

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Board Meeting Minutes
December 1, 2010

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, December 1, 2010, in the Marion Bingham Room at the Main Library.

BOARD OF TRUSTEES PRESENT:

Marc C. Johnson, President; A.J. Balukoff, Trustee; Martie Brennan, Trustee; and James Thompson, Trustee.

OTHERS PRESENT:

Maryanne Jordan, City Council President; Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Department; Jo Anne Michaels, Friends of the Library Representative; Linda Brilz, Youth Services Supervisor; Chrisanne Brown, Acquisitions and Technical Services Manager; Joanne Hinkel, Community Relations Coordinator; Vicki Kreimeyer, Adult Services Manager; Denise McNeley, Operations and Outreach Manager; William Nation, Main Library/Public Services Manager; Kathy Stalder, Cole and Ustick Branch Supervisor; Jillian Subach, Collister Branch Supervisor; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

Mr. Johnson called the meeting to order at 11:30 a.m.

ROLL CALL: Baird, absent; Balukoff, present; Brennan, present; Thompson, present; Johnson, present; and youth members Pocock, absent; Sisson, absent.

I. MINUTES

Mr. Johnson noted that the approval of the September 14, 2010, joint/special meeting minutes will be deferred until the Trustees who attended create a quorum.

MOTION by Ms. Brennan and seconded by Mr. Thompson that the November 3, 2010, regular 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 October 31, 2010. All in favor, motion carried.

VI. FRIENDS OF THE BOISE PUBLIC LIBRARY REPORT

Ms. Michaels reported that the Friends Board of Directors will begin drafting a policy manual. Valora Treshow will head the project. She welcomes any suggestions from the Trustees.

An invitation to the Trustees was extended for the holiday appreciation coffee for library staff that is hosted by the Friends. The event is on December 10, 8:45–10 a.m. in the Hayes Auditorium.

Mr. Johnson congratulated the Friends for the successful October book sale generating over \$27,000.

VII. BOISE PUBLIC LIBRARY FOUNDATION REPORT

Mr. Booe reported that marketing specialist Bill Drake conducted a second marketing strategy session with the Foundation Board of Directors in November. Ms. Kreimeyer and he plan to meet with Mr. Drake to discuss the needs and deficiencies of the Main Library. Later, Mr. Booe and the Directors will begin visiting civic clubs and city groups speaking on the Main Library's needs. The Directors will also be discussing future plans to organize focus groups.

During the November meeting questions were raised on the Library's building program. Mr. Booe stated that it has been ten years since a design charrette was conducted. He proposed that next month the planning of an updated design charrette be added to the Trustee's agenda. A copy of the 2009 Main Library Vision project's executive summary was included in the meeting packet for the Trustees to review.

Ms. Balukoff commented that he agrees that it is important to start early to outreach and educate the need for a new Main Library.

Councilmember Jordan added that it is essential to include energy savings in the new design charrette.

VIII. DIRECTOR'S REPORT

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

The Fiscal Year 2012-2013 budget build begins next week. The Executive Management Team will meet to determine high level capital and equipment programs for the next two years and later meet with City Council to review revenue projections and forecasts. There are no projected cuts and drastic cost containments for Fiscal Year 2011.

Positive results are being received from the Idaho Commission for Libraries on the recently submitted library grants. The “Music and Early Literacy” grant was approved for a children’s program at the Boise State University event center. Ms. Hinkel’s grant project for a large scale community service survey has progressed to the final application process. The Youth Services mobile device-assisted roving references grant is still pending.

On November 30 the City Council approved the five-year LYNX! Consortium agreement that will go into effect today.

The Friends Board members approved a \$62,000 donation to the Library for three author visits in 2011, the purchase of mobile laptops, and various library programs.

The Idaho Statesman will be publishing a feature story on Boise Public’s new eBook collection that was launched in November. To date the Library has added over 800 titles. The downloadable digital collection is compatible to all devices except the Kindle.

The Library began advertising in several high school student newspapers in Boise this fall. Ms. Hinkel distributed a copy of one of the latest publications.

IX. ADMINISTRATION AND MANAGEMENT REPORT

There were no questions regarding the administration and managers report included in the written director’s report.

X. OLD BUSINESS

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

Mr. Booe reviewed the updating process for the SWOT document which began in November. The comments received from the Trustees, Leadership members, and library staff have been incorporated. After discussion, Mr. Balukoff asked for clarification on the second bullet point under the Internal Strengths/Reputation section: add the word “other” to “as well as *other* libraries on the local and state level.”

MOTION by Ms. Brennan and seconded by Mr. Balukoff to approve the presented SWOT document with the above added clarification. All in favor, motion carried.

B. Library Policy Manual Revision

Mr. Nation stated that the revised library policy manual was provided to the Trustees in three formats: a summary of the most significant changes; document changes in mark-up form; and a clean copy of the proposed new manual. Mr. Nation requested that the Trustees review the draft manual during December and notify him of their comments and suggestions. If there are no major changes that warrant discussions, approval will be requested at the January meeting. If further discussion is warranted,

approval can be delayed. Going forward, sections of the library policy manual will be on a schedule for regular review.

Mr. Nation thanked Mr. Balukoff and Ms. Baird for their valuable participation on the subcommittee.

XI. NEW BUSINESS

A. Customer Satisfaction Report

Mr. Booe reviewed the semiannual customer satisfaction survey results conducted in October. There were 498 library customers who participated as they left the Main Library. Overall the results were impressive giving high marks for the staff and the Library's atmosphere.

Mr. Nation added that the survey was in paper form and the results were calculated in SurveyMonkey.

B. Proposed 2011 Holiday Closures

The proposed library holiday closures for calendar year 2011 were presented. The Library Board must approve all library closures per Idaho state code. This year variations to city holidays include Easter Sunday and Columbus Day (closure for staff training day).

MOTION by Mr. Thompson and seconded by Mr. Balukoff to approve the proposed library system-wide 2011 holiday closures as follows. All in favor, motion carried.

The Library will be closed for each Boise City recognized holiday. Proposed variations are indicated in italics with an (*) and are not considered paid staff holidays. Staff will flex their schedules as appropriate.

* <i>Saturday, January 1, 2011</i>	<i>New Year's Day (December 31, 2010, is the City's paid holiday.)</i>
Monday, January 17, 2011	Martin Luther King Birthday/ Human Rights Day
Monday, February 21, 2011	President's Day
* <i>Sunday, April 24, 2011</i>	<i>Easter Sunday</i>
Monday, May 30, 2011	Memorial Day (observed)
Monday, July 4, 2011	Independence Day
Monday, September 5, 2011	Labor Day
* <i>Monday, October 10, 2011</i>	<i>Columbus Day (observed) (Staff In-service Day: library to be closed for staff training)</i>

Friday, November 11, 2011	Veteran's Day
Thursday, November 24, 2011	Thanksgiving Day
* Sunday, December 25, 2011	Christmas Day (December 26, 2011, is the City's paid holiday.)
Monday, December 26, 2011	Christmas Day

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Mr. Balukoff was selected to be the next Trustee to review vouchers for December.

XIII. SELECTION OF MEETING DATE

The next regular Board of Trustees meeting is scheduled for 11:30 a.m., Wednesday, January 5, 2011, in the Marion Bingham Room at the Main Library.

XIV. EXECUTIVE SESSION

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

YEAS: Balukoff, Brennan, Thompson, and Johnson
MOTION carried.

Ms. Brilz, Ms. Brown, Ms. Hinkel, Ms. Kreimeyer, Ms. Stalder, Ms. Subach, Ms. Michaels, Ms. White, and Ms. Ugrin left the meeting.

The Board recessed to an executive session at 12:25 p.m. regarding land acquisition.

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 12:37 p.m.

XV. ADJOURNMENT

There being no further business, Mr. Johnson adjourned the meeting at 12:38 p.m.

APPROVED:

Kevin Wayne Booe
Library Director

Marc C. Johnson
Board of Trustees President