

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Board Meeting Minutes
August 3, 2011

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, August 3, 2011, in the Marion Bingham Room at the Main Library.

BOARD OF TRUSTEES PRESENT:

Marc C. Johnson, President; Denise Baird, Vice President; and A.J. Balukoff

OTHERS PRESENT:

Maryanne Jordon, Boise City Council Liaison; Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Representative; Valora Treshow, Friends of the Library Representative; Diane Broom, Hillcrest Branch Supervisor; Chrisanne Brown, Acquisitions and Technical Services Manager; Joanne Hinkel, Community Relations Coordinator; Vicki Kreimeyer, Adult Services Division Manager; and Linda Ugrin, Administration Senior Secretary

CALL TO ORDER:

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

I. MINUTES

MOTION by Balukoff and seconded by Baird that the July 6, 2011, regular meeting minutes be approved as presented. All in favor, motion carried.

II. BILLS AND PAYROLL

MOTION by Balukoff and seconded by Baird 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 Baird to approve the consent items through June 30, 2011. All in favor, motion carried.

VI. FRIENDS OF THE BOISE PUBLIC LIBRARY REPORT

Treshow reported that the Friends organization has completed moving books, shelving, and other materials for its annual spring book sale to the new warehouse location on River Street. The move has provided an opportunity to recycle and donate excess items.

There will be a special collectible old book section at the fall book sale this year. These books will be individually priced.

VII. BOISE PUBLIC LIBRARY FOUNDATION REPORT

Booe reported that the Foundation Directors have been in the process of recruiting new members to bring the membership up to fifteen. Recently Driek Zirinsky was added to the Board of Directors. Zirinsky's background is in education and she has served on several community service boards.

VIII. DIRECTOR'S REPORT

Booe reviewed the July statistics report and highlighted that customer visits were up 6% system-wide and self-checkouts in June were up 58% at the Main Library. Broom added that since nearby construction work has ceased, customer visits and activity has strongly rebounded at the Library! at Hillcrest after its sign was reinstalled and visibility of the library was greatly improved.

Next Tuesday City Council will vote to approve the purchase of 3M Company software that will allow customers to pay their fines and fees online and at self-checkout stations.

The first draft of the Library's Community Survey project has been returned to ORC International. The Library is expecting to receive the next version this week. The survey will be launched in early September and the results received in late October.

A Freedom of Information Request was received for the cost of mailing the "Rethink" brochure that was sent out as part of the Library's marketing campaign. Hinkel has compiled an expense report and created a response to the request. The \$11,488 cost of the project is reported on the Idaho Reporter website. Booe shared a letter that was also received commenting negatively on the brochure mailing costs. He added that he is following the direction of the Mayor and the Library Board to make the Library more visible. He will be sending a briefing memo to the City Council members.

IX. ADMINISTRATION AND MANAGEMENT REPORTS

Kreimeyer announced that the Idaho Booker's Dozen 2011, a biennial exhibition that travels throughout the state, is being displayed at the Main Library on the third floor for the month of August. The Booker's Dozen features fourteen handmade and self-published books.

Adult Summer Reading is up 28% on top of 30% from last year, the teen program is up 25%, and the children's program up 36%. This successful program is made possible partly by donations from the Friends of the Library.

X. OLD BUSINESS

A. Policy Review

Booe stated that the Boise Public Library Policy Manual describes in document 1.1 that the Library Board of Trustees has the power to establish library policies and that the Board will review these policies annually prior to the September annual meeting. Earlier Balukoff suggested that one or more documents be reviewed at each monthly meeting to fulfill the requirement of an annual review. Booe proposed that this process begin at the September 7 meeting. Balukoff requested that since service staff applies the Library's policies every day, that a staff recommendation be submitted for

a change in policy. The Trustees agreed by consensus to begin the process at the September 7 meeting.

B. Fiscal Year 2012/2013 Budget Process Update

Booe reported that the Executive Management Team is reviewing the budget cuts that were recommended at the City Council budget workshops on June 27 and 28. These recommendations were discussed in detail at the July 7 board meeting. The library staff is aware of potential changes.

There is no information from the city budget office regarding the end of fiscal year data at this time. Booe will keep the Trustees updated.

XI. NEW BUSINESS

None

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Thompson was selected to be the next Trustee to review vouchers for August.

XIII. SELECTION OF MEETING DATE

The regular/annual Board of Trustees meeting is scheduled for 11:30 a.m., Wednesday, September 7, 2011, in the Marion Bingham Room at the Main Library.

XIV. EXECUTIVE SESSION: [I.C. 67-2345 (1) (b)] PERSONNEL MATTERS

MOTION by Balukoff and seconded by Baird that under provisions of Idaho Code 67-2345 (1) (d) this Board recess to an executive session for the purpose of discussing personnel matters and that a roll call vote be taken on the motion.

YEAS: Baird, Balukoff, and Johnson

MOTION carried.

The Board recessed to an executive session at 12:08 p.m. Those who remained for the executive session were Johnson, Balukoff, Baird, Booe, and Fleming.

MOTION by Balukoff and seconded by Baird that the meeting go into regular session. All in favor, motion carried. The Board reconvened into regular session at 12:36 p.m.

XV. ADJOURNMENT

There being no further business, Johnson adjourned the meeting at 12:37 p.m.

APPROVED:

Kevin Wayne Booe, Library Director

Marc C. Johnson, President