

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Board Meeting Minutes
December 7, 2011

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, December 7, 2011, in the Marion Bingham Room at the Main Library.

BOARD OF TRUSTEES PRESENT:

Denise Baird, Vice President; A.J. Balukoff; James Thompson; and Youth Trustee Victoria O'Neil.

OTHERS PRESENT:

Maryanne Jordan, Boise City Council Liaison; Kevin Booe, Library Director; Kelley Fleming, Boise City Legal Representative; Valora Treshow, Friends of the Library Representative; Linda Brilz, Youth Services Supervisor; Joanne Hinkel, Community Relations Coordinator; Jim Jatkevicius, Collister Branch Supervisor; Denise McNeley, Operations and Outreach Manager; William Nation, Main Library/Public Services Manager; and Linda Ugrin, Administration Senior Secretary.

CALL TO ORDER:

Baird called the meeting to order at 11:38 a.m. and requested a roll call.

I. MINUTES

MOTION by Balukoff and seconded by Thompson that the November 2, 2011, regular meeting minutes be approved as written. 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 October 31, 2011. All in favor, motion carried.

VI. FRIENDS OF THE BOISE PUBLIC LIBRARY REPORT

Treshow reported that Belinda Quilici joined the Friends Board of Directors at the October 2011 meeting.

An invitation was extended to the Trustees to the holiday coffee hosted by the Friends on Friday, December 9, at 8:45-10:00 a.m. in the Hayes Auditorium. Booe added that the 2011 library employee awards will be announced that morning.

The December Board meeting has been canceled for the holiday season.

Treshow expressed her appreciation to Booe for speaking last month to the Boise Chapter of the American Association of University Women. The topic was “Libraries of the Future.”

VII. BOISE PUBLIC LIBRARY FOUNDATION REPORT

Booe reported that the Foundation Board of Directors will meet December 13 to complete the 2011 Community Survey exercise to identify audiences and key services that the Library should target with the community. When the final report of the survey is received from ORC International, the information will be shared with marketing specialist Ken Stoltz. Stoltz has agreed to develop a first-level public relations campaign.

There remains a vacancy left on the Foundation’s Board that is being reserved for a second Trustee to be appointed as a liaison.

VIII. DIRECTOR’S REPORT

The Library’s November statistics continue to rise. Compared to one year ago circulation has a 2% increase, new cards issued a 2% increase, reference questions a 10% increase, program attendance a 25% increase, and customer count a 10% increase.

The Fiscal Year 2011 year-end progress report was presented to City Council at the December 6 workshop meeting. The Library has ended the fiscal year well and in terms of performance measures, exceeded every target. The final report will be presented to City Council at the end of December.

The Fiscal Year 2011 year-end budget ended with \$555,939 in the black. A large portion of the savings came from reduced open access payment costs and utility cost savings. City-wide there was a \$5.5 million savings from the General Fund.

Booe called attention to the 2011 staff service awards included in his written director report and gave his congratulations to the recipients.

The Library will be receiving a check from the Friends group for \$126,708 to fund several programs for Fiscal Year 2012. A list of the projects was included in the meeting packet.

Booe introduced the Collister branch supervisor Jim Jatkevicius. Jatkevicius was promoted to the position in September.

Recently *The Idaho Statesman* and the *Spokane Review* reported on the upcoming public library Internet filtering legislation that is scheduled to be implemented October 2012. The editorial opinion in *The Idaho Statesman* called for the legislature to revisit the issue. Library staff is monitoring the situation.

IX. ADMINISTRATION AND MANAGEMENT REPORTS

No questions or comments were received on the written administration and management reports.

X. OLD BUSINESS

A. Boise Public Library Policy Review: Section 3.0 Services, 3.04 Interlibrary Loan

The Library Board of Trustees is required to review policies on an annual basis and the Board may amend these policies at any time, per policy 1.01. As part of that annual review, the Board agreed to review sections of the policy on a monthly schedule.

Policy 3.04 Interlibrary Loan was presented with the addition of regulation 3.04a. There were no staff recommended changes to the policy. Nation outlined the added regulation 3.04a Limits on Interlibrary Loan Services and asked for comments from the Trustees. Discussion followed. Board approval is not required on a policy's regulations.

XI. NEW BUSINESS

A. Internal Audit Report

The City's Office of Internal Audit conducts audits on all departments on a rotational basis. Booe reviewed the Library's operations audit report that received a satisfactory rating. He highlighted four findings with recommendations listed in the report: 1) LYNX! cost sharing provision, 2) Open Access courier cost share, 3) meeting room reservation accounting process, and 4) lack of a memo of understanding with the Friends and Foundation groups for space at the Main Library. Staff has taken corrective action on these issues.

MOTION by Thompson and seconded by Balukoff to accept the presented internal audit findings report to be presented to City Council for discussion. All in favor, motion carried.

B. In-house Customer Survey Results

Nation reviewed the quarterly in-house customer survey report conducted to determine if there are any changes in service and to track the consistencies in service. Booe added that the number one issue is the lack of parking space, although this year climate control has become a large complaint by customers.

Nation highlighted the customer comments included in the packet. The comments are collected daily and a report is generated quarterly and presented to the Trustees at the end of fiscal year. Balukoff requested that the comments be presented to the Trustees more frequently so that the report is not so long to read all at once. Booe added that the number one complaint daily is parking, homeless customers, and odor. These comments are reviewed weekly to track trends and correct an issue if possible.

C. Christmas Eve Closure

Approval was requested by Booe to close the branches on December 24, 2011, close the Main Library at 1:00 p.m., and close Bookmobile services at 12:00 p.m.

Traditionally the Library has closed at 1:00 p.m. on Christmas Eve. Christmas Eve hours was mistakenly omitted from a list of proposed closures for calendar year 2011, which was presented to the Board for approval last December.

MOTION by Thompson and seconded by Balukoff to approve the presented December 24, 2011, library closures. All in favor, motion carried.

D. Library Closures 2012

The proposed Library holiday closures for calendar year 2012 were presented. The Library Board must approve all library closures per Idaho state code.

MOTION by Mr. Thompson and seconded by Mr. Balukoff to approve the proposed library system-wide 2012 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 necessary.

* <i>Sunday, January 1, 2012</i>	<i>New Year's Day</i> <i>(Monday, January 2, 2012, is the City's paid holiday.)</i>
Monday, January 2, 2012	New Year's Day
Monday, January 16, 2012	Martin Luther King Birthday/ Human Rights Day
Monday, February 20, 2012	President's Day
* <i>Sunday, April 8, 2012</i>	<i>Easter Sunday</i>
Monday, May 28, 2012	Memorial Day (observed)
Wednesday, July 4, 2012	Independence Day
Monday, September 3, 2012	Labor Day
Monday, November 12, 2012	Veteran's Day (observed)
Thursday, November 22, 2012	Thanksgiving Day
* <i>Monday, December 24, 2012</i>	<i>Christmas Eve</i> <i>(Traditionally the library has operated reduced hours on</i> <i>Christmas Eve closing at 1 p.m.)</i>
Tuesday, December 25, 2012	Christmas Day
* <i>Monday, December 31, 2012</i>	<i>New Year's Eve</i> <i>(Traditionally the library has operated reduced hours on</i> <i>New Year's Eve closing at 6 p.m.)</i>

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Thompson 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 4, 2012, in the Marion Bingham Room at the Main Library.

XIV. ADJOURNMENT

There being no further business, Baird adjourned the meeting at 12:23 p.m.

APPROVED:

Kevin Wayne Booe, Library Director

Denise Baird, Vice President