



LIBRARY BOARD OF TRUSTEES REGULAR MONTHLY MEETING MINUTES 7/21/2021

The regular meeting of the Board of Trustees of the Meridian Library District was held at 7:00 pm on Wednesday, July 21, 2021. The meeting was held in person at the main library building located at 1326 W. Cherry Lane in the large conference room and online.

<https://us02web.zoom.us/j/87616160530?pwd=T1Y2SnZVbE9lNHBM3pjcxN0cTFzQT09>

Or by phone: 1-669-900-6833 | Webinar ID: 876 1616 0530 | Passcode: 941947

TRUSTEES PRESENT: Jeff Kohler, Vice-Chair; Christina Hirsch, Treasurer; Laura Knutson, Trustee; Tyler Ricks, Trustee ABSENT: Megan Larsen, Chair

LIBRARY STAFF PRESENT: Gretchen Caserotti, Library Director; John Thill, Assistant Director; Jeanie Gerwig, Finance Manager; Allison Maier, Communication Specialist; Eryn Turner, Foundation Manager

Jeff Kohler, Vice-Chair called the meeting to order at 7:00 pm

Guests: Dagmara Larsen, Principal, MSR; Tom Haller, Lead Designer, MSR; Michael Elia, Moore & Elia, LLP

Meeting Agenda

1. **Guest comments:** None
2. **Consent Agenda:** Consent agenda items are considered to be routine and are acted on with one motion.
[ACTION ITEM]
 - a. Regular Meeting Minutes, June 16, 2021
 - b. Policy Revision: Financial Policy
 - c. Job Description Revision: Finance Manager, HR Coordinator, Senior HR GeneralistKnutson made a MOTION to approve the Consent Agenda, Hirsch seconded. All in favor, none opposed. MOTION carried.
3. **Approval June 2021 Financial Reports** [ACTION ITEM] Ricks made a MOTION to approve the June 2021 Financial Reports, Knutson seconded. All in favor, none opposed. MOTION carried.
4. **Library Director Report** Caserotti and HR will do a listening tour, going to department meetings to hear staff concerns after evaluating results of a staff survey. Next, create an action plan with feedback for the future to adjust, then implement action plan. Staff turnover is high and it's hard to backfill positions.
5. **Orchard Park Site Plan Revisions Discussion: DMG Real Estate Partners:** Caserotti shared updated revised site plan drawings from a meeting with the developer. DMG not attending this Board meeting, but can be invited to future meeting still. The lease will require revisions and board approval. Still waiting for a schedule from developer. Trustees expressed concerns about continued changes in the project. We can call for a special meeting or the regular August meeting to go over any new changes. Developer appears to have included MLD's requests in this site plan revision.
6. **2019 Plant Facilities Levy Update: MSR Design:**

- a. Orchard Park Project Discussion – MSR specializes in libraries. The builder is in charge of the shell and MLD covers furnishings. Meeting tomorrow.
 - b. South Branch Schedule – starting early planning, what are the needs of the community in the area? Meet with staff at MSIL to see what services they would be using in the space.
 - c. The proposed South branch and Orchard Park can be done more efficiently by having both projects at the same time. Construction starts next month.
7. **Executive Session:** [ACTION ITEM] Pursuant to Idaho Code §74-206 (1)(c) & (f) the Board retired into Executive Session to deliberate regarding acquisitions of an interest in real property & communication with legal counsel regarding pending/imminently likely litigation at 7:27 pm. Roll Call Vote, Kohler YES, Hirsch YES, Knutson YES, Ricks YES. The board exited Executive Session at 8:15 pm.
8. **Approve Revised Lease Agreement for Linder Village/Orchard Park** [ACTION ITEM] Tabled.
9. **Wage Analysis Report & Equity Adjustments Plan Discussion** The report from an HR consultant is completed and the full report is in the packet. We're 4 % under the norm compared to other libraries. The report outlined specific positions at, under, or above library-market wages. Merit increases are raises. Equity Adjustments to salaries are being considered. Equity adjustments for Pages and Library Assistants were built into FY22 budget. If funds allow, could be done in current year with remaining positions to be adjusted in FY22, Caserotti will get more information. Trustees expressed support to make equity adjustments as soon as financially possible as may help with retention challenges.
10. **FY21 Amended Budget Draft Presentation & Discussion** Proposed FY21 Amended draft presented to the board. Major change in the budget is to adjust for the timing of the unBound renovation costs that put the FY21 Building actual costs over budget as well as returning Carryover funds to fund the complete unBound project through operations. Highlights of the Proposed FY21 Amended draft include an increase in sales tax revenue as we have been receiving more than before. Reduction in interest income as LGIP earnings have dropped. Personnel is the largest line item to change, largely due to delay in opening of Orchard Park. Also, benefit cost increases were not realized. Personnel underspent due to vacancies. We are underspent on programs as those were canceled due to COVID. Facilities underspent due to Orchard Park delay. The proposed FY21 Amended budget will be included with the FY22 legal notice and will be presented with the FY22 budget at the public hearing.
11. **FY22 Budget Draft Presentation & Discussion** Caserotti gave an overview of budget process to date. Staffing models created, budget managers have submitted budget requests and a budget draft has been developed. This year we have added community focus groups for public input in the budgeting process. This year's legislative changes are immediately having an impact on FY22 with \$130,000 in lost revenue. We anticipate that over the next 5 years the total loss will be the equivalent of a branch operating budget. Another challenge this year is benefits costs. We anticipate we will realize an increase. In prior years we waited until August to get our final numbers, then revise the budget. This year we are at the cap for new construction and we don't anticipate a change in the budget numbers. A special meeting to approve the legal notice for publication is scheduled for August 3rd. If needed we can call a special meeting prior to address any questions from the board not answered tonight. August 18th is the public budget hearing. FY22 proposed budget is balanced, Gerwig presented an overview of the FY22 Proposed budget. Tax levy revenue includes a 3% increase, new construction that is capped. We're allowed to take foregone. Current Foregone balance is \$455,685. We are limited to 3% of M&O for Capital Projects. 3% Capital Project foregone included in budget. Non-tax revenue reflects reduced interest income. Expenditures were highlighted. Personnel is 57% of the budget. Taken at 100% of personnel roster no vacancy estimates made. The Personnel line includes wages, benefits and employer tax. Collections are 15% of the budget. Collections include print collection, media, circulating devices databases, eContent and Orchard Park opening day collections. Operating expenses 18% of the budget. Includes consortium costs, technology, facilities, professional development, supplies materials processing and vehicle expense. Capital is 9% of the budget. Capital includes technology hardware

and infrastructure. Majority is transfer out to Capital Projects to be used in completing the Orchard Park and S Branch capital projects. Overview of the Capital Fund on the legal notice includes the Orchard Park project. Also, includes financing the South Branch.

12. **Approve Board Bylaws Revision** [ACTION ITEM] Caserotti applied Trustee feedback from June meeting discussion. Consulted attorney about wording of officer positions to align with statutes regarding officer election vs appointment. The Director has operated as the Clerk but should be formally appointed after the bylaws are approved. Ricks disagreed with requiring officers to have served at least a year on the board. Knutson made a MOTION to approve the Board Bylaws Revision with minor typos corrected. Hirsch seconded. A vote on this revision as written was 3 Yes, and 1 No. MOTION carried.

13. **Approve Authorized MLD Bank Signators** [ACTION ITEM] Financial policy changes made to outline positions authorized to have signatory authority of MLD accounts. MOTION made by Hirsch that Megan Larsen, Board Chair, Christina Hirsch, Board Treasurer and Gretchen Caserotti, Library Director will be authorized signers on the library accounts and any remaining or former board members will be removed as signers from the library accounts. Ricks seconded. All in favor, none opposed, MOTION carried.

14. **Future Agenda Items** Managers to discuss future employee presentations. Special meeting on August 3rd. Public Budget Hearing on August 18th at 6:45 before the regular meeting. Invite financial advisors regarding South Branch financing options. Approve revised Orchard Park lease when ready.

The meeting was adjourned at 9:04 pm. The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, August 18, 2021.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Chair