

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

December 1, 2010, Regular Board Meeting Packet

Main Library
Marion Bingham Room, Third Floor
11:30 A.M.

AGENDA AND AGENDA NOTES

DIRECTOR'S REPORT

SUPPORTING DOCUMENTS

- Strategic Planning: Strengths, Weaknesses, Opportunities, and Threats (SWOT) Discussion
 - A revised copy of the SWOT document will be presented at the meeting.
- Library Policy Manual Revision
 - *Draft* Boise Public Library Policy Manual
- Customer Satisfaction Report
 - Systemwide Customer Satisfaction Survey
- Proposed 2011 Holiday Closures
 - Proposed Closures for Calendar Year 2011

MISCELLANEOUS

- Boise Main Library Vision Building Program Summary "Making a Good Library Great!"

BOISE PUBLIC LIBRARY STATISTICS

- Boise Public Library System Statistics Report, October 2010

AGENDA
BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Board Meeting
December 1, 2010, 11:30 A.M.
Main Library
Marion Bingham Room

I. MINUTES

Approval of September 14, 2010, Joint/Special Meeting and November 3, 2010, Regular Meeting Minutes

II. BILLS AND PAYROLL

Authorization Requested for Payment of Bills and Payroll

III. COMMUNICATIONS

None

IV. CONTINUING EDUCATION

None

V. CONSENT ITEMS

Upon request of any Trustee, the following consent items may be considered separately:

- A. October 1-31, 2010, Financial Report
- B. October 2010 Gift Fund Activity

This information will be available and distributed at the meeting.

VI. FRIENDS OF THE BOISE PUBLIC LIBRARY REPORT

VII. BOISE PUBLIC LIBRARY FOUNDATION REPORT

VIII. DIRECTOR'S REPORT

IX. ADMINISTRATION AND MANAGEMENT REPORTS

X. OLD BUSINESS

- A. Strategic Planning: Strengths, Weaknesses, Opportunities, and Threats (SWOT) Discussion
- B. Library Policy Manual Revision

XI. NEW BUSINESS

- A. Customer Satisfaction Report
- B. Proposed 2011 Holiday Closures

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Trustee Review for December Vouchers by Mr. Balukoff

XIII. SELECTION OF MEETING DATE

Next Regular Meeting Date, January 5, 2011

XIV. EXECUTIVE SESSION: [I.C. 67-2345 (1) (c)] LAND ACQUISITION

XV. ADJOURNMENT

AGENDA NOTES
December 1, 2010

COMMUNICATIONS:

None

CONTINUING EDUCATION:

None

ADMINISTRATION AND MANAGEMENT REPORTS:

Trustees may ask management questions on items of interest from the written report that is included in the director's report.

OLD BUSINESS:

A. Strategic Planning: Strengths, Weaknesses, Opportunities, and Threats (SWOT) Discussion

Library staff has reviewed the suggested changes to the SWOT document for Fiscal Year 2011-2013 and will present the changes to the Board of Trustees for addition and adoption. A copy of the proposed SWOT will be presented at the meeting.

Recommended Action: Adoption of the proposed SWOT document.

Required Action: Motion to approve, amend, or reject the proposed SWOT document for Fiscal Year 2011-2013.

B. Library Policy Manual Revision

William Nation, Main Library/Public Services Manager, will present the Library's revised policy manual for the Board of Trustees consideration. Mr. Nation will review changes and discuss the proposed format. Trustees Baird and Balukoff served as the Board's subcommittee members for the process. Trustees are invited to ask questions, make comments, and suggest changes to the policy revisions. Staff has a goal for policy manual adoption at the January 2011 meeting.

Recommended Action: No recommended action – an information and discussion item only.

Required Action: No action required.

NEW BUSINESS:

A. Customer Satisfaction Report

Staff will present a summary of the semiannual customer satisfaction survey conducted on October 26, 2010. A copy of the summary report is included in the supporting documentation section of the packet.

Recommended Action: No recommended action – an information and discussion item only.

Required Action: No action required.

B. Proposed 2011 Holiday Closures

The Library Board must approve all library closures for a calendar year. A copy of the proposed holiday closures for 2011 is included in the supporting documentation section of the packet. Please note that the Christmas holiday falls on a Sunday. Staff is proposing closing the Library on Christmas Sunday and Monday for the City's Christmas holiday.

Recommended Action: Approve the proposed closure schedule for calendar year 2011.

Required Action: Motion to approve, amend, or reject the proposed holiday schedule for calendar year 2011.