

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
February 4, 2009

The Boise Public Library Board of Trustees met for its Regular Board meeting at 11:30 a.m. on Wednesday, February 4, 2009, in the William F. Hayes Memorial Auditorium at the Main Library.

BOARD MEMBERS PRESENT:

Martie Brennan, 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; Carol Bounds, Friends of the Library Representative; Susannah Price, Youth Services Division Manager; Denise McNeley, Operations and Outreach Manager; Vicki Rae, Circulation Department Division 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; Jillian Subach, Collister Branch Supervisor; Sarah Kelley-Chase, Adult Services Librarian; Cheryl Zobel, Collection Development Librarian; 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, present; Johnson, absent; Thompson, present; Brennan, present; and Youth Members Schwarz, present; Smith, present.

I. MINUTES

MOTION by Mr. Balukoff and seconded by Mr. Thompson that the January 7, 2009, Regular Board meeting minutes be approved as presented. All in favor, motion carried.

II. BILLS AND PAYROLL

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

III. COMMUNICATIONS

None

IV. CONTINUING EDUCATION

E-Books

Chrisanne Brown, Acquisitions and Technical Services Manager, and Cheryl Zobel, Collection Development Librarian, gave a brief overview on electronic books (e-books), its growing popularity, current issues, and trends. Currently e-books are 1% of the publishing business. Boise Public Library has purchased or licensed 509 titles and 3,460 are publicly accessible through NetLibrary database. Ms. Kreimeyer gave an example of how e-books can be a great reference resource. Questions and answers followed.

After the presentation, Ms. Zobel left the meeting.

V. CONSENT ITEMS

MOTION by Mr. Thompson and seconded by Mr. Balukoff to approve the consent items through December 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 New Main Library Advisory Team met on January 28. The history of the Main Library Program Statement and Vision, Master Library Facility Plan, and legal funding options available to the City were discussed. The results of an online survey sent to the 24 Advisory Team members seeking affirmation of a new main library building program elements were reviewed. One of the survey questions, "Is a signature architectural structure statement important?" (survey results 60% yes, 40% no) produced an interesting discussion on the meaning and/or definition of a "signature" architectural structure statement. Library Board members agreed that there could be several different meanings. Rather than aesthetics, this could also mean energy efficient. Mr. Balukoff suggested to Mr. Booe that when speaking to the community regarding a signature architectural statement, that it does not always imply higher cost. Mr. Booe noted that even with the current economic circumstances, the Advisory Team feels enthusiastic about laying the groundwork for the project so that when the economy turns around, the City will be prepared to move forward. The next Advisory Team meeting will be in March.

On Monday, Mayor Bieter issued a hiring freeze city-wide. Essential position replacements must be submitted to the Mayor for approval.

The results of the City's biennial customer service telephone survey that was conducted in January have been calculated. The library registered high in terms of services used in the city following the Foothills Trails and the airport. The final report will be completed in March.

VII. FRIENDS OF THE LIBRARY REPORT

Ms. Bounds announced that the Friends spring book sale will be April 3-5, 2009.

Financial accounting for 2008 reported the Friends Bookstore sales totaled approximately \$50,000; ongoing book sales approximately \$7,000; and membership fees were up \$1,000.

The Friends Board member participation is growing along with the number of volunteer workers.

In 2009, the Friends Board approved a \$174,500 request for library programs that includes the \$150,000 toward the West Boise branch Opening Day Collection.

VIII. FOUNDATION REPORT

Ms. Kreimeyer reported that the Foundation Board of Directors will meet February 10. The Directors will be discussing a by-law revision to expand their Board members and taking a more strategic approach and expanding the May Day Basket fundraiser. The membership recruitment has been put on hold awaiting the New Main Library Advisory Team's recommendation to the Mayor.

IX. DIVISION REPORTS

Pacific Northwest Library Association Leads Report

Susannah Price, Youth Services Division Manager, and Sarah Kelley-Chase, Adult Services Librarian, gave a report on the third biennial Pacific Northwest Library Association (PNLA) Leads Institute in late October 2008. The purpose of the Leads Institute is to gather a variety of public and special library individuals to determine their leadership qualities and style.

Ms. Kelley-Chase attended the Leads Institute as a participant and has already applied what she learned at the Institute by serving on the Advisory Planning Committee for the Boomer Grant project through the Idaho Commission for Libraries.

Ms. Price attended in 2008 as a mentor and shared her experiences with the Board members in being involved in coordinating the first PNLA Leadership Institute in 2004 and was active in the 2006 event.

After the presentation, Ms. Kelley-Chase left the meeting.

X. OLD BUSINESS

West Boise Branch Construction Update

Mr. Bousfield gave a work status update on the West Boise branch construction. The roofing and window framing is expected to be completed this week. The drywall project will begin next week. Mr. Bousfield is working to make sure that the project is in compliance with Leadership in Energy and Environmental Design requirements. The completion date is anticipated around the first week in June. The budget numbers are still on target.

Mr. Bousfield has had discussions with the Evergreen Plaza owners on their plans to make parking area improvements and remodel the soon to be vacated space of Joanne's Fabric and Crafts.

A tour of the West Boise branch site will be conducted for the Board members at the April Board meeting.

XI. NEW BUSINESS

FY2010/2011 Capital Improvement Plan Budget and FY2010/2011 Budget Narratives

Ms. McNeley reviewed the Department Overview Narratives, Service Group Narrative and Financial Report, and the Capital Projects reports for FY2010/2011 budget that were included in the February packet.

The following items were noted to be changed in the presented document:

Narrative Department Description:

- "services to local citizens via ~~two~~ four physical locations, a bookmobile"
- "Using one of 34 100 Internet computers to type a paper,"
- "~~Using the AnswerXpress.com to get real time answers and~~"
(the AnswerXpress subscription was canceled)

Strengths-Weaknesses-Opportunities-Threats

- Strengths: "~~Two~~ Three new neighborhood branches in excellent"
- Threats: "Economic: Library service demands rise during a recession;"
(Mr. Balukoff suggested the above be added for City Council awareness)

Service Group Narrative and Financial Report/Public/Main Library Services

- Resources Required/Equipment: "~~returns & economy bill changer with~~"
(the bill changer is broken and will not be replaced)

MOTION by Mr. Thompson and seconded by Mr. Balukoff to approve the presented FY2010/2011 Capital Improvement Plan Budget and FY2010/2011 Budget Narratives as amended above. All in favor, motion carried.

Request to Change April Board Meeting Date

Mr. Booe requested the Board's approval to change the April 1, 2009, Board meeting date to the following week April 8. He plans to attend the Public Library Association Spring Symposium, April 2-4, 2009, in Nashville, Tennessee. The Symposium is offering workshops for managers and administrators.

MOTION by Mr. Balukoff and seconded by Mr. Thompson to change the April Board meeting to April 8, 2009, 11:30 a.m. All in favor, motion carried.

Mr. Balukoff asked that the April Board packet be mailed out a week early since he will not be available before the meeting. He also suggested that the packet be posted on the library's web site instead of mailed. After discussion, the Board agreed by consensus that the Board members will have a choice of a mailed packet or an electronic version available on the Library's web site.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

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

XIII. SELECTION OF MEETING DATE

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

XIV. EXECUTIVE SESSION: [IDAHO STATE CODE 67-2345 (1)(b)] PERSONNEL MATTERS

MOTION by Mr. Thompson and seconded by Mr. Balukoff that under provisions of Idaho Code 67-2345 (1) (b) this Board recess to an Executive Session and that a roll call vote be taken on the motion.

YEAS: Baird, Balukoff, Thompson, and Brennan.

MOTION carried.

Ms. Hinkel, Ms. White, Ms. Brown, Ms. Subach, Ms. Kreimeyer, Ms. Price, Ms. Rae, Mr. Bousfield, Ms. Bounds, and Ms. Ugrin left the meeting.

The Board recessed to an Executive Session at 12:48 p.m. regarding personnel issues.

MOTION by Mr. Thompson and seconded by Mr. Balukoff that the meeting go into Regular Session. All in favor, motion carried.

The Board reconvened into Regular Session at 1:22 p.m.

XV. ADJOURNMENT

There being no further business, Ms. Brennan adjourned the meeting at 1:23 p.m.

APPROVED:

Kevin Wayne Booe
Director

Martie Brennan
Board of Trustees President