Assistant; Joanne Hinkel, Community Relations Coordinator; Vicki Kreimeyer, Adult Services Division Manager; William Nation, Main Library/Public Services Manager; Rob Bousfield, Boise City Engineer; Vicki Rae, Circulation Division Manager; Laurel White, Systems Manager; Marie Haveman, Boise City Budget Department; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

Ms. Brennan called the meeting to order at 11:30 a.m. and requested a roll call be taken.

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

I. MINUTES

MOTION by Mr. Thompson and seconded by Ms. Baird that the September 3, 2008, Regular/Annual Board meeting minutes be approved as presented. All in favor, motion carried.

II. BILLS AND PAYROLL

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

III. COMMUNICATIONS

None

IV. CONTINUING EDUCATION

Community Relations Plan

Ms. Hinkel presented the library's Community Relations Plan, FY2009-10 that was included in the October Board packet. The Plan is defined as promoting the library and library resources, to include printed materials, web site, media relations and outreach. An overview was given on the goals, the key target audiences and strategies. The presented Plan included a flowchart of the timetable through December 2009.

Comments were received on the distinction between seniors and baby boomers as part of the target audiences. Ms. Baird suggested the wording "seniors (Boomers-plus)" be changed to "retirees and baby boomers." Ms. Hinkel will make the changes as suggested.

The additional \$50,000 added to the base budget this fiscal year will be identified for paid advertising (targeting teen and young urbans, families, and children), produce professional templates and the internal processes of a high quality product.

V. CONSENT ITEMS

MOTION by Mr. Thompson and seconded by Ms. Baird to approve the consent items through August 31, 2008. All in favor, motion carried.

Mr. Booe requested that the order of business be changed because Library Board member, Ms. Baird, will need to leave the meeting earlier.

VI. NEW BUSINESS

Library Strengths, Weaknesses, Opportunities, Threats

Mr. Booe stated that over fifty library staff members and managers have reviewed the Strengths, Weaknesses, Opportunities, Threats (SWOT) document. Board members were given a copy of the document at the September meeting and asked to review and note any changes or additions. Ms. Brennan questioned if the library had security cameras installed. Mr. Booe stated that traditionally security cameras have been rejected unless the library is located in a high crime area. Security cameras also raise a privacy issue. After discussion, the Board agreed by consensus to include "security issues" under External Threats.

MOTION by Mr. Thompson and seconded by Ms. Baird to adopt the SWOT analysis, as drafted with the above addition. All in favor, motion carried.

Strategic Business Plan FY09-11

Mr. Booe reviewed that the library's strategic plan update was first presented to the Board members in June 2008. The Strategic Business Plan FY09-11 was presented and the new initiatives were noted. The library's Business Plan is folded into the City's strategic planning process. Mr. Booe stated that staff has begun to plan for the FY10-11 budget cycle.

MOTION by Ms. Baird and seconded by Mr. Thompson to adopt the library's Strategic Business Plan FY09-11 as presented. All in favor, motion carried.

VII. FRIENDS OF THE LIBRARY REPORT

Ms. Marcoux reported that the volunteers are busy preparing for the Fall Holiday Book Sale on October 24-26, 2008.

VIII. DIRECTOR'S REPORT

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

The Mayor's office will soon be announcing the names on the New Main Library Advisory Team. Mr. Balukoff and Ms. Baird will participate on the Advisory Team as the Library Board representatives. The Galliard Group has been commissioned to facilitate the project. The Team will be exploring the design, finance, and operating costs for a new Main Library. Mr. Booe will share with the Board members the names on the Team as soon as the Mayor's office makes the announcement.

This fall, library staff has been accompanying Mayor Bieter to his visits at the neighborhood association meetings.

Library visits and usage continues to rise each month. Patron count is up 12% and circulation is up 7% from 2007.

Mr. Booe shared the submittal folder by Trout Architects on the Collister and Hillcrest neighborhood libraries for the 2008 Mayor's Design Excellence Awards. To date, no presentation has been awarded.

Library staff has been reviewing the rebudget list that will be going to City Council for approval.

As a reminder, the library will be closed October 13 for a staff in-service day. The Library Board approved the closure for staff training in December 2007. The day is presented by the Staff Development and Orientation Training Team.

IX. FOUNDATION REPORT

The Foundation's financial report as of August 31, 2008, was presented to Board members.

Ms. Kreimeyer reported that on September 25 the Library Foundation Board of Directors met and conducted the following business:

- Adopted the Strategic Fundraising Action Plan.
- Set regularly scheduled meetings (the second Tuesday of each month).
- Established the annual meeting for November 11.
- Appointed a recruitment and nominating committee for new officers.

Ms. Brennan thanked Ms. Kreimeyer for all her efforts and hard work on the new Main Library project and working with the Foundation Board.

X. OLD BUSINESS

West Boise Branch Update

Mr. Bousfield gave an update on the construction at the West Boise branch site. Underground drainage, utilities and electric work is underway. The pouring of curbs, foundation slab and paving of the parking area will begin in the next few weeks. Landscaping will begin next spring. An opening June 2009 date is expected.

Ms. McNeley reported that she and Mr. Booe traveled to Portland, Oregon on September 23 to meet with the architects and the signage consultant. They will travel back to Portland to finalize the furniture and signage package mid-late November. Pictures of the selection of furniture options were presented. The furniture bids are anticipated to go out in December and the order will be placed in January 2009. The inside décor will have a "nature oriented" theme. Library Board member Mr. Balukoff was on the steering committee. At a future Library Board meeting, Fletcher Farr Ayotte, Inc. architects will present furniture fabric samples.

XI. DIVISION REPORTS

Library staff added the following item to the written division reports included in the October Board packet.

Mr. Nation reported that there are plans to have an ongoing library policy review with the Board members on a regular basis. This will begin after a criterion has been established.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Mr. Thompson was selected to be the next Trustee to review vouchers for October.

XIII. SELECTION OF MEETING DATE

The next Regular Board of Trustees meeting is scheduled for 11:30 a.m., Wednesday, November 5, 2008, in the William F. Hayes Memorial Auditorium at the Main Library.

XIV. ADJOURNMENT

There being no further business, Ms. Brennan adjourned the meeting at 12:57 p.m.

APPROVED:

Kevin Wayne Booe
Library Director

Martie Brennan
Board of Trustees President