

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
November 5, 2008

The Boise Public Library Board of Trustees met for its Regular Board meeting at 11:30 a.m. on Wednesday, November 5, 2008, in the William F. Hayes Memorial Auditorium at the Main Library.

BOARD MEMBERS PRESENT:

Martie Brennan, President; Denise Baird, Trustee; A. J. Balukoff, Trustee; and Hannah Schwarz, Youth Trustee.

OTHERS PRESENT:

Kevin Booe, Library Director; Jim Wickham, Boise City Legal Department; Carol Bounds, 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; Chrisanne Brown, Acquisitions and Technical Services Division Manager; Diane Broom, Hillcrest Branch Supervisor; Jillian Subach, Collister Branch Supervisor; Kathy Stalder, Youth Services Librarian; Conner Bevis, Library Assistant; Dan Barrus, West Boise Branch Construction Manager; Tim Olson, Boise Public Library Foundation Board Director; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

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

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

Ms. Brennan announced that a new business item will be added to the agenda.

I. MINUTES

MOTION by Mr. Balukoff and seconded by Ms. Baird that the October 1, 2008, Regular Board meeting minutes be approved as presented. All in favor, motion carried.

II. BILLS AND PAYROLL

MOTION by Mr. Balukoff 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

Teen Services Team

Mr. Nation, along with librarian Kathy Stalder and library assistant Conner Bevis, reported on the Teen Services Team's efforts on the ongoing process of promoting and improving the quality of library teen services and programs. Their mission statement reads "To focus on coordinating and enhancing our programming for teen audiences, to share best practices for serving teens, and to serve an advocacy function within each team member's branch or division so that the needs, interest, and concerns of this age group are reflected in the services the library offers."

Currently the Main Library has two teen programs a month and the branch libraries each offer four programs a month. The Team solicits Boise Public Library's Teen Board members for their suggestions of what teens want to find at a public library.

Recently the Team conducted a two-part assessment process with local teens through Boise's junior high and high schools to find out the best way to serve them. The second part of the survey included Boise Public Library's peer libraries and higher level multi-branch libraries. An overview of the preliminary assessment results were presented to the Board members.

V. CONSENT ITEMS

MOTION by Mr. Balukoff and seconded by Ms. Baird to approve the consent items through September 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.

A thank you was given to the Board members for their approval to close the library on October 13 for the Staff Development and Orientation Training Team to conduct a staff in-service day.

Ben Quintana, from the Boise Metro Chamber of Commerce, invited Mr. Booe to address the Boise Young Professionals on December 3. Mr. Booe will present information about Boise Public Library and libraries in the 21st century. Library staff member Tobie Garrick is associated with this project.

Mr. Booe and Ms. McNeley will travel to Portland, Oregon on November 18 to finalize the interior design package and shelving. Bids are anticipated to go out in January 2009.

The library will host the New Main Library Advisory Team's first meeting on November 14. Mr. Booe will give a presentation and staff will conduct a Main Library tour. A copy of the team roster was presented to the Board members.

Meetings are continuing with the Lynx Consortium directors to discuss an open access arrangement for FY2010. The current payment schedule will continue through FY2009. Mayor Bieter and City Council members are being updated on the discussions.

VII. FRIENDS OF THE LIBRARY REPORT

Ms. Bounds reported that the Friends of Boise Public Library's Fall Holiday Book Sale was a great success in grossing an estimated \$28,000. The spring 2009 sale will be held the first week in April.

The Friends membership now holds approximately 300 members.

Recently the Friends have benefited from teens signing up to volunteer to fulfill their service hour commitments. Ms. Bounds praised the teens on their good work ethics.

The Library Board members will soon be receiving an invitation to the Friends holiday party scheduled for December 12.

VIII. FOUNDATION REPORT

The Boise Public Library Foundation financial report as of September 30, 2008, was presented to Library Board members.

Ms. Kreimeyer gave a review of the October 14 Foundation Board meeting.

- Mr. Booe gave an update on the Mayor's New Main Library Advisory Team.
- The annual meeting schedule for November 11 had to be rescheduled to November 18 because of the Veteran's Day holiday.
- A new slate of officers will be elected at the November 18 meeting.
- Bev Harrad, chair of the nominating and recruitment committee, gave a report on the committee's first meeting. They are in the process of selecting names in the areas of interest as prospective new members.
- The "Invitation to the Board Membership" document is being reviewed for final approval.

IX. DIVISION REPORTS

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

Ms. Brown stated that the Collection Development Team has started the process of ordering materials for the West Boise branch. To date, 3,000 titles have been ordered. Staff is continuing to work on shelving plans.

Ms. Kreimeyer clarified her written Adult Services report that there are 5 types of computer classes being offered at the Main Library. There were approximately 163 people attending the energy conservation series.

Ms. Subach highlighted her report on the Street Hop dance program that attracted several non-English speaking refugees. Communications with refugees were conducted by using sounds and body language through dance.

Ms. Price highlighted her report on serving as a mentor at the Pacific Northwest Library Association Leads Leadership Institute. She will present a written report to Board members in the December packet.

X. OLD BUSINESS

West Boise Branch Update

The West Boise branch construction manager, Mr. Dan Barrus, was introduced to the Board members.

Mr. Bousfield shared the latest pictures at the branch building site and noted some of the following updates. The steel structure and roofing are up and the floor slab will be poured next week. He anticipates that the building will be enclosed by January 1, 2009. The site work issues have been resolved. Work is continuing on the walker duct changes. Even though the project is one month behind schedule, a June 2009 opening is still planned.

Ms. McNeley reported that the furniture and collection packages and the IT and telephones plans are progressing. Staff will be meeting today to discuss the budget updates.

Mr. Bousfield stated that the Evergreen Plaza owners are reviewing the land trade and site modifications agreement. The relatively small site modifications included landscaping alterations.

Mr. Bousfield invited the Board members and the library's Leadership Circle members to a site tour. Ms. Ugrin will coordinate the tour with Mr. Barrus.

Ms. Brennan inquired on what progress was being made with the branch naming committee. Mr. Booe responded that the committee is waiting for the Mayor to name two appointees to the committee.

XI. NEW BUSINESS

Rebudget List FY2008

Ms. McNeley reviewed the rebudget list included in the packet for FY2008 items to be carried forward to FY2009. She explained that the review process consists of two stages: 1) approval of city policy compliance and 2) approval of funding amount.

It was noted that the last line item "office supplies" is an exception under the city rebudget policy. This is a one-time start up costs for one-time expenditures for the West Boise branch project.

MOTION by Ms. Baird and seconded by Mr. Balukoff to approve and forward the FY2008 year-end rebudget items to FY2009 as presented to City Council. All in favor, motion carried.

Library Opening Hour Delay

Mr. Booe requested the Board's approval to delay the library opening on Saturday, November 29, from 10 a.m. to 12 p.m. Capitol Boulevard and 9th Street will be closed in the morning for Boise's Holiday Parade.

MOTION by Ms. Baird and seconded by Mr. Balukoff to delay November 29, 2009, opening hour to 12 p.m. All in favor, motion carried.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Ms. Baird was selected to be the next Trustee to review vouchers for November.

XIII. SELECTION OF MEETING DATE

The next Regular Board of Trustees meeting is scheduled for 11:30 a.m., Wednesday, December 3, 2008, in the William F. Hayes Memorial Auditorium at the Main Library.

XIV. ADJOURNMENT

Mr. Balukoff moved and Ms. Baird seconded to adjourn the meeting. There being no further business, Ms. Brennan adjourned the meeting at 12:30 p.m.

APPROVED:

Kevin Wayne Booe
Library Director

Martie Brennan
Board of Trustees President