

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
January 7, 2009

The Boise Public Library Board of Trustees met for its Regular Board meeting at 11:30 a.m. on Wednesday, January 7, 2009, in the William F. Hayes Memorial Auditorium at the Main Library.

BOARD MEMBERS PRESENT:

Martie Brennan, President; Marc C. Johnson, Vice President; Denise Baird, Trustee; A. J. Balukoff, Trustee; James Thompson, Trustee; Hannah Schwarz, Youth Trustee; and Heather Smith, Youth Trustee.

OTHERS PRESENT:

Kevin Booe, Library Director; Jim Wickham, Boise City Legal Department; Carla Van Hoesen, Friends of the Library Representative; Susannah Price, Youth Services Division Manager; Denise McNeley, Operations and Outreach Manager; Joanne Hinkel, Community Relations Coordinator; Vicki Kreimeyer, Adult Services Division Manager; William Nation, Main Library/Public Services Manager; Chrisanne Brown, Acquisitions and Technical Services Division Manager; Rob Bousfield, Boise City Engineer; Laurel White, Neighborhood Library Services Manager; Diane Broom, Hillcrest Branch Supervisor; Jillian Subach, Collister Branch Supervisor; Brenda Katz, Fletcher Farr Ayotte, Inc.; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

Ms. Brennan called the meeting to order at 11:34 a.m. and requested a roll call be taken.

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

I. MINUTES

MOTION by Mr. Thompson and seconded by Ms. Baird that the December 3, 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 Mr. Thompson that all bills and payroll be approved as presented. All in favor, motion carried.

III. COMMUNICATIONS

None

IV. CONTINUING EDUCATION

None

V. CONSENT ITEMS

MOTION by Mr. Thompson and seconded by Mr. Balukoff to approve the consent items through November 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.

The usage pattern of library services continues to rise. Typically, the month of December is a slower month, but December 2008 was an exception with usage up 19%. The Associated Press conducted a telephone interview with Mr. Booe on Boise Public Library's rise of new library cards issued. Recently the *Boston Globe* cited Boise Public Library on the increase of library usage. Mr. Booe commented that the dramatic increase in library usage nationally is largely due to the recession, but in Boise's case the expanded visibility in the community contributes along with the recession. The *Idaho Statesman's* recent editorial states that libraries are vital and gave favorable comments on Boise Public Library's branches and the need for a new Main Library.

The City of Boise will be conducting their biennial customer service telephone survey January 1-22. A preliminary report will be available on January 26 and the completed report will be out in March. The survey is used as a tool to help with the budget process.

The Community Team of the New Main Library Advisory Team will meet January 28 to discuss legal funding options. The City Staff Team will meet January 8 in preparation for the 28th meeting. An online survey of the Teams' individuals was conducted asking their views if Boise needs a new Main Library, the size, location, programs, willingness to fund, and timing. Twenty responses were received out of the 24 who were surveyed. The responses received were favorable for a new and larger structure.

Mr. Booe congratulated Ms. White as the appointed Neighborhood Library Services Manager and Ms. McNeley's promotion to the Library Operations and Outreach Manager effective December 1, 2008.

Ms. Brennan inquired about the progress being made to establish the naming committee for the West Boise branch. Mr. Booe stated that he hopes to begin the naming committee's work in January.

VII. FRIENDS OF THE LIBRARY REPORT

Ms. Van Hoesen reported for the Friends of Boise Public Library and notes 2008 was a very good year with the opening of two branches and a third opening within a few more months. So many of the volunteers have worked hard over the years and have finally seen the fruit of their efforts.

Mr. Booe noted that the library received a donation of \$150,000 from the Friends that is targeted for the West Boise branch collection.

VIII. FOUNDATION REPORT

The Foundation's financial report was presented to the Board members.

Ms. Kreimeyer gave an update on the Foundation's activities. The Board of Directors will meet January 13. The agenda includes a review of their strategic plan, a draft operating budget, a by-law amendment for the term of officers, and a discussion of the annual May Day fundraiser.

IX. DIVISION REPORTS

Library staff had no additions to the written division reports included in the January Board packet.

Questions were received from the Board members on the written reports.

X. OLD BUSINESS

West Boise Branch Interior Design Review and Construction Update

Brenda Katz, Interior Designer with Fletcher Farr Ayotte, Inc., from Portland, Oregon gave an update on the furnishings for the West Boise library branch.

A PowerPoint presentation was given on the interior design process. Pictures and descriptions were presented of the main furnishing pieces and samples of the materials showing the color palette and texture were displayed. Ms. Katz highlighted some of the following LEED (Leadership in Energy & Environmental Design) certification features: carpet has a high recycled content; wall tiles in restrooms are 100% recycled porcelain; counters contain recycled concrete and glass; flooring in the staff rooms from recycled rubber; window shades are PVC (polyvinyl chloride) free; and all woods come from sustainable forests.

Mr. Bousfield gave a brief update on the construction of the branch and shared some recent photos of the building site. He reported that work is a little slower due to the

winter weather conditions, but a June opening date is still anticipated. There are no major budget issues to report. Evergreen Plaza tenant Jo Ann Fabrics and Crafts will be moving out of their location and the Plaza owners may plan to subdivide the vacant space into units.

Mr. Balukoff referred to the naming of the branch and asked who was on the committee. Mr. Booe reviewed the committee member list: Mr. Thompson, Ms. Brennan, Mr. Booe, Mr. Nation, a neighborhood association representative from the west area, and two appointees by the Mayor who have not been named yet. Mr. Balukoff asked the naming committee to consider his input of not necessarily using a geographic feature for the name, but to consider the name as an educational opportunity to preserve the heritage and history of the Boise area when naming the new branch. Mr. Johnson agreed with Mr. Balukoff.

XI. NEW BUSINESS

FY2008 Year-End Budget Review and FY2010/2011 Budget Build Process

Ms. McNeley reviewed the presented report of the year-end cost savings of \$265,872 from operations for FY2008 that contributes to the overall budget performance. These cost savings for the City were primarily due to the delay in the opening of the storefront branches and personnel vacancies.

The planning calendar for FY2010/2011 budget process was outlined through June 2009. During February and March, staff will present for approval to the Board members the capital budget (East Boise branch and new Main Library) and the major repair and maintenance. Ms. McNeley further explained that the approval process includes the Library Board, the Mayor and City Council. Before City Council's final approval, public hearings will be held in August. Mr. Bousfield is in the process of recalculating the projected costs for a new Main Library facility.

Mr. Johnson left the meeting at 12:50 p.m.

Mr. Booe discussed the economic downturn and how it affects the revenue that the City receives. The majority of the City's General Fund revenue comes from property tax. Actual property tax receipts for the first half of the year should be available by the third week in January. The department heads are looking at cost containment ideas and taking a conservative approach in FY2009. Directors are reviewing every vacant position to determine if it will be filled or placed on hold. The cost savings from vacant positions that are placed on hold are being transferred into a management contingency fund.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Ms. Brennan was selected to be the next Trustee to review vouchers for January.

XIII. SELECTION OF MEETING DATE

The next Regular Board of Trustees meeting is scheduled for 11:30 a.m., Wednesday, February 4, 2009, in the William F. Hayes Memorial Auditorium at the Main Library.

XIV. ADJOURNMENT

MOTION by Mr. Thompson and seconded by Mr. Balukoff to adjourn the meeting. All in favor, motion carried. Ms. Brennan adjourned the meeting at 12:58 p.m.

APPROVED:

Kevin Wayne Booe
Director

Martie Brennan
Board of Trustees President