



## **BOARD MINUTES-REGULAR MEETING 6/15/16**

The Board of Trustees of the Meridian Library District met for its regular meeting at 7:00 pm on Wednesday, June 15, 2016 in the Large Conference Room at the Library on Cherry Lane.

**BOARD OF TRUSTEES PRESENT:** Dustin Barrett, Vice-Chair; Robert Everett, Treasurer; Douglas Rutan, Trustee | **ABSENT:** Megan Larsen, Chair; Howard Little, Trustee

**OTHERS PRESENT:** Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Dawn Cronk, Administrative Assistant

**GUESTS:** None

**1. CALL TO ORDER:** Dustin Barrett, Vice-Chair called the meeting to order at 7:00 p.m.

**2. GUEST COMMENTS:** None

**3. APPROVAL OF AGENDA:** There was no consent agenda this month. MOTION made by Everett to approve the meeting agenda, seconded by Rutan. All in favor, MOTION passed.

**4. APPROVAL OF MINUTES - Regular Meeting May 18, 2016:** MOTION made by Rutan to approve the minutes, seconded by Everett. All in favor, MOTION passed.

### **5. BOARD ANNUAL MEETING:**

**5.a Set meeting dates:** The meeting dates for 2016-17 include no meeting in July and moved the date of the December meeting due to the holiday. Rutan made a MOTION to accept meeting dates as printed with one exception March 16th date needs to be moved to March 15<sup>th</sup>, Robert seconded. All in favor. MOTION passed.

**5.b Elect Officers:** Barrett nominated Larsen for Chair, Everett seconded. All in favor. MOTION passed. Rutan nominated Barrett for Vice Chair, Everett seconded. All in favor. MOTION passed. Barrett nominated Everett for Treasurer, Rutan seconded. All in favor. MOTION passed. The Clerk is designated as Caserotti.

**5.c Trustee Bylaws and Job Description review/revision:** Larsen gave Caserotti changes to the bylaws: we need to clean up the language, and change the Order of Business. Rutan mentioned standing committees are appointed by the Chair, and the President needs to be changed to Chair. Rutan made a MOTION to approve the amended draft, Everett seconded. All in favor. MOTION passed. The Job Description was discussed and reviewed, no changes.

**6. MAY 2016 Financial Reports; Monthly Statements and Listing of the Bills:**

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. Rutan likes the new format, it is easier to read. Noted 1<sup>st</sup> payment for website redesign \$7,000. Balances on checking: a \$71,606 transfer was made from general to capital because it has to be a non-revenue fund. MOTION made by Rutan to accept the monthly statement and listing of bills, and the financial report, seconded by Everett. All in favor, MOTION passed.

**7. PERSONNEL: Job Description; Junior Librarian (revised):** A few small changes; that they report to various managers, that it be open to students enrolled in high school or college. Rutan made a MOTION to accept the Junior Librarian revised job description with changes, Everett seconded. All in favor. MOTION passed.

**8. POLICY: Financial Policy (new; outlines oversight and management of library's finances)**

This version has been gone through by our legal and accounting firms. We have added the use of credit cards. Previously we were to capitalize assets over \$500; Jeanie is suggesting changing that to \$1,000, Trustees expressed comfort with the suggested change. Rutan made a MOTION to accept the Financial Policy with changes, Everett seconded. All in favor. MOTION passed.

**9. POLICY: Lending Guidelines: (revision; revisions to loan rules based on patron feedback and collection size, request to add library card waiver for non-resident civic full-time employees)**

Rutan challenged the library boundaries on non-resident cards, and to remove WASD to not limit the boundaries for full time city employees & teachers who teach in the Library District's boundaries to obtain a free non-resident card. A few limits per cards have changed. Materials automatically renew, unless there is a hold on the item. MOTION made by Rutan to approve the Lending Guidelines with changes. Everett seconded. All in favor. MOTION passed.

**10. POLICY: Code of Conduct: (revision; lawful weapons and petitioning)**

During primaries citizens have aggressively approached libraries to have petitions signed by patrons. They can always petition on the public sidewalk, but Caserotti has heard frustration that is not close to people. Legal counsel is not to restrict 1<sup>st</sup> Amendment rights (limiting what is said), but can reasonably dictate where it can happen on property. Caserotti presented an aerial map of Cherry Lane where could meet needs of petitioners but not obstruct patrons' right to freely use library.

- a. Pull out the Petitioning from unacceptable behavior and make it its own paragraph. Petitioners will have to speak with the Director for permission, with the understanding that they will be monitored and no patrons will be hassled. There could be a stripe by the bicycle rack that petitioners cannot cross. There can be no petitioner's in the building. If they are given a warning yet continue crossing the line or bothering patrons they will be asked to cease and desist.
- b. Firearms - Neutralize the language #9 under unacceptable behavior. There should be staff discussions about current laws on firearms. The state laws change on July 1<sup>st</sup>, needed to amend to ensure in compliance.

c. Robert pointed out a typo (should be odor) being misspelled.  
Rutan made a motion to approve the policy with corrections, Everett seconded. All in favor.  
MOTION passed.

**11. Directors Report:** Caserotti handed out totes with summer reading calendar to the Trustees. The summer reading kickoff was at Settler's Park at the movie night, 200+ children signed up for cards. As of this point we have had almost 2500 signed up so far. There were nice comment cards about the staff and programs, even a patron liking the auto renewal. There was a card from Mayor Tammy deWeerd congratulating the library for being the small business of the year. An offer was extended for the Public Services Manager position. John Thill accepted the offer and will start July 18<sup>th</sup>. He comes from San Jose with a Masters in Library Science. He comes with some impressive programs, he speaks Spanish, and wants to share his customer services ideas. Caserotti met with ACHD and a consultant that does traffic studies. The consultant can make a proposal to do a survey and collect that data that will inform us of any long term solutions for the Cherry Lane parking lot.

**12. Bond & Branches Project Update:** South branch: MOU with all partners has broad language, but it's moving forward. MOAs with WASD still with attorneys. The MOA may come to the board meeting in August. The new Jason Bourne movie (Matt Damon) will be coming to the village in July, Megan will make a 2 minute speech at a related event. Macey & Travis will also attend. North branch: Caserotti has been meeting with developers about potential locations. Some of the developers would not totally donate the entire parcel, but possibly half. The area that meets our needs most is in the Ten Mile & Chinden area. Gretchen is working with a real estate agent who is making this move forward faster. We will need larger parking area as the one parking spot per 500 square feet code is not enough. If land by larger retail business is an option, then we could possibly share the parking lot.

Bond: The Staff Coalition team worked hard on key messages for different groups around town, as well as key talking points for different types of encounters to make it easier for staff to talk about the bond. They have attached a comment area on the open house invitation card as a way for us to have people submit their own information if they are interested in helping. All of the paperwork has been filed with the attorneys and the county after last month's meeting.

**ADJOURNMENT:** Rutan made a MOTION to adjourn the meeting, Everett seconded. All in favor, MOTION passed. The meeting was adjourned at 8:01 p.m.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday August 17, 2016 in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

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Gretchen Caserotti, Library Director

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Megan Larsen, Board Chair