



BOARD MINUTES – REGULAR MEETING 4/20/16

The Board of Trustees of the Meridian Library District met for its regular meeting at 7:00 pm on Wednesday, April 20, 2016 in the Large Conference Room at the Library on Cherry Lane.

1. **CALL TO ORDER:** Megan Larsen, Chair called the meeting to order at 7:00 pm
BOARD OF TRUSTEES PRESENT: Megan Larsen, Chair; Dustin Barrett, Vice-Chair; Robert Everett, Treasurer; Howard Little, Trustee; Douglas Rutan, Trustee | **ABSENT:** None
OTHERS PRESENT: Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Janet Emery, Deputy Director of Digital Services; Dawn Cronk, Administrative Assistant
GUESTS: Michael Keith of Piper Jaffray Financial Presentation
2. **GUEST COMMENTS:** None
3. **CONSENT AGENDA:** Materials on the consent agenda were sent to the Trustees for review the week before the meeting. They included:
 - a. Meeting Agenda
 - b. Minutes, Regular Meeting March 16, 2016
 - c. Departmental Reports

Larsen made a MOTION to remove item 3a from the consent agenda to revise the meeting minutes in paragraph 10, to change the executive session to strike the roll call vote, as there was none, seconded by Little. MOTION made by Larsen to approve the new revised minutes as corrected, seconded by Everett. All in favor, MOTION passed.

4. **MARCH 2016 FINANCIAL REPORTS:**
 - a. Monthly Statement and Listing of Bills
 - b. Quarterly Financial Report

The Trustees were provided with a Financial Observations statement by the Finance Manager and all ledger and balance statements in packets for review prior to the meeting. MOTION made by Everett to accept the monthly statement and listing of bills, and the quarterly financial report. Little seconded. All in favor, MOTION passed.

5. **PIPER JAFFRAY FINANCIAL PRESENTATION: Michael Keith;**
 - a. Keith provided an overview of the library's capital funding options; this is a good time to borrow – interest is low, market value is high which drives down tax rate. A supermajority needed to pass a bond, but funds are paid up front vs alternate plant

facility levy where distributed across multiple years. Keith presented fiscal options for Board to consider in possible bond measure on November General Election ballot (2016). Projected impact to tax payers per \$100,000 of taxable value is \$11.05/annual (\$.92/month). A bond of \$12,000,000 over a 20 year term at a 3.41% interest rate would result in a total cost of \$17,181,375. The district has no debt at this time. Michael Keith left the meeting at 7:20 pm

6. BOND PROPOSAL NOVEMBER 2016 DISCUSSION:

- a. Caserotti went over the original 2015 capital construction/project budget and compared with revised 2016 that reflects a 10% market increase in construction costs. Development costs adjusted to add A&E as separate line item. Only way to offset increases without raising request, land for North Branch needs to be donated.
- b. Citizen Committee is meeting to regroup and establish new leadership structure. Some of the committee from last year still wants to help, would like to start engaging volunteers and fundraising if/when the library board decides to officially commit to the measure in November (2016).
- c. A conference call is scheduled with EveryLibrary to discuss helping us again with our information campaign and the citizen committee with their support campaign.

7. DIRECTOR'S REPORT:

- a. Quarterly statistics review; working through the estimates we used last year which make statistics seem inconsistent. Our resources are being used more, program attendance is up.
- b. Migration to Polaris – Macey has developed a communication plan for staff and library patrons – messaging on receipts, signs, email, social media through month of May. During migration the catalog is available, but not accurate (no live database until new ILS launches); no holds; programs suspended; loan period suspended; conference room will house materials turned in. New catalog & ILS is expected to go live on May 25th, 2016.
- c. Personnel – a new Public Services Librarian, Anne Esplin starts on May 2nd.
- d. Meridian Writes – local author Peter Leavell's book *Gideon's Call* won the contest.
- e. Food Truck Rally – great success, more people than last year.
- f. Nick Grove was named a Mover & Shaker by the Library Journal (March 15th issue) also had an article in the March 18th edition of the Meridian Press.

8. FY17 BUDGET DEVELOPMENT; POTENTIAL DATES:

- a. Budget development timeline and possible special meeting dates were discussed and decided. First meeting 7/27 for first draft review. Second draft review 8/3. Public Hearing 8/17.

9. JULY 2016 REGULAR MEETING DISCUSSION: move, cancel or designate special budget meeting;

- a. July 20th regular meeting – Caserotti is out of town; consensus to cancel meeting unless there is something urgent that comes along to have a special meeting called.

10. POLICY: Financial Policy Discussion;

- a. Jeanie & Gretchen revised it. They want to be sure there is more clarity in it. Has gone out to Harris & Company our auditor to review, but not legal counsel. Board prefers to send before counsel. Caserotti will bring it back once reviews have been returned.

11. LIBRARY FINES FOR CHILDREN’S BOOKS DISCUSSION:

- a. April 1st Idaho Statesman article on library fines being a barrier to library use. Current lending policies and 2nd ALA Economic barrier; thinking fines are a punishment. Overdue fines are a revenue stream for libraries. 1% of our budget is for fines & fees. Food for Fines – all food goes to the Meridian Food Bank. Kid’s cards – can check out 3 books at a time with no parent permission. Amnesty several times a year. Would Board consider no fines on children and teen library materials? Polaris will auto-renew items eligible on cards. Board interested in exploring and willing to consider. Caserotti will bring more info next month.

12. SOUTH BRANCH (Hillsdale) UPDATE:

- a. Meeting with partners, brainstorming names for the project. Finalists are The Hill and The CORE (which is already taken). St. Luke’s to hire a firm to work on a name. Library will have autonomy to name our facility, all partners will name their location “at The XXXXX.” Travis attended Hillsdale Elementary parents’ night. Y working on rightsizing their project. Meeting tomorrow to help finalize the footprints of all partners.
- b. Caserotti shared a draft of the partner’s broad MOU draft language drafted by City of Meridian’s legal team. Board will review. Caserotti will get legal review just to be sure.

13. NORTH BRANCH UPDATE:

- a. Caserotti has been talking with developers and met with city planning department to determine who owns what property and what options might be available. City of Meridian very helpful in reviewing land options. Caserotti engaged Dave Winder from Cushman Wakefield to assist with the process. Caserotti spoke with developer on possible site, but there were concerns about the location not being desirable by the developer.

14. EXECUTIVE SESSION:

- a. At 8:34 pm Larsen made a MOTION, seconded by Everett to move into Executive Session pursuant to Idaho Statutes 74-206(b) to evaluate the performance of the Library Director. Roll Call Everett – yes. Barrett – yes. Little – yes. Rutan – yes. Trustees ended the executive session at 8:37 pm.

15. DIRECTOR'S SALARY: Merit Increase;

- a. Trustees recommend a well-deserved 3% salary increase for her excellent performance. Larsen made a MOTION to give the Library Director a 3% increase from her 2016 anniversary date of hire. Everett seconded. All in favor, MOTION passed.

ADJOURNMENT: Larsen made a MOTION to adjourn the meeting, seconded by Everett. All in favor, MOTION passed. The meeting was adjourned at 8:38 pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 pm, Wed. May 18, 2016 in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair