

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

The Boise Public Library Board of Trustees met for its Regular Board meeting at 11:30 a.m. on Wednesday, November 4, 2009, in the Marion Bingham room at the Main Library.

**BOARD MEMBERS PRESENT:**

Martie Brennan, President; Marc C. Johnson, Vice President; Denise Baird, Trustee; James Thompson, Trustee; Caroline Biggs, Youth Trustee; and Connor Sheldon-Modrow, Youth Trustee.

**OTHERS PRESENT:**

Maryanne Jordan, Boise City Council President; Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Department; Bonnie Longstreth, Friends of the Library Representative; Joanne Hinkel, Community Relations Coordinator; Vicki Kreimeyer, Adult Services Manager; William Nation, Main Library/Public Services Manager; Laurel White, Neighborhood Branch Manager; Chrisanne Brown, Acquisitions and Technical Services Manager; Diane Broom, Hillcrest Library Branch Supervisor; Linda Brilz, Youth Services Librarian; Rob Bousfield, City Engineer; 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, present; Thompson, present; Biggs, present; Sheldon-Modrow, present; and Brennan, present.

**I. MINUTES**

Ms. Brennan noted a correction on the October 2009 meeting minutes: on page 4, "Ms. Kreimeyer" was omitted and "Ms. McNeley" was added to attendees leaving the meeting before going into executive session.

MOTION by Mr. Thompson and seconded by Ms. Baird that the October 7, 2009, Regular Board meeting minutes be approved as presented with noted correction. All in favor, motion carried.

**II. BILLS AND PAYROLL**

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

### **III. COMMUNICATIONS**

Mr. Booe highlighted a written comment that was received by a library customer in the Cole and Ustick branch area praising the new branch.

### **IV. CONTINUING EDUCATION**

None

### **V. CONSENT ITEMS**

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

### **VI. DIRECTOR'S REPORT**

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

The statistics report for October indicates a customer increase of 3% with 119,000 visits; 192,000 items were circulated, which is a 27% increase from the same time last year; and a 2% increase in reference questions. Ms. White noted that the reported 2,300 new cards issued are not accurate. This amount includes issued guest passes. Ms. White will breakdown the amount so that the new cards issued will reflect the correct number.

Mr. Booe stated Melody Eisler was mistakenly omitted in the director's report as one of the recipients for this year's employee of the year categories. Ms. Eisler was presented a Director's Award for her leadership in organizing a staff team to create a mural in the children's area at the Collister branch. Mr. Booe has sent his apologies to Ms. Eisler.

Mr. Booe expressed his appreciation to all of the library staff for their expertise and level of commitment in meeting nearly 89% of the goals set for FY 2009. Budget constraints were responsible for not achieving 100%.

The Library will end FY 2009 in the black. The end of the year financial reports are expected to be completed this month and reported at the December Library Board meeting.

Mr. Booe has been invited to be a guest speaker for the Osher Institute. The Institute will be doing a two-week series at various locations, including the Main Library. A date has not been established.

A copy of the patron comment report for FY 2009 was presented to the board members. The report is reviewed monthly by the Leadership Circle. If contact information is available, each patron receives a response by the appropriate staff member.

The LYNX! directors will meet November 19 to continue their work of revising the consortium agreement.

The open access agreement with Eagle Public Library and Garden City Library have been signed and submitted for payment.

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

Ms. Longstreth reported the October book sale grossed approximately \$25,000.

Friends Board president Carol Bounds has resigned from the Friends activities and the Board is now in the process of recruiting for a new president.

Board members approved a \$38,370 request from library staff for programming and equipment. A list of the items is included in the miscellaneous section of the packet.

## **VIII. ADMINISTRATION AND MANAGEMENT REPORT**

There was a question and answer period on library activities reported in the written administration and management report included in the director's report.

## **IX. FOUNDATION REPORT**

Mr. Booe reported the Foundation Board will conduct its annual meeting in November. Agenda items will include election of officers and adoption of the revised by-laws.

Foundation director Celynda Roach will participate on the Bown Crossing branch design steering committee.

Mayor Bieter is scheduled to attend the December Foundation meeting to discuss an executive director position for the Foundation.

## **X. OLD BUSINESS**

### Bown Crossing Branch Update

Mr. Bousfield reviewed the architectural services contract not to exceed \$126,000 with Fletcher Farr Ayotte Inc. (FFA) for Phase 1 of the Bown Crossing branch in east Boise. He explained that to accelerate the planning and design process, staff requested City Council's approval of the contract on October 27.

The city staff preliminary design committee will meet with FFA staff to discuss the Bown Crossing branch vision, goals, review lessons learned on the Cole and Ustick branch project and meet with the site developer next week. Public meetings will be scheduled to display the preliminary design and receive the public's feedback. Phase 1 will be approximately a three month process.

MOTION by Mr. Thompson and seconded by Mr. Johnson that the Library Board recommend approval of the presented Phase 1 architectural services contract for the east branch library, in the amount not to exceed \$126,622, subject to legal and purchasing review. All in favor, motion carried.

## **XI. NEW BUSINESS**

### Library Strategic Business Plan FY 2010 Update

Mr. Booe highlighted the vision of building a world class library system and reviewed the updated FY 2010 strategic business plan. He stated that Mayor Bieter has reviewed the plan and given his approval.

MOTION by Ms. Baird and seconded by Mr. Johnson to approve the updated strategic business plan for FY 2010 as presented. All in favor, motion carried.

### Boise Public Library Policy Manual Revisions

Mr. Nation presented the following two revisions to the Board's policy manual:

*The Policy Manual of Boise Public Library currently places a limit on audio-visual (A/V) items that is not enforceable in our circulation software. While we can and do place limits on individual formats (DVDs, for example), placing an additional overall limit for all A/V formats is not possible. The proposed change would remove this overall A/V limit from our Policy Manual while maintaining staff's ability to set limits on individual formats.*

## **V. USE OF THE LIBRARY**

### **C. LIMITS ON BORROWING SERVICES**

Borrowing shall be limited as deemed necessary by library staff when excessive demands of groups or individuals make it necessary to do so in order to ensure service to the general public.

~~No more than ten (10) items from the audio-visual collection may be checked out by one individual at one time. Various types of materials within the audio-visual collection may have more restrictive limits as set by staff.~~ Unless staff determines that it is necessary to do so, no limit is set on the number of books that may be checked out at one time. Patrons shall not be permitted to borrow all items in any given subject area. **Various types of materials within the audio-visual collection may have more restrictive limits as set by staff.**

*The portion of the Policy Manual that covers Requests for Reconsideration was written prior to our becoming a branch system and reflects an organizational structure that has since changed. The proposed revision would transfer the responsibility for handling Requests for Reconsideration from managers of divisions at the Main Library to the acquisitions and collection development manager, a position with system responsibilities rather than location-specific responsibilities.*

## **VI. COLLECTION DEVELOPMENT AND MAINTENANCE**

**F. EXCLUSION OF MATERIALS**

1. The library will review decisions regarding specific titles, upon written request from a Boise City resident. A form shall be provided for this purpose. (Appendix V)
2. When a written complaint is filed, the materials under consideration will be reviewed by the ~~Head of Adult Services or Youth Services~~ **Acquisitions and Collection Development Manager** in consultation with the patron **and library staff as needed**. The decision of the staff will be communicated to the patron in writing.

MOTION by Mr. Thompson and seconded by Mr. Johnson to adopt the presented policy revisions: V. Use of the Library, section C. Limits on Borrowing Services and VI. Collection Development and Maintenance, section F. Exclusion of Materials. All in favor, motion carried.

Mr. Johnson praised Ms. Hinkel for her excellent work to promote the Idaho Humanities Council programs on Abraham Lincoln that was presented at the Main Library and the Cole and Ustick branch in October. He reported that the events were a great success and the library staff did a great job hosting the programs.

**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 Regular Board of Trustees meeting is scheduled for 11:30 a.m., Wednesday, December 2, 2009, in the Marion Bingham room at the Main Library.

**XIV. EXECUTIVE SESSION: [I.C. 67-2345 (1) (b)] PERSONNEL MATTERS**

MOTION by Mr. Thompson and seconded by Mr. Johnson 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, Johnson, Thompson, and Brennan.

MOTION carried.

Ms. Jordan, Mr. Nation, Ms. Hinkel, Ms. Kreimeyer, Ms. White, Ms. Brilz, Ms. Broom, Ms. Longstreth, Mr. Bousfield, Ms. Brown and Ms. Ugrin left the meeting.

The Board recessed to an Executive Session at 12:30 p.m. regarding personnel matters.

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

The Board reconvened into Regular Session at 12:40 p.m.

**XV. ADJOURNMENT**

Mr. Johnson moved and Mr. Thompson seconded to adjourn the meeting. There being no further business, Ms. Brennan adjourned the meeting at 12:41 p.m.

**APPROVED:**

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Kevin Wayne Booe  
Director

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Martie Brennan  
Board of Trustees President