

**BOISE PUBLIC LIBRARY  
BOARD OF TRUSTEES**  
Minutes of the Regular Board Meeting  
August 5, 2009

The Boise Public Library Board of Trustees met for its Regular Board meeting at 11:30 a.m. on Wednesday, August 5, 2009, in the Marion Bingham Room at the Main Library.

**BOARD MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Maryanne Jordan, Boise City Council President; Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Department; Denise McNeley, Operations and Outreach Manager; Dorothy Marcoux, Friends of the Library Representative; Joanne Hinkel, Community Relations Coordinator; Laurel White, Neighborhood Library Services Manager; William Nation, Main Library/Public Services Manager; Vicki Kreimeyer, Adult Services Manager; Chrisanne Brown, Acquisitions and Technical Services Manager; Diane Broom, Hillcrest Library Branch Supervisor; 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.

**I. MINUTES**

Ms. Brennan noted two changes made to the presented July 2009 Board meeting minutes: on page 1, Others Present, added "Maryanne Jordan, Boise City Council President," and page 3, third paragraph from the bottom, changed the word "residence" to "residents."

MOTION by Ms. Baird and seconded by Mr. Thompson that the July 1, 2009, Regular Board meeting minutes be approved as presented with noted changes. 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**

None

#### **V. CONSENT ITEMS**

MOTION by Ms. Baird and seconded by Mr. Thompson to approve the consent items through June 30, 2009. All in favor, motion carried.

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

Ms. Marcoux reported that the Friends volunteers continue to work on processing the donated books and keeping the Friends Book Store shelves stocked.

#### **VII. FOUNDATION REPORT**

Ms. Kreimeyer reported that at the July 14 Foundation Board meeting, attorney Ron Williams was welcomed to the Board. This will bring the total number of Directors to twelve.

The Directors are discussing plans for a special event in November.

The next Foundation meeting is scheduled for August 11.

#### **VIII. DIRECTOR'S REPORT**

The following report was presented by Mr. Booe.

The Library Board youth representatives for the 2009/2010 term are Caroline Biggs and Connor Sheldon-Modrow. A copy of their resumes will be sent to the Board members. Ms. Biggs and Ms. Sheldon-Modrow will receive orientation in late August.

The July statistics for the Main Library are down from a year ago; circulation declined 7% and customer count declined 40%. The downward count can be attributed to a number of the following factors:

- Remodel construction of the front entry at times was a hindrance to access into the building this summer.
- Due to budget cost containments, there was a service reduction in the number of youth programs.
- The opening of the Cole and Ustick branch may have temporarily attracted Main Library users in July.

System-wide circulation increased 23% and customer count increased 10%. The activity level at the Cole and Ustick branch continues to remain high.

The children's Summer Reading program enrollment declined 30% and the teen program declined 200%. The teen program was revamped this year and may have been too complex.

Ms. Jordan stated that the FY2010/2011 Budget Public Hearing that was originally scheduled for August 11 will be August 18 because of a publication error in the Idaho Statesman. Since there were city announcements sent out for August 11, if an individual appears on the 11<sup>th</sup>, Council will receive their testimony.

Mr. Booe reported that the Treasure Valley library directors will be presenting the revised open access agreement for approval in September. The new formula for reimbursement is based on a "unique household" vs. "per circulation."

The LYNX! Directors are beginning the process of revising the LYNX! Consortium agreement. They are considering obtaining Galliard Group (the facilitators for the New Main Library Advisory Team) to assist in the rewrite of the agreement. The revised agreement may include a tier level of participation. Ms. White is assisting in this process.

Mr. Booe announced that effective July 1 there were changes to the open public meeting laws. Steve Rutherford from the City's legal department created the following document for guidelines:

*Agendas/Notice*

- *Agenda may be amended by publishing the amended agenda at least 48 hours before a regular meeting and more than 24 hours for a special meeting. [PUBLICATION]*
- *If agenda will be amended less than 48 hours before a regular meeting or less than 24 hours before a special meeting but prior to the start of the meeting, an amended agenda should be posted as soon as the item becomes known, but the amendment is not effective until a motion is made to amend the agenda and approved by the governing body. [MOTION]*
  - ***In Practice*** – *the amended agenda should list 1) an item immediately following roll call entitled "Motion and Order to Amend the Agenda" and 2) the added item should appear on the new agenda in the appropriate location. After roll call the governing body should move to amend the agenda to add the specific item or items and take a vote.*
- *If the agenda will be amended after the start of the meeting, a motion must be made to amend the agenda which includes "a good faith reason the agenda item was not included in the original posting." A vote to amend the agenda must follow. [MOTION PLUS JUSTIFICATION]*
  - ***In Practice*** – *an agenda amended in this fashion does not require a new agenda posting. The minutes of the meeting serve to memorialize the amendment.*

*Executive Session Minutes*

- *The minutes for executive session must include the specific Idaho Code section and subsection as well as identify the purpose and topic of executive session. (e.g. personnel evaluation, fire labor negotiations, consult with attorney regarding pending lawsuit).*

- *In the course of an executive session discussion if a change of subject occurs, it will be necessary to end the executive session, amend the agenda to include the additional discussion item, and then vote again to enter executive session.*

*Violations/Cure*

- *A violation of the Open Meetings Law no longer requires that you do so knowingly. If you conduct or participate in a meeting which violates any of the provisions of the law the penalty can be \$50.*
- *If you knowingly violate the provisions of the law or if you have been guilty of violating the act within a year of the current violation, the civil fine could amount to \$500.*
- *A violation may be cured by:*
  - *Self-reporting – agency has 14 days to cure after the admission by declaring all actions taken void. The voided items may be re-noticed and be properly approved or executed. A cure serves as a bar to civil fine penalties.*
  - *Complaint – agency has 14 days to respond publicly with an acknowledgment of the violation and statement of intent to cure or a denial of violation. Failure to respond equals denial.*

Clarification was given to Board members in group chatting between members by emails.

The Library Board's annual meeting will be in September to include the election of officers and establish the meeting dates and times for FY2010. Ms. Brennan will appoint a nominating committee for the election of officers.

## **IX. ADMINISTRATION AND MANAGEMENT REPORT**

Ms. Broom commented on the activity at the Hillcrest branch which was being utilized as a checkpoint by Boise's law enforcement and other agencies to organize volunteers searching for a missing child.

## **X. OLD BUSINESS**

### Main Library Vision Project Advisory Team Update

Mr. Booe reported that a draft of the final report will be presented to the Main Library Advisory Team for approval on August 13. Members of the Advisory Team, Library Board, Foundation Board, and Friends of the Library Board will be invited to review the report jointly at a City Council session in September.

## **XI. NEW BUSINESS**

None

## **XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS**

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

**XIII. SELECTION OF MEETING DATE**

The Regular/Annual Board of Trustees meeting is scheduled for 11:30 a.m., Wednesday, September 2, 2009, in the Sagebrush Conference Room at the Library! at Cole & Ustick.

**XIV. ADJOURNMENT**

MOTION by Mr. Thompson and seconded by Ms. Baird to adjourn the meeting. All in favor, motion carried. Ms. Brennan adjourned the meeting at 12:10 p.m.

**APPROVED:**

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Kevin Wayne Booe  
Director

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Martie Brennan  
Board of Trustees President