

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

December 7, 2011, Regular Board Meeting Packet

Main Library
715 South Capitol Blvd.
Marion Bingham Room, Third Floor

AGENDA AND AGENDA NOTES

DIRECTOR'S REPORT

SUPPORTING DOCUMENTS

- Boise Public Library Policy Review: Section 3, Services 3.04 Interlibrary Loan
 - Policy Review Cover Page
 - Policy 3.04 Interlibrary Loan
 - Regulation 3.04a Limits on Interlibrary Loan Service

- Internal Audit Report
 - A Report From the Office of Internal Audit

- In-house Customer Survey Results
 - Survey Monkey Data Results

- Library Closures for 2012
 - Proposed Closures for Calendar Year 2012

MISCELLANEOUS

- Friends of the Library Omnibus Request FY12
- Cost Savings from Operations
- Customer Comments
 - Main Library
 - Cole & Ustick
 - Collister
 - Hillcrest

BOISE PUBLIC LIBRARY STATISTICS

- Boise Public Library System Statistics Report, October 2011

AGENDA
BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Board Meeting
December 7, 2011, 11:30 A.M.

Main Library
Marion Bingham Room

I. MINUTES

Approval of November 3, 2011, 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 31, 2011, Financial Report

B. October 1-31, 2011, 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. Boise Public Library Policy Review: Section 3, Services 3.04 Interlibrary Loan

XI. NEW BUSINESS

A. Internal Audit Report

B. In-house Customer Survey Results

AGENDA

December 7, 2011

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- C. Christmas Eve Closure
- D. Library Closures for 2012

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Trustee Review for December Vouchers by Thompson

XIII. SELECTION OF MEETING DATE

Next Regular Meeting Date, January 4, 2012

XIV. ADJOURNMENT

AGENDA NOTES
December 7, 2011

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. Boise Public Library Policy Review: Section 3, Services 3.04 Interlibrary Loan
William Nation will review section 3.04 Interlibrary Loan of the Library's policy manual and discuss any suggested revisions with the Board of Trustees. Suggested changes are included in the supporting documentation section of the meeting packet. This continues the ongoing review of library policies with the Trustees.

Recommended Action: An information and discussion item only.

Required Action: No action is required.

NEW BUSINESS:

- A. Internal Audit Report
Library administration will review the Boise City internal audit findings with Trustees and provide information regarding corrections to the audit findings. The Library received a satisfactory rating. Library administration has addressed and responded to each of the findings listed in the report and taken the necessary corrective action. Trustees did receive a copy of the findings in November and a copy is included in this month's supporting documentation section of the packet.

Recommended Action: Discussion of audit findings and acceptance of report.

Required Action: Motion to accept the presented internal audit findings report.

B. In-house Customer Survey Results

William Nation will review the in-house customer service survey results, conducted in October, with the Trustees. A copy of the results report is included in the supporting documentation section of the packet.

Recommended Action: No recommended action - discussion and information item.

Required Action: No action required.

C. Christmas Eve Closure

Library administration seeks approval to close branch library locations on Saturday, December 24 and reduce hours of operation at the Main Library with an early closure of 1:00 p.m. Traditionally, library locations are open until 1:00 p.m. on Christmas Eve. Board approval for Christmas Eve hours was not included in last year's holiday closure list for 2011.

Recommended Action: On Christmas Eve, Saturday, December 24 close branch locations all day and at the Main Library close at 1:00 p.m.

Required Action: Motion to close library branch locations all day and the Main Library at 1:00 p.m. on Saturday, December 24.

D. Library Closures for 2012

The Library Board must approve all library closures for a calendar year. A copy of the proposed holiday closures for 2012 is included in the supporting documentation section of the packet.

Recommended Action: Approve the proposed closure schedule for calendar year 2012.

Required Action: Motion to approve, amend, or reject the proposed holiday schedule for calendar year 2012.