

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

February 2, 2011, Regular Board Meeting Packet

Main Library
715 South Capitol Blvd.
Marion Bingham Room, Third Floor
11:30 A.M.

AGENDA AND AGENDA NOTES

DIRECTOR'S REPORT

SUPPORTING DOCUMENTS

- Main Library Vision Project: Site Criteria Review
 - “Branch Library Site Selection Criteria” from the 2000 Master Library Facility Plan Document

- Library Community Relations Plan Fiscal Year 2011
 - FY 2011 Boise Public Library Community Relations Plan

- Fiscal Year 2012/2013 Budget Build: Narrative Service Group Descriptions, Capital Projects, and Equipment
 - Library Department Description and Mission Statement
 - Service Group Narratives: Administrative Support Service, Neighborhood Outreach Services, Public/Main Library Services
 - Capital Projects
 - Equipment List

- Idaho Commission for Libraries State Annual Report Certification
 - 2010 Idaho Public Library Survey

MISCELLANEOUS

- Library! at Hillcrest Customer Comment Letter

BOISE PUBLIC LIBRARY STATISTICS

- Boise Public Library System Statistics Report, December 2010

AGENDA
BOISE PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Board Meeting
February 2, 2011, 11:30 A.M.
Main Library
Marion Bingham Room

I. MINUTES

Approval of January 5, 2011, Regular Meeting Minutes

II. BILLS AND PAYROLL

Authorization Requested for Payment of Bills and Payroll

III. COMMUNICATIONS

None

IV. CONTINUING EDUCATION

eBooks at Boise Public Library

V. CONSENT ITEMS

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

- A. December 31, 2010, Financial Report
- B. December 1-31, 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. Main Library Vision Project: Site Criteria Review

XI. NEW BUSINESS

- A. Library Community Relations Plan Fiscal Year 2011
- B. Fiscal Year 2012/2013 Budget Build: Narrative Service Group Descriptions, Capital Projects, and Equipment
- C. Idaho Commission for Libraries State Annual Report Certification
- D. Trustee Bylaws Subcommittee

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Trustee Review for February Vouchers by Ms. Brennan

XIII. SELECTION OF MEETING DATE

Next Regular Meeting Date, March 2, 2011

XIV. ADJOURNMENT

AGENDA NOTES

February 2, 2011

COMMUNICATIONS:

None

CONTINUING EDUCATION:

eBooks at Boise Public Library

Lindsay Wyatt, Electronic Resource Librarian, will review the eBook service at Boise Public Library and demonstrate access to the collection. The Library's electronic collections generated over 4,000 checkouts in December 2010. Ms. Wyatt will answer questions from Trustees.

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. Main Library Vision Project: Site Criteria Review

Kevin Booe, Library Director, will review the existing site criteria with Trustees and answer questions. Trustees will be asked to affirm the site criteria and suggest modifications.

Recommended Action: Discussion and adoption of site criteria.

Required Action: Motion to adopt, amend, or table site criteria.

NEW BUSINESS:

A. Library Community Relations Plan Fiscal Year 2011

Joanne Hinkel, Community Relations Coordinator, will review the Fiscal Year 2011 Community Relations Plan and note key changes from the 2010 plan and review target audiences and key tactics to improve and increase the Library's visibility in the community. A copy of the plan is included in the meeting packet under the supporting documentation section.

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

Required Action: No action required.

B. Fiscal Year 2012/2013 Budget Build: Narrative Service Group Descriptions, Capital Projects, and Equipment

Library Administration will review the Fiscal Year 2012/2013 revisions to the Service Group Narratives and the proposed Capital and Equipment budget for the Library Board's approval. Copies of the budget documents are included in the meeting packet under the supporting documentation section.

Recommended Action: Approval of the Fiscal Year 2012/2013 Service Group Narratives.
Approval of the Fiscal Year 2012/2013 Capital and Equipment budget proposals.

Required Action: Motion to approve, amend, or reject the presented budget proposals for Fiscal Year 2012/2013.

C. Idaho Commission for Libraries State Annual Report Certification

Library Board members are required under state code to certify the annual statistical report to the Commission. Denise McNeley, Operations and Outreach Manager, will review the report. A copy of the report is included in the meeting packet under supporting documentation section.

Recommended Action: Certify the 2010 State Annual Report Certification as presented.

Required Action: Motion to approve the Library's presented 2010 State Annual Report Certification.

D. Trustee Bylaws Subcommittee

The current Library Board of Trustees bylaws have not been reviewed since the mid 1990s and are a part of the Library Board of Trustees Policy Manual. As a part of the Policy Manual revision project, the staff recommends a board subcommittee be appointed to review and revise as necessary the current bylaws. Ideally, new bylaws would be adopted by June 1, 2011, before the annual board term ends and begins.

Recommended Action: Appoint a Trustee bylaws subcommittee to work with administration staff to review and revise the existing bylaws.

Required Action: Appointment of a bylaws subcommittee.