

BOISE PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Board Meeting Minutes
January 4, 2012

The Boise Public Library Board of Trustees met for its regular meeting at 11:30 a.m. on Wednesday, January 4, 2012, in the Marion Bingham Room at the Main Library.

BOARD OF TRUSTEES PRESENT:

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

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; Chrisanne Brown, Acquisitions and Technical Services Manager; Joanne Hinkel, Community Relations Coordinator; Denise McNeley, Operations and Outreach Manager; William Nation, Main Library/Public Services Manager; Kathy Stalder, Cole and Ustick Branch Supervisor; 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 December 7, 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 November 30, 2011. All in favor, motion carried.

VI. FRIENDS OF THE BOISE PUBLIC LIBRARY REPORT

Treshow conveyed a thank you from the Friends members to all of the library staff who attended the Friends annual holiday coffee in December 2011. She expressed a special appreciation to Trustees Balukoff and Thompson who were among the guests.

The Friends annual spring book sale will be April 12-15, 2012. Preview night is April 11 for members. The site of the sale will move to the Friends new storage warehouse location on River Street.

VII. BOISE PUBLIC LIBRARY FOUNDATION REPORT

Booe reported that the Foundation Board of Directors met December 13 to continue reviewing the Library's 2011 Community Survey. The next steps will be vetting marketing opportunities. They have determined so far that the Library's electronic resources should be promoted and they plan to communicate with the Trustees on the feasibility of extending library hours.

Plans are being made for Booe to do a series of interviews on Public Access Radio.

The January 10 Board of Directors meeting agenda will include the annual meeting and election of officers.

VIII. DIRECTOR'S REPORT

Booe announced that a \$12,000 donation was received from the Woychick family in memory of their parents Tom and Mary who were library advocates. The funds are designated for the future Bown Crossing library branch.

The Library's online e-payment system launched December 19 for fines, fees, and donations. Currently there is a \$2 fee charged for paying online (excluding donations). The e-payment option on self-checkout units, available since last October, has generated \$2,552 in payments.

The launching of the Enterprise discovery layer that will improve library catalog searching has been postponed from last fall to early spring 2012. IT staff continue to work with the vendor to solve catalog interface problems.

Boise Public's eBooks have increased usage 600% from one year ago. Downloadable audio book usage also continues to increase. Discussion followed on the popularity of eBooks and how it impacts publishing, book stores, and public libraries.

IX. ADMINISTRATION AND MANAGEMENT REPORTS

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

Council liaison Jordan left the meeting at 12:03 p.m.

X. OLD BUSINESS

A. Boise Public Library Policy Review: Section 4, Use of the Library

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.

Section 4, 4.01 Use of the Library, 4.02 Circulation, and 4.03 Fines and Fees was presented and reviewed by Nation with no changes recommended by staff. He highlighted typo changes in regulation 4.02b Limits on Borrowing Services. The changes bring all numbers expressed numerically rather than some numbers being

spelled out. There were no comments from the Trustees. Board approval is not required on a policy's regulation.

XI. NEW BUSINESS

A. Main Library Remodel Plan and Update

McNeley reviewed that in October the Innovation Table's "browsing collection" initiative was presented to the Trustees. This second floor project began work in December and is scheduled to be completed in June. The staff annex area will be removed to create additional public shelving and the staff workroom area is being remodeled to accommodate more adult services staff by tearing out walls and installing workstations. A living room concept will be created in the southeast corner similar to the branches. McNeley presented fabric samples of the new carpet and furniture. A rendering of the floor plan and workroom was included in the meeting packet. The majority of the remodel is funded by the Friends group.

Booe stated that there are plans to do a preliminary design of relocating the Marion Bingham Room in the Idaho Room area to create a larger multi-purpose room for the public. The administration area will be reconfigured into the present location of the Bingham Room. The third floor remodel is anticipated to begin in Fiscal Year 2013.

McNeley reviewed that the top recommendation from the structural analysis of the Main Library conducted last summer by CH2M HILL was to relocate the cooling tower from the basement to the roof top. This will create a more efficient way to control the HVAC units. Booe added the second highest customer complaint is climate control. McNeley stated that CH2M HILL will assist in creating an RFP (Request for Proposal) to open bids for the estimated \$450,000 project.

XII. SELECTION OF TRUSTEE TO REVIEW PAYMENT VOUCHERS

Baird was selected to be the next Trustee to review vouchers for January.

XIII. SELECTION OF MEETING DATE

The next regular Board of Trustees meeting is scheduled for Wednesday, February 1, 2012, 11:30 a.m. in the Marion Bingham Room at the Main Library.

XIV. ADJOURNMENT

There being no further business, Baird adjourned the meeting at 12:17 p.m.

APPROVED:

Kevin Wayne Booe, Library Director

Denise Baird, Vice President