

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Board Meeting Minutes
July 6, 2011

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, July 6, 2011, in the Marion Bingham Room at the Main Library.

BOARD OF TRUSTEES PRESENT:

Denise Baird, Vice President, A.J. Balukoff, and James Thompson.

OTHERS PRESENT:

Maryanne Jordon, Boise City Council Liaison; Kelley Fleming, Boise City Legal Representative; Valora Treshow, Friends of the Library Representative; Linda Brilz, Youth Services Division Supervisor; Chrisanne Brown, Acquisitions and Technical Services Manager; Joanne Hinkel, Community Relations Coordinator; Vicki Kreimeyer, Adult Services Division Manager; Denise McNeley, Operations and Outreach Manager; William Nation, Main Library/Public Services Manager; Kathy Stalder, Cole and Ustick Branch Supervisor; Laurel White, Neighborhood Library Services Manager; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

Baird called the meeting to order at 11:30 a.m. and requested a roll call.

I. MINUTES

MOTION by Balukoff and seconded by Thompson that the June 1, 2011, regular meeting minutes be approved as presented. All in favor, motion carried.

II. BILLS AND PAYROLL

MOTION by Balukoff and seconded by 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 Balukoff and seconded by Thompson to approve the consent items through May 31, 2011. All in favor, motion carried.

VI. FRIENDS OF THE BOISE PUBLIC LIBRARY REPORT

Treshow reported that the Friends Board of Directors has appointed two individuals to share responsibilities as the treasurer.

The sale of "old books" in the Friends' book store continues to increase. There are plans to include a special section of old books in the annual fall book sale.

VII. BOISE PUBLIC LIBRARY FOUNDATION REPORT

Kreimeyer reported that the Foundation Board of Directors is on a summer hiatus. The Board will convene again in September.

A copy of the Foundation's Focus Group June 8 meeting minutes was included in the meeting packet and the May 31, 2011, financial report was distributed to the Trustees.

VIII. DIRECTOR'S REPORT

Nation reported that the City Council budget development workshops were conducted on June 27 and 28. McNeley will present a detailed budget report later in the meeting.

Boise Public's library director Kevin Booe has completed strategic planning feedback sessions with the Trustees, Management Team, Leadership Circle, and each library division. Booe plans to present a draft strategic plan to the Trustees in September for approval.

The LYNX! Consortium directors met in June for a strategic planning retreat that was facilitated by the Idaho Commission for Libraries. The directors voted unanimously to keep the hold limit at five items. Booe's term ended as chair of the LYNX! Consortium for Fiscal Year 2011.

Hinkel reported that she and Booe met with ORC International representatives in June to discuss the details of the Community Survey project. A total of 1,100 users and nonusers of library services in the Boise area will be surveyed. In the last major library survey, conducted in 1999, respondents were contacted exclusively by telephone, using random digit dialing. Due to the proliferation of cell phones, this year's study will use an address-based sample, and a mixed-mode of data collection. Sample households without "land lines" will receive letters asking them to participate online or by calling a toll-free number. The survey will be fielded in early September. Results will be presented to the Trustees at the November meeting.

Hinkel reported that the Library has begun posting ads on Facebook accounts.

McNeley informed the Trustees that Les Bois Federal Credit Union renewed its contract for \$4,200 with the LYNX! Consortium to sponsor the Treasure Valley courier van for advertising. She also added that the Mayor's Office is in the process of recruiting for a new board member left vacant by the expired term of Martie Brennan.

IX. ADMINISTRATION AND MANAGEMENT REPORTS

Nation highlighted that the adult Summer Reading participation is up this year and at midpoint the children's program was up 35%.

Kreimeyer received questions on the First Thursday at the Main Library program. Funds to compensate the performers were received from donations by the Friends and Foundation groups.

X. OLD BUSINESS

A. Fiscal Year 2012/2013 Budget Process Update

McNeley reviewed the following Mayor's budget recommendations for the Library that City Council approved for Fiscal Year 2012: 1) reduction of \$85,000 in library materials; although there will be a reduction in the library materials account, it will actually increase due to more funds allocated from the maintenance and operation accounts in Fiscal Year 2012 than from prior years, 2) reduction of \$19,000 in minor repair and maintenance, 3) no funding for staff compensations (raises); if the City has funds at the end of fiscal year, the Council approved a one-time goal achievement award for staff, 4) \$600,000 for major repair and maintenance; these funds will largely be spent to maintain standard codes for electrical, plumbing, and the HVAC system at the Main Library, and 5) \$70,000 for the Library's Vision Project (design charrette) in Fiscal Year 2013.

Fiscal Year 2013 budget recommendations include the following: 1) the elimination of the bookmobile, 2) program reductions, and 3) may include four positions being eliminated; management will work to reduce positions through attrition and/or restructuring.

The Mayor and City Council agreed that reducing library hours is not an option at this time.

McNeley stated that City Council only approved Fiscal Year 2012 and not 2013. Jordan added that usually Council approves a two-year budget term. Fiscal Year 2013 is anticipated to be more challenging and will require a more intense review next spring.

XI. NEW BUSINESS

None

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Johnson was selected to be the next Trustee to review vouchers for July.

XIII. SELECTION OF MEETING DATE

The next regular Board of Trustees meeting is scheduled for 11:30 a.m., Wednesday, August 3, 2011, in the Marion Bingham Room at the Main Library.

Balukoff noted that the May statistics reported patron count was down from last year at the Hillcrest branch. White responded that patron visits were affected due to the construction at the Hillcrest Shopping Center and the library sign temporarily being taken down. Since the sign has been installed again and the construction work has been completed, patron visits are increasing.

XIV. EXECUTIVE SESSION [I.C. 67-2345 (1) (d) DISCUSS RECORDS THAT ARE EXEMPT FROM DISCLOSURE AS PROVIDED IN CHAPTER 3, TITLE 9.

Executive session was not held.

XV. ADJOURNMENT

MOTION by Thompson and seconded by Balukoff to adjourn the meeting. All in favor, motion carried. Baird adjourned the meeting at 12:10 p.m.

APPROVED:

William Nation
Main Library Manager

Denise Baird, Vice President
Library Board of Trustees