



BOARD MINUTES – REGULAR MEETING 4-19, 2017

The Board of Trustees of the Meridian Library met for its regular meeting at 7:00 pm on Wednesday April 19, 2017 in the Large Conference Room at the Library on Cherry Lane.

BOARD OF TRUSTEES PRESENT: Megan Larsen, Chair; Dustin Barrett, Vice-Chair; Christina Hirsch, Treasurer; Howard Little, Trustee; Doug Rutan, Trustee; **ABSENT:** None

LIBRARY STAFF PRESENT: Gretchen Caserotti, Director; Jeanie Gerwig, Finance Manager; Dawn Cronk, Admin Assistant; Travis Porter, Branch Manager; Maria Ricks, School Librarian

GUESTS: None

1. **CALL TO ORDER:** Megan Larsen, Chair; called the meeting to order at 7:01 pm
2. **GUEST COMMENTS:** None
3. **MEETING AGENDA:** No changes.
4. **CONSENT AGENDA:** Consent agenda items are considered to be routine and are acted on with one motion. There will be no separate discussion on these items unless the Board Chair, a member of the library board, library staff, or a patron requests an item to be removed from the consent agenda for discussion.
 - a. Regular Meeting Minutes March 15, 2017
 - b. Special Meeting Minutes March 15, 2017
 - c. Special Meeting Minutes March 21, 2017
 - d. Job Description Update: Interlibrary Loan Assistant
 - e. Job Description Update: Program Specialist
 - f. Job Description Update: Teen Specialist
 - g. Job Description Update: Youth Services Librarian
 - h. Job Description Update: Youth Services Manager

Little made a MOTION to accept the Consent Agenda, Barrett seconded. All in favor, none opposed. MOTION passed.

5. **March 2017 Financial Reports; Monthly Statements and Listing of the Bills:**

QuickBooks is working well, we are considering upgrading it to add fundraising capabilities.

Hirsch made a MOTION to accept the March 2017 Financial Reports, Monthly Statements and Listing of the Bills, Little seconded. All in favor, none opposed. MOTION passed.

6. **DIRECTOR REPORT:** We made an offer of Tech Support Specialist to Muhammad Aleem who will start on Monday, April 24. FlexTechs will continue to consult during the transition but will be spending less time here and doing more work remotely. IT has migrated to a new ticketing system that will be more robust with managers being able to see the IT requests from their

departments. The asset inventory for IT is finished. The Food Truck rally was rescheduled for Saturday May 13. The Book-a-Bike program has launched. May 20 is the library's birthday party. ICRMP has a training on May 10, Caserotti will attend. There is a budget levy training May 18. Lastly, a trustee training with ICFL is on August 10. The Meridian Writes event had a great turnout, and the winning book this year is Venators by Devri Walls. We are beginning concrete and pavement repairs this week, the projects will be finished as weather conditions allow.

a. 2nd Quarter Statistics: Data cleanup has begun and ILS has a new way to pull reports. Staff looked at records for accounts that were dead (3 years inactive), and duplicates. The amount of borrowers has not decreased, a yearly purge was just done.

- 7. The Hill & School Librarian Position 2017 – 2018 School Year:** We are in touch with our partners at the Hill. The School District will need to know our commitment on this position for FY18 budgeting. Rutan had a discussion with the YMCA about a future bond. With construction on the new Y as they move toward opening in March of 2018, we could use the PR from the Y's project to gain momentum to our advantage for a smaller May election on a bond. Larsen does think we won't pass a bond without something different to reach the additional 8% we need. We shouldn't close any doors or pull out. We should pursue a plant levy or lease to own option other than the 67% needed to pass a bond. Net cost to the district for the librarian is \$31,000, our cost is 31% of salary in benefits, the school district agreement is \$25,000. The Hill library will be open 2 hours a day, 2 days a week over the summer. Continued reading programs will be offered. Adult books from the main library will be available to check out. The board would like to see stats when they are available. Feedback from school staff: they are pleased to have someone there to get the library up and running. The Principal likes that the library has someone in there who knows what they are doing that they don't have to train. The teachers and staff like what they see. There were 105 participants in the winter reading program. Data comparison is very difficult, from a regular school compared to this shared school. We are committed to Maria's position and we have plenty of work for her to do. Initial thoughts are that 1 year is not enough time to decide anything. Caserotti will get an updated draft of the agreement from Joe next month.
- 8. Bond Next Steps & Messaging:** Partners are interested to know our next steps. Caserotti is meeting with the Y and Mayor Tammy in May to discuss next steps and how to move forward. Larsen feels the survey shows we don't have enough to get the 2/3 we need. Should we pursue a capital campaign, a plant levy, construction bonds, or maybe a lease to own? Could we find a developer to front us the money? Our existing facility needs some repairs as well. Challenge: plant levy, bond or both? Poll findings are that we lose on a ballot with an educational measure. What path is most likely to achieve our goals? Caserotti will send the board the PDF on how the money works from Piper Jaffrey. Caserotti will invite Michael from Piper Jaffrey to the June board meeting to explain how different options can affect real cost. Sundance has other properties and are open to exploring options with their properties.
- 9. Strategic Planning:** Caserotti handed out a summary of the compiled and consolidated data. The group met yesterday, and had a discussion on goals & plans. Meridian is a younger demographic that is family focused. With average home values rising, up from a few years ago, with the wages and industries here, looking ahead are we serving the citizens who may be incurring substantial debt? From the surveys, the focus groups see us as an educational entity. They also value a safe, diverse and tolerant community. This is a first draft of updated

goals and objectives & proposed actions. Caserotti shared this with you, and can set up a possible special meeting to discuss only the Strategic Planning, or plan to have a longer regular meeting to do so. It will take 6 weeks to put it together, so possibly a June discussion.

- 10. Employee Handbook Revisions:** The draft handbook and overview is included in the board packet. HR will come next month to answer any questions. ICRIMP has written a sample policy model and our legal counsel has looked at the handbook. The Board will look it over and bring questions and concerns next month.
- 11. Social Media Policy:** Attorneys suggested the board look at the policy with an eye toward the First Amendment. Caserotti said we can discuss it more next month. Record Retention Policy will be coming up next.
- 12. Trustee Elections Report:** There has been nothing received officially from Ada County on the election. With no challengers filing, the incumbents are unopposed and the seats will not appear on the ballot. There is a patron who objects that even if there is no opposition, the public should be able to have a say on who is elected to the board.

With no further business before the Board, the meeting was adjourned by Chair Megan Larsen at 8:28 pm.

The next regular Library Board of Trustees meeting is scheduled for 7:00 p.m., Wednesday, May 17th, 2017 in the Large Conference Room at the Library on Cherry Lane.

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair